

GRADUATE STUDIES HANDBOOK

Ph.D. & Th.M. Degree Programs
2017– 2018

All contents of this Handbook
are subject to interpretation and
administration by UPSem
through its faculty committees
or Academic Dean or Director
of Graduate Studies.

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Introduction

Doctor of Philosophy Degree Program (Ph.D.)

[The Ph.D. program was discontinued effective Spring 2013. Union Presbyterian Seminary is not accepting new applications for entry into the Ph.D. Program. We have implemented a teach-out plan for current Ph.D. students.]

The primary purpose of the Doctor of Philosophy (Ph.D.) degree program is to develop scholarly leadership for the church and the many and diverse communities to which it ministers. Designed and intended to be completed in five years of full-time, continuous enrollment, with the first two years of these five years in required residential enrollment, the Ph.D. degree program may be undertaken in Biblical Studies with a concentration in Old Testament, or in Historical and Theological Studies. All course work is offered on the Richmond campus of Union Presbyterian Seminary only. Applicants to the Ph.D. program are encouraged to contact the faculty Chair of their academic area of interest for further and more specific information.

Master of Theology Degree Program (Th.M.)

The primary purpose of the Master of Theology (Th.M.) degree is to provide an additional year of academic preparation beyond the Master of Divinity degree for Christian leadership in pastoral and educational ministries, or in preparation for further graduate work. All course work is offered on the Richmond campus of Union Presbyterian Seminary only. The degree is designed and intended to be completed in one academic year. Applicants to the Th.M. program are encouraged to contact the faculty Chair of their academic area of interest for further and more specific information.

Handbook

The contents of this Handbook supersede all statements concerning and descriptions of Union Presbyterian Seminary's Th.M. and Ph.D. degree programs from all other sources unless through appropriate Deans or the Committee on Academic Programs or the Director of Graduate Studies exceptions are approved. An electronic copy of the Handbook shall be made available to any Th.M. or Ph.D. student or applicant upon request without cost. Th.M. and Ph.D. students are strongly encouraged to read this Handbook at least once a semester, and are required to comply with all of its academic, administrative, and financial policies, protocols, and requirements. Unfamiliarity with and/or misunderstanding concerning any of the Handbook's items and provisions shall not constitute grounds for exceptions to them. All students studying in the Th.M. or in the Ph.D. degree programs must comply with the administrative provisions of the Handbook edition in force during each current academic year of their enrollment, which year begins on July 1 of each calendar year and continues until the last day of June the following calendar year. Through the Committee on Academic Programs or appropriate Deans or the Director of Graduate Studies Union Presbyterian Seminary reserves the right, in accordance with sound academic and administrative practices as well as accrediting standards, to interpret, apply, administer, update, emend, and correct the contents of this Handbook, and to deny or to approve exceptions to any matters stated herein. Questions and comments related to the Handbook or to how it may be improved are most welcome, and may be directed to the following persons:

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**The Mission Statement
of
Union Presbyterian Seminary**

MISSION

Union Presbyterian Seminary equips Christian leaders for ministry in the world—a sacred vocation that requires deep learning, commitment to service, and an ability to read culture and circumstance in the light of the rich resources of scripture and theological tradition.

PURPOSE

The seminary's core mission is to participate in the mission of the church by forming and equipping leaders "for the work of ministry, for building up the body of Christ" (*Eph 4:12*).

CORE VALUES

As a theological institution of the Presbyterian Church (USA) standing within the Reformed tradition,

- We confess the Lordship of Jesus Christ.
- We weave together distinctive approaches to theological education for pastoral and educational ministries.
- We educate, inspire, and empower leaders for congregational life, theological scholarship, and bold Christian service to the world.
- We serve as a theological resource for church and society.
- We are a catalyst for the transformation of the church, and through the church, the world.

Master of Theology Degree Program (Th.M.)

Overview:

The Master of Theology (Th.M.) program allows considerable latitude for students to pursue individual courses of theological study and research in Biblical Studies, or in Historical and Theological Studies, or in Christian Education under faculty supervision at a post-M.Div. level. (No Th.M. is currently offered in the disciplines lodged in the seminary's Practical department.)

Some Th.M. students may choose to concentrate their studies in a particular field (e.g., New Testament, American Christianity), while others may draw upon the resources of various departments. The broad requirement for the degree is that within one academic year each student must successfully complete, with prior approval of all credits by her or his Th.M. advisor, a minimum of 24 credit hours, included among and counted toward which hours shall be a Th.M. thesis or summative project (hereafter SP). Concentrations are not recorded or tracked in the official record. The degree is awarded as a Master of Theology without further specification.

Admissions:

Each academic department that admits Th.M. students reads and evaluates the Th.M. applications to its fields of study, determines its recommendations for and against admission, and forwards recommendations *for* admission to the faculty Committee on Academic Programs, which takes a final decision on all Th.M. admission recommendations. As is the case in all admission's deliberations for all applications to study at Union Presbyterian Seminary, only the decision for or against admission is communicated to the applicant and to any other third parties authorized by the applicant. All deliberations and discussions and documents involved in admission decisions, for or against, are confidential and executive session.

Admitted students may defer enrollment from one fall to the next fall with the permission of the department that admitted them. Deferments are for one year only. All enrollments in the Th.M. program must begin in a fall Richmond term. Enrollment in the program may not commence at any other time or term. Students who do not enroll after deferment must reapply to the program. An applicant who is not admitted or is wait-listed and subsequently not admitted may request admission again after two academic years. A completely new application, along with all supporting documentation, will be required.

Students will upon enrollment in the Th.M. be assigned a Th.M. advisor by the department which recommended the student's admission.

Schedule of Required Th.M. Dates and Deadlines

April 20:

Deadline for submission of draft of Th.M. thesis or SP by student to her or his Th.M. advisor. (Individual students and their advisor are required to determine realistic schedules for completion of Th.M. thesis or SP within institutional deadlines)

April 20:

Deadline for designation by department of a second reader for the thesis or SP

May 1:

Deadline for submission of final and complete draft of Th.M. thesis or SP by student to Th.M. advisor. This draft must in the advisor's judgment constitute in content and in form a thesis or SP of acceptable Th.M. extent, depth, and quality.

May 11:

Deadline for successful completion of field exam and an oral examination based on the student's thesis or SP. The student's advisor and a second reader, appointed by the advisor's department, will conduct an oral examination on the area of the SP or thesis and the student's primary research specialization in the Th.M. program. The advisor will report the results of this oral exam Pass/Fail to the Director of Graduate Studies by no later than 8 days prior to the student's anticipated graduation. Both examiners must vote Pass for the examination to be successful. There is no appeal if both examiners vote Fail. An appeal of a split vote, if an appeal is lodged, would be made to the advisor's full department.

Failure to meet these deadlines or to receive passing grades on the thesis or SP and on the oral examination will ordinarily result in dismissal from the Th.M. program. Any exceptions require approval by the academic department of the student's advisor.

Although a Th.M. student must normally satisfy all degree requirements within a single academic year, special circumstances may warrant the granting of a one-year extension.

Requests for extensions beyond a first year of Th.M. study must be submitted in writing to the Director of Graduate Studies by March 1 of the student's first Th.M. year, with a copy to the student's advisor. Extensions are approved only if appropriate academic progress, as determined by the Committee on Academic Programs, has been made. Th.M. students who receive permission from the Committee on Academic Programs to extend their program are assessed a continuation fee due in full at the beginning of the one-year extension. The extension fee for Th.M. students who extend study past one nine-month academic year is \$1,500 per term. Extensions beyond a first, one-year extension require the support of the advisor and his or her academic department, and of the Committee on Academic Programs and the majority vote of the full faculty in executive session.

Academic Course Work: Th.M.

A. Required Academic Credits, Thesis (or SP), Field Exam, and Oral Examination

The specific design of each Th.M. student's program will be determined in consultation with his or her designated faculty advisor, who will, unless determined otherwise by the faculty advisor's department, serve as advisor of the student's Th.M. thesis or SP. All Th.M. students will successfully complete at least 24 credit hours, including a Th.M. thesis or SP, field exam, and an oral exam based on their thesis or their SP.

Th.M. students will ordinarily take 12 hours in the Fall term, 9 hours in the Spring term, and 3 hours in the May term, which are attained by successful completion of the field exam. The normal rhythm of course work is: Fall term, Th.M. Seminar I, one 400-level elective, and one

400-level elective course *or* a directed study (12 hours total); Spring term, one 400-elective course *or* a directed study and completion of thesis (a three-hour colloquy will be held toward the end of the Spring term in which students will present an overview of their work to their Th.M. peers and the collective group of Th.M. advisors) (9 hours total); May term, major field exam (3 hours total).

B. Categories of Course Work:

Five categories of academic work are distinguished in designing individual programs.

1. Th.M. Seminars *Fall term, INT 4XX, Th.M. Seminar I*

This interdisciplinary colloquium explores the question of how we know and various aspects of beginning a quest for knowledge and wisdom, in connection with major fields of study and specialized topics being pursued by seminar participants and supported by students' advisors. Specific attention will be given to how these quests are imagined and shaped by various theological disciplines and the "ultimate questions" raised. 6 credit hours.

2. *Elective courses* designed as advanced electives for basic-degree credit and also open to enrollment by Th.M. students. Instructors will establish modified or additional requirements for Th.M. candidates and publish these in the course syllabi. Th.M. students receive three credit hours for elective courses. Any core courses at the designation of 400 qualify in this category.

3. *Directed Th.M. studies* designed by the student and faculty member. Apart from Thesis research, Th.M. students may register for no more than one directed study carrying three credit hours in any academic term, unless they obtain permission from the Academic Dean.

4. Thesis or Summative Project. 6 credit hours

5. Field Exam. 3 credit hours

C. Registration Deadline and Course Changes:

Procedures, regulations, and deadlines for such matters as registration and changing and dropping courses in the Master of Theology degree program are the same as those in the basic (M.Div. and M.A.C.E.) degree programs on the Richmond campus.

D. Evaluation and Grading:

Th.M. course work and directed studies, including the credits devoted to completing a research paper or project and successful completion of the field exam, will ordinarily be evaluated and reported to the registrar for official record on a letter-grade basis, as follows:

- A (4 grade points)
- A- (3.7 grade points)
- B (3.3 grade points)
- B (3 grade points)
- B- (2.7 grade points)
- C+ (2.3 grade points)
- C (2 grade points)

- C- (1.7 grade points)
- D+ (1.3 grade points)
- D (1 grade point)
- F (zero grade points)

Any non-letter grade submitted must be a grade of Pass. Pass grades do not impact a student's GPA and are not ordinarily accepted for course work, the letter-grade scale above being the norm.

The minimum grade point average for successful completion of Th.M. degree requirements is 2.0 (C). Work in any course or unit of directed study that is evaluated below the letter grade of C- shall not be counted toward fulfillment of the hours required for the degree. Thesis or SP grades and oral examination grades below the letter grade of C- or Pass shall not be counted toward fulfillment of the degree.

Thesis or Summative Project (SP)

Area of Study:

In their applications to the program, most Th.M. students will have identified areas of special interest, in relation to which they expect to complete a Th.M. thesis or SP. Faculty advisors will be assigned by the relevant department at the beginning of the fall term based on the interest areas of the students. It is important for each student, in consultation with his or her faculty advisor, and with other members of the faculty as appropriate, to clarify the scope and focus of the thesis or project during the first half of the academic year.

All SP's and theses will conform to academic conventions of format and style, and will be submitted in English in rough and final drafts. Students may contact the library for information on binding of completed theses or projects at the student's expense.

Tuition:

Tuition is charged for a Th.M. student's first year of study. Th.M. tuition for the 2017-18 academic year is \$15,000. Ordinarily, this cost is covered by institutional financial aid. All other costs are born by the student. Students who fail to meet their financial obligations are not in good standing and ordinarily will be dismissed from the degree program at the end of the term during which they failed to meet these obligations. Grades, transcripts, and other services of the school will not be made available until the Business Office reports that all financial obligations have been met.

Failure to comply with academic and financial policies and deadlines in the Th.M. degree program results in automatic loss of good-standing and in the posting of non-compliance dates and reasons to the student's transcript. Loss of good-standing, unless resolved in a timely manner, may lead to dismissal from the degree program and from Union Presbyterian Seminary.

The Doctor of Philosophy Degree Program (Ph.D.)

[The Ph.D. program was discontinued effective Spring 2013. Union Presbyterian Seminary is not accepting new applications for entry into the Ph.D. Program. We have implemented a teach-out plan for current Ph.D. students.]

General Description for All Ph.D. Students

The Doctor of Philosophy (Ph.D.) degree may be undertaken in the following academic fields.

Biblical Studies

Concentration in Old Testament

Historical and Theological Studies

Period of Study:

The broad requirement for the degree is that each candidate must successfully complete two years of full-time academic study in residence, demonstrate competency in two modern foreign languages, successfully complete five doctoral examinations, and write and successfully (orally) defend a doctoral dissertation within such deadlines as apply for each of these requirements as these are set by Union Presbyterian Seminary. More specific requirements also apply.

Departmental oversight of candidates is undertaken by a Ph.D. advisor, ordinarily to become the student's dissertation advisor by action of the Committee on Academic Programs (CAP) and an advisory committee, ordinarily to become the student's dissertation committee in part or in whole, in order to provide each candidate with competent guidance. Timely and acceptable completion of degree program requirements is the responsibility of the student. The degree is designed and intended to be completed within five years of the student's initial matriculation. Failure to show sufficient signs of progress in any phase of the degree may result in dismissal.

Graduation:

There is one Ph.D. and Th.M. graduation each year. It is the spring, Richmond graduation for all students in all degree programs. The date of that graduation is the official graduation date for Ph.D. and Th.M. students who completed their degree requirements on time during any term of the Richmond academic year.

Schedule of Required Dates and Deadlines (Unless otherwise mandated by CAP):

For Continuing Ph.D. Candidates

By noon of the first office day of each month October through April (*recommended at least 24 months before anticipated completion of dissertation*)

- Deadline for electronic submission of Ph.D. dissertation proposals approved by the department to the Director of Graduate Studies for referral to the Committee on Academic Programs (CAP) or to a subcommittee designated by it to review and recommend action on the proposal. (This committee/sub-committee does not ordinarily convene June- September. Committee members shall have a minimum of 30 days to read a proposal.)

By first Monday in March First Year in Program:

- Deadline for submission by student to the department chair (after review and endorsement by the student's Ph.D. advisor) of anticipated area of dissertation research

By first Monday in March Second Year in Program:

- Deadline for submission to the department chair (after review and endorsement by the student's advisor) of a plan for preparing for doctoral field examinations
- Deadline for submission by student of a Modern-Languages plan to Director of Graduate Studies; must include means and deadlines for achieving and demonstrating competency in two modern languages before the end of the student's third year in the program; must have prior approval of student's Ph.D. advisor *and* academic department

By first Monday in April of each year of years 1-4 in Program:

- Deadline for submission of an annual progress report by student to her or his Ph.D. advisor and to the Director of Graduate Studies; report must have been approved by the student's advisor; failure to submit the report on time removes the student from good academic standing and may lead to dismissal from the degree program; failure to obtain advisor's approval removes the student from good academic standing and may lead to dismissal from the degree program. Report must show signs of sufficient progress (hereafter SOSP) toward degree completion.

By first Monday in April of Year 5 in Program:

- Deadline for submission of annual progress report by student to her or his Ph.D. advisor and to the Director of Graduate Studies; report must have been approved by advisor, *and if student is not graduating by the end of academic year 5 in the program, report must include student request and advisor and departmental approval for extension for a year 6 in the program*; failure to submit the report on time removes the student from good academic standing and may lead to dismissal from the degree program; failure to obtain advisor and/or departmental approval removes the student from good academic standing and may lead to dismissal from the degree program. Report must show SOSP.

By first Monday in April of Years 6 and 7 year in Program:

- Deadline for submission of annual progress report by student to Ph.D. advisor and to the Director of Graduate studies; report must have been approved by advisor, and *if student is not graduating by the end of any academic year beyond year 6 in the program, report must include student request and advisor and departmental approval for continuing the student's enrollment another year; the Committee on Academic Programs will then give final approval or denial to all such requests*; failure to submit the report on time removes the student from good academic standing and may lead to dismissal from the degree program; failure to obtain advisors and/or departmental approval removes the student from good academic standing and may lead to dismissal from the program. Report must show SOSP.

By first Monday in April every year beyond Year 7 in Program:

- Students who entered doctoral studies in the fall of 2010 or after will ordinarily not be continued beyond a seventh year in the doctoral program. A student who wishes to petition for continuation beyond a seventh year in the doctoral program must file an annual progress report through the process followed in years six and seven in the program and with all the requirements noted in that process. SOSP must include one or more chapters of the dissertation. The Committee on Academic Programs will recommend approval or denial to the full faculty, which will decide in executive session by majority vote. The process to decide for or against any subsequent year of continuation beyond year eight will be the same.

Variable Dates:

- August/October/November Dates apply to Fall Completion of Program
- March/April/May Dates apply to Spring Completion of Program unless otherwise specified by the Committee on Academic Programs
- There is one Ph.D. graduation a year and one official graduation date. It is in May or June each year, the Richmond spring graduation for all degree programs. Ph.D. and Th.M. completions in other terms are graduated in May or June at the Richmond spring graduation. Students are not enrolled for the fall and spring terms in which they complete all requirements for their degree before the end of the sixth week of classes in the term, and they are not enrolled in any terms thereafter. For verification and student-service purposes, they are considered students with no course work or requirements left through the last day of the term in which they completed their degree programs.

Style Review and Deadlines: All students must submit to the Director of Graduate Studies a sample of their dissertation for a style review, ordinarily not less than twelve weeks but in no case less than ten weeks, prior to their deadline for submission of a penultimate dissertation draft. Students should always consult with their dissertation advisor and/or committee to determine that the sample to be submitted is appropriate and ready for such review.

The style review examines only matters of academic style. It does not examine matters of academic content. It uses as its style standard the edition of “Turabian” noted later in this Handbook. The style review also does not examine in detail questions of standard English usage except to note whether or not English grammar and syntax usage in the sample is evaluated as passing or as failing. A sample must be evaluated as passing in both academic style and English usage before the student’s penultimate draft will be accepted.

Passing style review samples will be returned to the student with needed changes noted. The student is to implement these changes before submitting the penultimate draft, and/or must clarify with her or his dissertation advisor any matters of concern arising from the style review. Subsequent changes in style may be required by the student’s dissertation committee and/or advisor before the final dissertation draft can be submitted.

Failing style reviews will be returned to the student from the Director of Graduate Studies with a notation that the sample revealed style matters that did not meet minimum standards of the review. The student will then be required to submit the sample for a second review after having addressed the noted deficiencies. The student will bear all costs for a second style review and for each subsequent style review. The fee will be at the current rate for style review.

International Ph.D. students whose first language is not English and who need help with English usage in their sample and in all other aspects of their written work should make their own arrangements for this assistance at least one year prior to their anticipated completion of the dissertation. These students will bear all costs for this assistance, but will be eligible for a one-time refund of up to \$200 upon submission of documentation showing payment of \$200 or more for such help.

August 15 // March 1 (Penultimate Draft Definition and Deadline)

The deadline for receipt by the Director of Graduate Studies of electronic copies of the penultimate dissertation draft from the student is March 1 for students graduating in the spring and August 15 for students completing their degree in a fall semester (There is no fall graduation.) Whether or not a draft qualifies as penultimate in content and in quality will be determined by the student’s dissertation advisor and committee prior to the submission deadline unless other provisions have been previously approved by the advisor’s department and the Committee on Academic Programs. A “penultimate dissertation draft” will be defined as a complete dissertation draft in English, received by or before deadline by the Director of Graduate Studies, which draft in the judgment of the student’s dissertation advisor and committee employs standard English style, is in all respects compliant with the school’s style guides for academic writing, is free of substantive errors and major formatting issues, is constructively and adequately responsive to all edits and revisions required to date by advisor and committee (Further revisions may be required to bring the dissertation to *oral-defense-ready status and then to ultimate-draft status*; see below), and demonstrates and documents to the

satisfaction of the advisor, in consultation with the dissertation committee, the validity of the dissertation's thesis.

An appeal of a negative decision regarding penultimate status will be referred by the dissertation advisor to the student's academic department and decided by majority vote, or referred by that department on to the CAP for action. No appeal is permitted if the student is already on a terminal extension from the CAP. In any such case, a review of the question of the penultimate status of the dissertation would be deferred until such time as the student applies for reinstatement into the Ph.D. program directly to the department; if at that time the department deems such a review relevant to its process and decision regarding reinstatement, it will take place. No oral defense will be authorized or planned prior to approval of a penultimate dissertation draft.

October 1 // April 1

Deadline for responses to student's draft from dissertation committee to the dissertation advisor; responses will communicate whether or not the committee member considers the draft of penultimate quality, and will distinguish between suggested and required revisions; all revisions not explicitly noted as suggested will be considered required. Committee members should send these responses directly to the student's dissertation advisor who should in turn immediately forward them to the student and follow up as needed.

October 15 // April 15

Deadline for submission of revised, *oral-defense-ready* dissertation by student to the Director of Graduate Studies; must comply with all required revisions from dissertation committee and with any and all other requirements for *oral-defense-ready* status.

November 1// April 30

Deadline for report from department chair to the Director of Graduate Studies noting successful completion of oral defense.

November 15 // May 1

Deadline for receipt by Director of Graduate Studies of signed certificate of dissertation acceptance from the dissertation committee.

November 30 // May 10

Deadline for submission of final copies of dissertation (two copies on acid-free paper) by student to the Director of Graduate Studies. These copies must contain all changes and/or corrections required by the style review and by the student's dissertation advisor and dissertation committee.

***Electronic Submission of Penultimate Drafts:**

Submission of electronic version of penultimate and oral-defense-ready drafts are required. The student is solely responsible for this requirement and for any and all formatting issues in an electronic submission, and must resolve any such issues within one week of the original submission.

Note: Campus email and campus email addresses constitute the official means of communication for Union Presbyterian Seminary. Students are responsible for checking their campus emails at least once a week. More often than once a week is advisable.

All items presented in the preceding “Preface” and “General Description for All Ph.D. Students” sections and in the following “Academic Information for All Ph.D. Students” section apply to all Ph.D. students at Union Presbyterian Seminary without regard to the specific academic department in which a Ph.D. student is studying.

Academic Information for All Ph.D. Students

A. Required Academic Hours:

Ph.D. students are required to undertake two years of full-time academic study, a period of time termed "in residence." Students must during this time adjust all commitments and schedules to be present on campus for all course and class work and for any other commitments required in their degree program. This work shall include a majority of courses and hours designed primarily for doctoral students although a small percentage of advanced electives may be included with prior approval of the student's department or advisor.

Regardless of the department or academic area in which the student is pursuing the Ph.D., a minimum of 30 semester hours of courses and seminars must be earned toward classroom/course credits for the degree. Dissertation research and writing do not count toward this minimum.

After successful completion of the required course work "in residence," the student registers for a "Dissertation Research and Writing" hours each fall term and each spring term until graduation. Students who fail to register in a timely and consecutive fashion, for any reason other than an official and approved leave of absence, will be appropriately registered within the Drop/Add dates of the term in order to avoid late-registration fees and to comply with continuous- enrollment requirements. Students on Hold from the Business Office will be duly registered, but will remain on Hold and are subject to the loss of services and privileges appertaining to Hold until their accounts are cleared by the Business Office. Students in these circumstances remain in the Ph.D. program until further notice, but are not in Good-Standing. Failure to resolve any not in Good-Standing status may result in dismissal from the Ph.D. degree program and from the seminary.

To continue in Good-Standing after matriculation, each student must maintain a level of performance and progress deemed acceptable by the faculty in her or his field of study and by her his dissertation advisor. Each student is required to submit an annual progress report to the Director of Graduate Studies by April 1 of each academic year. (See sample Ph.D. Annual Progress Report below.) This report must be brought before the Committee on Academic Programs of the faculty for review and action at its April or May meeting.

Failure to comply with academic and financial requirements and policies, due dates, and deadlines, including but not limited to failure to make required and timely progress toward completion of the Ph.D. degree and/or a terminal extension, automatically removes a student from Good-Standing. The period and reasons for loss of Good-Standing are posted to the student's doctoral transcript. Loss of Good-Standing, unless resolved in a timely manner, leads to dismissal from the degree program and from Union Presbyterian Seminary.

Students will be notified at least annually by the Director of Graduate Studies regarding their official standing in the program by June 30. The means of this and all other official notification of standing shall be or include campus email. UPSem students are responsible for checking their campus email; they are required to check it at least once a week, and are encouraged to check it more frequently (See Academic Catalog: COMMUNICATION: E-Mail).

B. Transfer of Credits to Ph.D. Degree Program:

Ordinarily, hours are not transferred into the Ph.D. degree program, and in exceptional cases where hours are transferred, the work credited must have been eligible for credit in the research doctoral program offered by the institution at which the student completed them, and in all other respects conform to UPSem academic standards for Ph.D. credit. Requests for exceptions to this policy must be made in writing to the academic department in which a student is pursuing doctoral studies before she or he enters the Ph.D. program. The full department will review the request. A majority vote shall determine if an exception to the non-transfer-of-hours-to-Ph.D. policy will be recommended by the department to the Committee on Academic Programs, which committee will approve or deny the recommendation. No student may transfer from any source more than 50% of the residence hours required for the Ph.D. degree program.

With permission from the instructor and from the Director of Graduate Studies, and with all other institutional policies and procedures appertaining, a non-Ph.D. or non-Th.M. student may be allowed to take a limited number of UPSem Ph.D./Th.M. and/or graduate seminars for credit, *but not at the graduate-credit level*. Credit earned in such cases does not accrue toward the Ph.D. and Th.M. degree programs at UPSem, nor does it constitute a promise of subsequent admission to either of those degree programs or to any other degree program. The limits for a non-Ph.D. or a non-Th.M. student to enroll in any graduate seminar are one at a time and two total over the span of her or his enrollment.

C. Extensions of Course Work:

Under emergency circumstances, students may request an extension of time to complete their course or other work in a given term or semester or phase of study. Such extensions are envisioned in emergency cases, such as illness, accident, or family tragedy. Negative or anxiety-producing personal, social, psychological, and emotional situations related to any aspect of doctoral enrollment, including evaluations by professors or faculty committees and the passing or approach of due dates and deadlines, are very serious matters, but do not constitute emergency circumstances. In such situations, students remain accountable for all degree requirements and deadlines, and are urged to seek assistance through their faith communities and clergy, through professional counseling if the student desires, and through the pastoral resources of the seminary. In some cases, withdrawal from the doctoral program may be considered as a healthy resolution.

If due to an emergency the student will not be able to complete required work by due dates and deadlines, the student may request an extension. Ordinarily (See below different process for students in terminal extensions.), this request shall be submitted ten (10) days before the end of the term. The request shall be submitted in writing to the professor in the course or the grading professor if the extension relates to an item that is not a course, with copy to the Director of Graduate Studies in all cases.

Except when a student is in a terminal extension from the Committee on Academic Programs, the length of any extension will be set by the Director of Graduate Studies after consultation with the professor. Ordinarily, the maximum extension will be thirty days during which period the student may not initiate further course enrollment or other major commitments.

If a student fails to complete all of the required work by the end of the term but has not obtained an extension as described above, the professor will turn in to the registrar a grade that reflects the failure to complete the required course work. If a student obtains an extension, an interim grade of INCOMPLETE is assigned. If the student fails to complete all work by the end of the approved extension, the professor will turn in to the registrar a grade that reflects the failure to complete the required course work, ordinarily a failing grade.

In any case in which a grade below the minimum required in the Ph.D. program is received, the Director of Graduate Studies and the Chair of the Committee on Academic Programs will be informed within one week by the Registrar or by the Administrative Assistant to the Dean.

In any case in which the student is in a terminal extension, any matter related to extending any deadlines or work, excluding matters deemed by the appropriate Dean or by the Director of Graduate Studies to involve emergencies, will be forwarded to and weighed and decided by the Academic Program Committee in executive session.

D. Grades and Grounds for Academic Dismissal:

It is expected and required that students in the Ph.D. degree program will consistently do work of the highest quality in all aspects of their program, show signs of sufficient progress toward degree completion on a timely basis according to the deadlines, requirements, and academic standards of UPSem and of their advisor, and will also comply with all community standards. Those who do not forfeit Good Standing and may be subject to dismissal from the Ph.D. degree program and the seminary. The following grade scales apply:

For all course work:

1. Passing grades are Passing or B- and above.
2. One grade of C will lead to a meeting of the student's department to inquire into the reasons for the inadequate grade.
3. A second grade of C will require the department to vote within 60 days on whether or not the candidate may continue in the Ph.D. program.
4. A third grade of C or will result in automatic dismissal from the program unless upon recommendation of the department there is majority vote by the full faculty to continue the student.
5. Any grade below C on any letter-graded course of requirement or any grade of Fail on Pass/Fail entities will result in automatic loss of good standing and will result in dismissal from the program unless the department votes otherwise within 60 days.

For all doctoral examinations:

Passing grades are B- and above. Any grade below B- will be counted a Failure. The department will decide whether said Failure results in dismissal from the program or one more opportunity to achieve a passing grade on any failed exams will be afforded. If any exam is given a second time, it must be taken within 60 days of the initial time it was first taken. A second failure in any exam results in automatic dismissal from the program. Between the time an exam is failed and retaken the student remains in the program but is not in good standing. To maintain good standing, candidates must receive a B- or above on all of their examinations. The original entry, including grade, for an exam is not expunged from a transcript unless this is approved by the Committee on Academic Programs upon

recommendation of the student's department.

In the event that a second exam failure is reported during summer recess, that is between the end of a May term and the beginning of the immediately following Fall term, Richmond campus, the effective date of the student's dismissal shall be the first day of the Fall term. If that date interferes with the campus-housing needs of other students, a dismissed student may be required to vacate housing at an earlier date, but her or his dismissal date will remain the first day of the Fall term. If dismissal occurs during the Fall Richmond term, its effective date is the last day of the immediately following January. If dismissal occurs during the Spring Richmond term, its effective date is the last day of the immediately following May term. For F-1 visa holders, the SEVIS record shall be terminated on the effective date. (Effective dismissal dates apply to all dismissals for any cause, including first failure of exam when retaking exam is not approved by the student's department, and also are not limited to F-1 visa holder students.)

Due to limited faculty, curriculum, and financial resources, UPSem does not allow a Ph.D. student to take a leave of absence during her or his "residence phase" (first two academic years immediately following initial Ph.D. matriculation) of study. A student who fails to complete all features of her or his degree program during this phase of the program, including continuous enrollment each fall and spring semester, will be withdrawn or dismissed from the doctoral program. Exceptions require medical documentation of a disabling condition. If an exception is approved, UPSem reserves the right to determine if and when in future it has the doctoral resources in place for the student to resume Ph.D. enrollment and reserves the right to determine, based on institutional mission and resources, if resumption of enrollment cannot be offered.

For all dissertation research (Grading is Pass/Fail.):

After completing course work, each student registers or is registered for a "Dissertation Research" course each fall term and each spring term until all degree requirements have been completed or the student has otherwise left the Ph.D. program. Near the conclusion of each spring term, the Director of Graduate Studies, after conferring with the candidate's faculty advisor and/or department and/or the Committee on Academic Programs at its annual review of all Ph.D. students, records a grade of Pass or Fail for the Dissertation Research courses for the preceding fall and current spring semester. Any grade of Fail initiates the process noted above in D.5. unless the student has otherwise already left or been terminated from the Ph.D. degree program. Until such time as Pass or Fail is assigned each spring, unless there is termination or other specific action related to the student's Dissertation Research courses or an F grade is submitted by the grading professor, the assumption shall be that the status of the courses is passing. A student in "Dissertation Research" status who has been given an APC progress deadline for the fall semester or is in a terminal extension will be subject to early review for appropriate academic progress and assessment of appropriate grade before her or his spring term is scheduled to begin. The same conditions for grade and consequences as noted above shall obtain for such early review. Assignment of any Incomplete grade must be resolved as a Pass or a Fail before a new academic year begins, and will place the student not in Good-Standing until resolved. If resolution is a failing grade, the student is dismissed from the degree program and the seminary effective immediately.

E. Languages

The language of instruction at Union Presbyterian Seminary is English. All Ph.D. students must be able to read, write, speak, and understand English well enough to achieve success in their studies, and must compose their written work using the norms and conventions of

standard English usage. Facility in other languages, modern and ancient, is welcomed and respected, and is most often an essential component in and a treasured resource for teaching and learning in the Ph.D. program. (See further below.)

All Ph.D. students must demonstrate reading competency in the languages in which the relevant primary texts and secondary materials of their field are written. These languages, called “research languages” for Ph.D. purposes, are determined by the student’s academic department in consultation with the student. At a minimum, all students will demonstrate competency in two research languages.

- Students in Historical and Theological areas will demonstrate reading competency in two languages relevant to the dissertation research area, including at least one modern language (i.e., one ancient and one modern, or two modern). Students in the Biblical area will ordinarily, in addition to ancient languages germane to their program and research, demonstrate reading proficiency in French and in German. Exceptions to French or to German requirement require prior approval by the Biblical Department.
- Reading competency of any approved language may be demonstrated by passing with a grade of at least C or Pass a graduate-level course or exam approved in advance by the student’s advisor and the Director of Graduate Studies.

For students whose home language is not English, one modern language may be their home language if substantial research is to be done in that language and if this is approved by the student’s department.

Union Presbyterian Seminary does not offer course work or financial assistance in achieving competency in research languages. Costs and arrangements for meeting this requirement are borne entirely by the student. A plan for achieving and demonstrating facility in a student’s required research languages must be submitted in writing to the Director of Graduate Studies by the first Monday in March of the second year of the student’s study in the Ph.D. program. The plan must have been approved by the student’s academic department. With at least eight weeks advance notice, the Director of Graduate Studies will arrange a competency exam for students who study a language on their own. Students will bear the cost of the competency exam (\$150 for the 2017-18 academic year) and must achieve a passing grade on it on a Pass/Fail scale determined by the examiner. Students who fail an exam must successfully complete it within six months of a first failure, or by other approved means must complete their language requirements within six months.

All research language requirements must be successfully completed by the end of the student’s third academic year in the degree program. There are no exceptions to this deadline. Student’s who intend to meet research language requirements by exam should take the exams by no later than six months prior to the deadline for completion of all research language requirements in case a first exam is failed. With departmental approval, a Ph.D. student may demonstrate reading competence in a research languages by submitting an official, sealed transcript from an accredited college, university, or theological school indicating that he or she has passed within three years of matriculation in the Ph.D. program at Union Presbyterian Seminary a course or an exam designed to demonstrate said proficiency.

Ph.D. Advisors: Student/Advisor Collaboration and Time Lines

Departmental oversight of students is undertaken during their first two years and during their exams by a Ph.D. advisor agreed/assigned by the department. This person ordinarily becomes, by action/approval of the CAP at the time the student's proposal comes before the committee, the student's dissertation advisor. Failure to meet the advisor's requirements and standards for timing in submission of written work and quality of that work in the proposal and the dissertation phases of the degree program will ordinarily result in dismissal from the Ph.D. degree program and from the seminary. While no exact pattern fits all, students are required to initiate and maintain timely and substantial contact with advisors on all degree matters. At least one contact every 30 days is recommended. Students are encouraged to plan for 90-days minimum response-time for substantial written critiques of any dissertation materials, perhaps longer over summer months or when advisors are on sabbatical.

Process for Adjudicating Concerns (Applies also to Th.M. degree program.)

Any issues or concerns that fail to be satisfactorily resolved related to degree requirements and/or between the Ph.D. student (and Th.M. student) and her or his advisor are referred, by either of the parties, to the department for review and action. This process is also to be followed with any issues and concerns between the student and any member of her or his dissertation committee and/or Th.M. thesis or SP advisor, with the provision that before referral to department the student's dissertation advisor or Th.M. thesis or SP advisor be consulted. If the department fails to resolve an issue or concern or if there is appeal of that resolution by any party, that appeal goes to the Committee on Academic Programs. Any issue related to a student in terminal extension must finally be decided by the Committee on Academic Programs in executive session unless the CAP has specifically given the Director of Graduate Studies administrative prerogative to facilitate such matters, such as but not limited to situations that involve health matters or medical emergencies.

When medical or health --physical, psychological, or emotional-- needs and/or reasons are cited by the student for failure to comply with institutional policies and deadlines or for failure to make due academic progress or for failure to honor or practice community norms, the student may be required to provide official statements from medical and/or health professionals of such form, nature, and detail as Union Presbyterian Seminary considers needed in order to establish a sound basis for subsequent academic and community decisions. All such information will be treated respectfully and accessed on a need-to-know basis only by those involved in the care, response, and decision process. Union Presbyterian Seminary reserves the right to require such documentation and to determine the adequacy or lack thereof of the documentation.

Academic concerns related to the student's field of study are best resolved directly between or among the student and the faculty member or members immediately involved in them, and, failing resolution in that context, are then to be referred to the full department, which may resolve them or request counsel and/or a final, binding decision from the Committee on Academic Programs. Unmet financial obligations place a student not in Good-standing; resolution of them is not within the purview of the CAP, but rather is referred to the Business Office. A student account on Hold, unless agreement for addressing the Hold has been reached and is being honored, places the student Not in Good Standing until resolved.

Graduate Teaching Seminar (Two semesters)

All Ph.D. students must successfully complete a two-semester Graduate Teaching Seminar (INT600; INT601). Both semesters of the seminar must be taken the first time they are offered after the student begins Ph.D. studies. INT600/01 ordinarily will be offered every other academic year beginning with the 2012-13 academic year. The seminars will among other things include exploration and discussion of teaching methods and, ordinarily in the second semester, class assignments intended to facilitate the development of competencies in teaching. The seminars may be resourced by faculty from different academic areas as the professor of record deems appropriate, but will have one professor of record who will be responsible for and will assess the final course grade. INT600 is prerequisite INT 601 for all Ph.D. students, and for Th.M. students except by permission of their Th.M. advisor and permission of the course instructor. A Ph. D. student may not teach or co-teach UPSem courses without having completed successfully INT600 and INT601 and without having had her or his dissertation proposal and committee approved by the CAP. Teaching Assistant opportunities are limited. Such opportunities cannot be guaranteed. Students who have not had the opportunity to serve in this capacity will be considered before those who have are offered further opportunity.

Doctoral Examinations

The purpose of the five doctoral examinations is to enable the student to demonstrate competence, both broadly in areas of teaching and research and more narrowly in an area of concentration, and to explore a feasible dissertation project. Particular topics or areas proposed for examination must be approved by the departmental faculty in the student's area of study. The faculty member responsible for grading an exam must submit a grade to Director of Graduate Studies no later than eight (8) weeks after completion of the exam.

In order to remain in good academic standing, all students must successfully complete all doctoral examinations by no later than June 1 their third academic year. In exceptional circumstances, a student, with the support of both advisor and department, may request an extension until October 15 of her or his fourth year. The Committee on Academic Programs, or a subcommittee to which it delegates the task, will review and act on all such requests. If approval is given for such an extension, the student remains in good academic standing through October 15 of the fourth year, at which time his or her academic progress will again be reviewed by both the department and the Committee on Academic Programs (or its subcommittee).

In rare circumstances a doctoral exam may be graded / evaluated by a non-UPSem faculty member. This requires prior, unanimous approval of the UPSem department. Any appeal of a grade rendered in such circumstances will be conducted and decided solely by members of the UPSem department with, if requested by the department or the student, Committee on Academic Programs oversight.

The Doctoral Dissertation

In order to complete the requirements for the Ph.D. degree, each student must submit and successfully defend a scholarly dissertation in his or her area of specialized research. This work will be planned and completed in each case under the supervision of a dissertation advisor and a dissertation committee approved by the Committee on Academic Programs.

A. The Dissertation Proposal and the Dissertation Committee

After identifying an area for dissertation research and after successful completion of all residence course-work and doctoral examinations, the student, in consultation with his or her Ph.D. advisor, will select a specific subject for a doctoral dissertation. The student and the advisor are encouraged to consult as needed with other members of the respective department, as well as with other faculty members with related research interests.

Once a specific subject for the doctoral dissertation has been identified, the student shall write a dissertation proposal guided by her or his advisor. The proposal and slate of nominees for the student's dissertation advisor and dissertation committee (ordinarily three persons) will then be submitted together to the department for review and action. Once approved by the department, the dissertation proposal and proposed membership of the student's dissertation committee will be recommended to the Committee on Academic Programs for review and action. After approval of the dissertation proposal, adviser, and committee by the CAP, all issues and concerns that impinge upon the student's writing and research, including any changes in the composition of her or his dissertation committee or advisor change, must, unless the CAP has explicitly given the Director of Graduate Studies permission for administrative oversight, and usually only in cases of health or medical need, be referred for review and decision from the student's academic department to the Committee on Academic Programs, which committee may then decide the matter or refer it to an executive session of the faculty.

Ordinarily, members of the dissertation committee will be Union Presbyterian Seminary faculty members. However, if appropriate for the student's research area, one external (non-UPSem faculty) reviewer may be invited to serve on the dissertation committee. In no case will the student's advisor be someone outside the current, full-time Union Presbyterian Seminary faculty, although an advisor who leaves the faculty may, with departmental consent, continue in his or her role for up to two years, subject thereafter to annual review and recommendation by the department to the Committee on Academic Programs for final decision.

The Committee on Academic Affairs will review the dissertation proposal and the recommended composition of the student's dissertation committee, including her or his dissertation advisor, and will approve, amend, deny, or refer these back to the department with advice as it determines best. It is the responsibility of the department to include CV's of any non-Union Presbyterian Seminary faculty to the committee for its review. Committees and proposals are voted simultaneously.

The proposal may not be submitted for review until the student has successfully completed all requirements for required course work, research languages, and doctoral examinations. Each proposal should be approximately 15-20 typewritten (double-spaced) pages in length. It should be designed to articulate succinctly the character, scope, and significance of the proposed dissertation. The proposal should conform to academic conventions of format and style, although footnotes should be kept to a minimum. (Sample proposals are available in

the office of the Dean of Union Presbyterian Seminary at Richmond.) An advisor may request to be present for some portion of the CAP review of a proposal. The request should be directed to the Chair of the CAP.

Specifically, the following items must be included in the proposal:

1. a cover page, giving the title of the proposed dissertation, the name of the author, and the name of the faculty advisor and other proposed members of the advisory committee. For any committee member who is not a member of the Union Presbyterian Seminary faculty, a curriculum vitae shall be submitted along with the proposal. The student is responsible for obtaining and submitting any such CV.
2. an initial thesis statement, no more than a paragraph in length (two or three sentences), articulating clearly what the dissertation is expected to demonstrate.
3. a description of the research methods and resources that will be used to establish the thesis or major argument of the dissertation.
4. a statement setting the proposed dissertation in the context of current scholarship in the candidate's area of specialization and describing the contribution this dissertation is expected to make to theological scholarship more broadly.
5. a chapter-by-chapter summary of what will be included in the dissertation.
 - a. a bibliography of major works already consulted in preliminary research (to be limited to 4-5 pages of the most important works).

When the student's proposal has been approved by her or his advisor and by departmental faculty, it shall be submitted as a recommendation by the Chairperson of the department to the CAP for final approval no later than the first of the month immediately subsequent to the department's action with copy to the Director of Graduate Studies unless the CAP is in recess (June-September). If the proposal is approved by the CAP, the candidate will be officially notified by the Director of Graduate Studies, and the cover page, with the signature of the Director and the date of approval by the Committee on Academic Programs or its subcommittee, will be placed in the student's permanent Ph.D. folder.

A student's proposal must be reviewed and approved both by his or her department and by the Committee on Academic Programs, or its subcommittee, no later than May 1, if the degree is to be conferred in the subsequent fall, or January 15 if the degree is to be conferred in the subsequent spring. It is strongly recommended, however, that student's have their proposals ready for Committee on Academic Programs review at least 12 months prior to their anticipated completion date.

Students are strongly encouraged by the Director of Graduate Studies to develop their dissertation proposal for submission for approval by department and then by the Committee on Academic Programs no later than during their fourth year in the Ph.D. program, or to be in close consultation and full agreement with their advisor and department as to any reasons for delay.

B. Penultimate Draft, Oral-Defense-Ready Draft, and Final, Ultimate Draft of Dissertation

The following policies and procedures regulate submission, evaluation, and approval of dissertations. (See above for a definition of the term "penultimate draft" at Union Presbyterian Seminary, and for where responsibility to decide whether a draft is penultimate or not is lodged.

1. Electronic copy of a dissertation in *penultimate* draft, including footnotes and

bibliography, must be received in the office of the Director of Graduate Studies no later than March 1 of the academic year in which a student expects to be complete all requirements for the Ph.D. degree (August 15 is the deadline for completion of degree in fall; there is no fall graduation.). The names of the dissertation advisor and the dissertation committee members, including addresses for outside readers, should be submitted along with the dissertation copies. Any exceptions to this deadline must have written approval of the Director of Graduate Studies, who will act in such matters only after consultation with the dissertation advisor. No exceptions are allowed if the student is on a terminal extension from the CAP unless approved by the CAP.

2. The Director of Graduate Studies will with the assistance of the Office of the Dean of Union Presbyterian Seminary (Richmond) oversee distribution of the *penultimate* draft copies to the dissertation advisor and the other members of the dissertation committee.
3. A portion of the dissertation must be received as an electronic document (.doc) by the Director of Graduate Studies for a *required style review* of conformity to academic conventions of style and format ordinarily twelve weeks but in no case less than ten weeks before the penultimate draft is due. The portion submitted for style review must include at a minimum: title page, table of contents, first ten pages of the first chapter, and first two pages of the bibliography. This review will not include an examination of the content or argument of the dissertation, or of Standard English usage, which matters remain the responsibility of the student.
 - Union Presbyterian Seminary standards for Ph.D. dissertations and Th.M. theses are those set forth in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (8th ed. Chicago: University of Chicago Press, 2013.)
 - For references to biblical texts, please use the SBL standards unless otherwise directed by your dissertation advisor.
4. By April 1 (October 1 for fall completion; there is no fall graduation.), the candidate will be provided the results of the style review, including any *style* revisions mandated for the final form of the dissertation. Also by April 1 (October 1 for fall completion), the dissertation advisor will report in writing to the student on the evaluation of the student's *penultimate* draft by the dissertation committee. All edits and revisions from the advisor and committee not explicitly noted as suggested in this report are required to bring the draft from penultimate to *oral-defense-ready* status. The advisor will in his or her report inform the student as to whether the draft is penultimate or fails to achieve penultimate status. The advisor will copy this report to the Director of Graduate Studies and to the Chair of the student's academic department, along with a recommendation for or against beginning plans for an oral defense. No oral defense will be planned for a draft not deemed penultimate. Before the oral defense, the edits and revisions required to make it *oral-defense-ready* must be completed.

By April 15 (October 15 for fall completion), all revisions mandated by the style review and by the dissertation committee must be incorporated by the student into the *final, ultimate draft* of the dissertation and two unbound copies must be received by the Director of Graduate Studies. The dissertation in *final, ultimate draft* may not be submitted electronically. It is the responsibility of the student to verify receipt of these copies.

5. By May 1 (November 1 for fall completion), the dissertation advisor will certify the acceptability of the dissertation in its *final, ultimate draft* to the Director of Graduate Studies by submitting the signed acceptance certificate from all members of the dissertation committee. If the dissertation is not found to be in acceptable *final, ultimate draft*, the committee or the Director of Graduate Studies reserves the right to require additional revisions from the student. The Director will notify the student in writing of the acceptability of the *final, ultimate draft* of the dissertation and will enclose appropriate information and forms for publication of the dissertation by University Microfilms International (UMI). The candidate will submit the signed UMI document with the appropriate title page and abstract. The Director will notify the library director of formal acceptance of the dissertation.
6. After the dissertation has been formally accepted, the library director will arrange to have two *final, ultimate draft* copies bound and deposited in the library.

C. Public Oral Defense of the Dissertation:

Each department will arrange for a student under its supervision to defend publically and orally the dissertation after it has been determined that a draft is acceptable as the penultimate draft. Usually, such defenses will occur in the context of departmental colloquies attended by faculty and graduate students and open to the interested public. To initiate planning for a defense, the student's dissertation advisor is required to inform his or her department Chair and the Director of Graduate Studies that the dissertation committee has approved the dissertation in its penultimate form. A report that such a defense has been satisfactorily completed by the student must be submitted to the Director of Graduate Studies by the chairperson of the student's department no later than April 30 of the academic year in which the degree is to be awarded (November 1 for fall completion; there is no fall graduation). Each department will conduct its oral defense in keeping with the needs and protocols best suited for its discipline, and will instruct in advance the student of her or his responsibilities and duties for the facilitation of the defense. The defense will be conducted in English. The student is responsible for compliance with all departmental protocols for the defense. The Chair of the academic department in which the student's studies are lodged will ordinarily convene and moderate the oral defense.

The department will vote in private immediately upon completion of the defense. It may decide the defense has been successful or has failed. The department's decision will be communicated to the student immediately. Any decision that the defense has failed will be communicated to the student privately by more than one member of the department, not publically. The department may determine in cases of a failed defense if it will allow one further attempt at oral defense. If allowed, that defense must take place within 60 days of the failed defense. A second failure of an oral defense results in immediate dismissal from the program. If the defense is failed and no further defense is allowed, the student has failed the Ph.D. degree program and is dismissed from it effective immediately. Any subsequent reinstatement or denial of reinstatement to the Ph.D. degree program would follow the process for requesting Ph.D. reinstatement.

Helpful Resources:

Many helpful resources are available in Morton library regarding the process of conducting research and writing a dissertation. Two publications are:

- Rudestam, Kjell E. and Rae R. Newton. *Surviving Your Dissertation: A Comprehensive Guide to Content and Process*. 2nd ed. Thousand Oaks, Cal.: Sage Publications, 2001.

- Walliman, Nicholas and Bousmaha Baiche. *Your Research Project: A Step-by-step Guide for the First-time Researcher*. Thousand Oaks, Cal.: Sage Publications, 2001.

Time to Complete the Degree

The Ph.D. is ordinarily a five-year degree program. Students are expected to meet all degree requirements in time for graduation at the annual spring commencement of the fifth academic year after matriculation in the program. Failure to do so may result in loss of good standing and in dismissal from the PhD and the seminary. See above (Schedule of Required Dates and Deadlines) for requests for enrollment beyond a fifth year.

Leave of Absence:

A request for a leave of absence, in which a student suspends relationship with the program for a period of up to one year and pays no tuition, will be honored only in exceptional cases. For example, a student may undertake an approved course of training, study, or research at another institution. Unusual financial hardship, which requires a candidate to be employed full-time for a period of no more than a year, or a severe health problem, which requires recuperation for no more than one year, may also be considered as reason for a leave. A leave of absence requires the support of the student's advisor and the approval of the Committee on Academic Programs to its beginning date. A student who fails to return to enrollment after one year on a leave of absence or fails to submit in writing to the Director of Graduate Studies before the end of that year a request and rationale for an extension of the leave is dismissed from the degree program as of the end of the leave. Requests for leave extensions will be decided in consultation with the student's advisor, department, and the Committee on Academic Programs.

Terminal Extension/Conditions:

The Committee on Academic Programs reserves the right to place a Ph.D. student in terminal extension and/or to establish deadlines/conditions that must be met in order for a student to remain enrolled in the Ph.D. degree program. A terminal extension and/or deadlines/conditions set by the Committee on Academic Programs indicate that the CAP will not consider another extension of time or continuation of the student in the Ph.D. degree program should the student fail to complete any degree program and institutional requirement for the Ph.D. degree program within the deadlines and conditions set in the committee's action. Any such failure during a terminal extension will result in automatic dismissal from the Ph.D. degree program effective the date of the failure to meet a condition and/or deadline established by the committee. All deadlines and conditions set by the Committee on Academic Programs, including those of a terminal extension, supersede all other applicable Ph.D. deadlines and conditions. There is no appeal of the deadlines and conditions set by the Committee on Academic Programs in a terminal extension. A student on terminal extension is not in Good-Standing and is not eligible for a Leave of Absence.

Request for Reinstatement after Dismissal:

A student who for any reason, including but not limited to terminal extension and/or failure to meet any deadline/condition set by the Committee on Academic Programs, is dismissed from the Ph.D. degree program may, after such dismissal, request reinstatement.

The (former) student must send a reinstatement request to the Chair of the department in which she or he studied. The Chair will instruct the student as to what supporting materials are

needed, if any, for her or his request to be taken before the Chair's academic department for review. Work, research, writing, and all other endeavors related to degree requirements undertaken by a former student as she or he considers and/or seeks reinstatement to the Ph.D. degree program may be weighed by a department as part of its formal review, or not weighed, solely as the department led by the department Chair deems best. No party involved in the advising or support of any such efforts by a former student, outside of the department Chair after department consultation and approval with her or his department, speaks officially for the department or officially for UPSem. Upon receiving the needed-materials and reinstatement request, the Chair will lead the department in a review to decide whether or not it supports the request. If the department does not support the request, the request is thereby denied. If it does support the request, the department will send a recommendation for reinstatement and a recommendation for the membership of the student's new dissertation committee, with or without changes from the student's former dissertation committee and dissertation advisor as determined by the department, and any other conditions appertaining to its recommendations, to the next regular meeting of the full faculty, which body will in executive session decide by simple majority vote all departmental recommendations and any recommendations arising from its own deliberations. There is no other or further seminary venue for reinstatement or redress after dismissal from the Ph.D. degree program beyond this reinstatement process beginning with the relevant academic department and coming, if the department so recommends, before the full faculty. The faculty has set no time limit and no limit to the number of times a student may request reinstatement (Academic Program Committee Minutes, April 2011). A reinstated student must meet all outstanding financial obligations to the seminary before his or her reinstatement enrollment date or term arrives. Failure to do so voids and cancels the reinstatement.

Financial Considerations

Tuition and Fees:

Tuition is charged each year for the first two years a student is in the Ph.D. degree program. Tuition for the 2017-18 academic year is \$15,000. Ordinarily, this cost is covered by institutional financial aid. All other costs in the first two years of Ph.D. enrollment are born by the student. After a student's first two years in the Ph.D. degree program, an extension fee is charged for each year. There is no institutional financial aid after a student's first two years in the Ph.D. degree program so all students in their third year or beyond pay this and all other fees. The extension fee for 2017-18 is \$3,000. If all requirements for fulfillment of the degree are completed prior to the beginning of the seventh week of the fall term, (there is no fall graduation and no fall graduation date) or the beginning of the seventh week of the spring term (for spring conferral; spring graduation is the official graduation date), the student may request a one-time waiver of the Ph.D. continuation fee for her or his final term from the Director of Graduate Studies.

There are additional fees associated with the completion of the dissertation and graduation. A dissertation fee (\$600 for 2017-18) is charged to graduating Ph.D. students to cover the costs associated with completing the dissertation (e.g., binding fees, microfilming fees, etc.). The commencement fee (\$125 for 2018) includes rental of academic regalia appropriate for commencement, announcements, and tickets to commencement services. (*Some doctoral graduates may wish to purchase academic regalia for future use - approximately \$1,200*).

No third-party is authorized to impose unilaterally on or require of Union Presbyterian Seminary in any form any conditions or changes related to the seminary's tuition and fees or any other financial charge for any seminary degree program. No student is authorized to enter into any such agreement on behalf of the seminary.

A student or graduate whose financial account is not deemed in order by the Business Office will have her or his grades and transcripts held, and will not be graduated until the Business Office gives notice that the matter has been resolved. Further, the student is not in Good Standing and will not be certified as in Good Standing to any third party. Failure to resolve one's account with the Business Office may lead to dismissal from the Ph.D. degree program and from the seminary without conferral of degree.

Library Resources

The William Smith Morton Library contains substantial resources for research in biblical studies, theology, ethics, history of Christianity and Christian education, with more than 350,000 volumes and over 500 current periodicals. Via the website, students can access the seminary's numerous research databases for relevant materials, including over 8,000 electronic journals. Resources not available in the Library may be accessed by interlibrary loan.

A limited number of study carrels in the library are available for the exclusive use of Ph.D. and ThM. students. Application for a study carrel may be made at the circulation desk in the library. Occupants of study carrels may check out library resources for 120 days with one renewal period of 120 days, however, if others need access to the resource the circulation desk may recall resources from the carrel.

Wireless Internet access is available in all study carrels and throughout the building. The network name is WSML.

Professional Development

Union Presbyterian Seminary encourages membership and participation in professional organizations related to the student's field of study. Many groups hold regional and/or annual meetings at which candidates may share research, make contacts with other scholars, and pursue career opportunities. Some organizations offer student memberships at reduced rates. Many faculty and doctoral students at Union Presbyterian Seminary participate in the following organizations:

- American Academy of Religion (AAR)
- American Society of Church History
- Association of Professors & Researchers in Religious Education (APRRE)
- Society of Biblical Literature (SBL)
- Society of Christian Ethics

Limited funds may be available to support candidates who present papers at the meetings of professional organizations. Application for these funds must be received by the Director of Graduate Studies programs by October 1 of the academic year in which the funds, if awarded, would be used and must include the title of the paper to be presented and estimated travel expenses. Payment of any funds awarded will be made after official documentation for the presentation of the paper and for expenses is submitted.

Vocational Planning

The primary purpose of the Ph.D. degree is to develop scholarly leadership for the church and the many and diverse communities to which it ministers. Graduates of Union Presbyterian Seminary serve in seminaries, colleges, universities, congregations, denominational agencies, and other contexts of pastoral and administrative leadership.

Students are encouraged not to accept major vocational responsibilities before they complete their degree program. Students should make any such commitments only to the extent these do not interfere with timely and satisfactory progress toward and completion of their program and in all cases only with prior consultation, support, and approval of their advisor and dissertation committee. Vocational commitments and appointments, even those supported by an advisor and dissertation committee, do not constitute adequate grounds for failing to make satisfactory and timely progress toward degree completion. Whether or not timely and satisfactory progress is being made is determined by the student's advisor and department during her or his first six years in the program, and thereafter by appropriate faculty committee.

While Union Presbyterian Seminary does not offer a placement service, position search process for doctoral students is often facilitated by individual faculty members and other members of the seminary community who may be well-informed about teaching openings in higher education. Faculty members may be often helpful in providing contacts or references on behalf of doctoral students and alumni/ae.

Students are encouraged to take advantage of any placement assistance associated with professional societies—especially the Society of Biblical Literature (SBL), the American Academy of Religion (AAR), and the Association of Professors and Researchers in Religious Education (APRRE). Those who are interested in church-related positions are encouraged to work through the Union Presbyterian Seminary Office of Supervised Ministry and Vocational Planning.

DOSSIER FILES

For practical, legal, and budgetary reasons, dossier services should be sought individually by students through professional entities that offer such services. UPSem suspended all dossier files and services June 2013.

Annual Ph.D. Sufficient Progress Report

(sample; the report may use other formats)

DATE: [no later than first Monday in April]

TO: Samuel E. Balentine, Director of Graduate Studies; Professor of Old Testament

cc: [Advisor Name]

FROM: [Student Name]

Year entered PhD program: _____

Here is my annual progress report for the academic year [dates]:

[Must include information about any area listed below in which there have been signs of sufficient progress since the last annual report.]

1. Academic Courses completed
2. Vocational Experience
3. Doctoral Examinations
4. Modern Languages
5. Dissertation (i.e., proposal submitted, chapters completed)
6. Other (i.e., participation in colloquia or professional meetings, publications, preaching, etc.)
I anticipate the following progress in the coming academic year [dates]:

[Give a description of what progress is expected in the above areas.]

[Signature of student]

Note to Advisor:

Ordinarily, if an advisor cannot support an annual progress report, the student is placed Not in Good Standing and ordinarily, unless Good Standing is restored by the department or by the APC supporting the report, will be dismissed from the doctoral program.

If you as advisor support this annual report, please sign here.

(Advisor's signature)

If you **do not support** this annual report, please state briefly on the lines provided below why you do not support it, and then sign below. (You may attach additional statements if you desire.)

[Advisor's Signature]

Doctor of Philosophy Degree Biblical Studies*

[The Ph.D. program was discontinued effective Spring 2013. Union Presbyterian Seminary is not accepting new applications for entry into the Ph.D. Program. We have implemented a teach-out plan for current Ph.D. students.]

Faculty

Samuel L. Adams, *Associate Professor of Old Testament*
 Samuel E. Balentine, *Professor of Old Testament, Director of Graduate Studies*
 Brian K. Blount, *President and Professor of New Testament in the Walter W. Moore and Charles E.S. Kraemer Presidential Chairs*
 E. Carson Brisson, *Associate Professor of Biblical Languages, Union Presbyterian Seminary at Charlotte*
 John T. Carroll, *Harriet Robertson Fitts Memorial Professor of New Testament*
 Frances Taylor Gench, *Herbert Worth and Annie Jackson Professor of Biblical Interpretation*
 Rodney S. Sadler, *Associate Professor of Bible, Union Presbyterian Seminary at Charlotte*

Curriculum

1. Sequence of Program:

The two years of course work in residence is largely devoted to gaining a comprehensive view of data, issues, and methods significant in current biblical scholarship and concentrating on exegetical issues. This will provide information to determine an area of concentration for further study, plot a course of scholarly research for passing the doctoral examinations, and write the doctoral dissertation. During the third and following years of work, the student, with the direction of a faculty advisor and advisory committee, pursues scholarly research and writes the doctoral dissertation.

The general curricular design encourages students to take initiative in developing scholarly skills and research interests. The progress of students depends upon many variables, including the scope and character of their previous professional training and, especially, a readiness to identify areas of dissertation research that are promising and manageable.

2. Language Requirements:

All doctoral students must be fluent in English and must demonstrate reading competency in other languages in which relevant primary texts and secondary materials are written. Research languages are determined by the student in consultation with departmental faculty based on the area of dissertation research. At a minimum, all students will demonstrate competency in two modern foreign languages.

For students whose native language is not English, one modern language may be their native language if substantial research is to be done in that language.

Deadline for Research Languages Plan:

The justification for the selection of the research languages and a plan for achieving reading competency must be presented by the student by March 1 of the second year of residency for

approval by the departmental faculty and the Director of Graduate Studies. All language requirements must be successfully completed by the end of the student's third academic year. Exceptions to this policy must be approved in advance by the Academic Programs Committee. The Biblical department requires French and German for research languages. Exceptions require prior approval by the department.

3. Course of Study:

Course work centers on biblical exegesis, history, literature, and theology. The faculty possesses a wide range of cognate skills and critical interests (such as ancient Near Eastern studies, classical antiquity, and inter-testamental, rabbinic, and wisdom literature) on which students may draw in their own studies and specialized research. Seminars are ordinarily offered on an alternating year schedule to facilitate first and second year students take biblical seminars together to enhance peer learning.

An overview of graduate seminars and specialized courses of study is given below. Students will ordinarily be required to complete these during their period of residency. Exceptions require prior approval by the Biblical department. While this overview takes account of both current and projected practice, the specific design of seminars and other required courses is subject to revision by the departmental faculty as need arises.

At the conclusion of the OT seminar in the fall of their first year of studies, students take a series of three comprehensive field examinations in the issues of history, literature, and theology of the OT. Grades are submitted to the registrar; passing grades (i.e., a minimum of B- on each exam) are required to continue in good standing in the program. The exams must be completed successfully by the end of the student's first year of study.

4. Required Written Submissions and Doctoral Examinations:

Departmental oversight of students is undertaken primarily by Ph.D. advisors and advisory committees to provide each student with competent guidance in an area of independent study and dissertation research. Each student will be assigned a Ph.D. advisor upon matriculation based upon her or his expressed area of interest. This advisor ordinarily will, by action of the Academic Program Committee, become the student's dissertation advisor.

By first Monday in March of the first year in residence, each student, after consultation with members of the faculty in his or her field, shall submit in writing to the chair of the department a statement regarding the area of research in which the student expects to develop and write a doctoral dissertation. The department will assign an advisor to the student based on the area of research for the dissertation. (The student may request that a particular member of the faculty be assigned as advisor, and if possible the department will ordinarily honor that request.)

By first Monday in March of the second year in residence, the student, in consultation with her or his Ph.D. advisor, will design a plan for preparing for her or his five doctoral examinations, which plan must include the subject of each examination. The purpose of these doctoral examinations is to enable the student to demonstrate competence, both in several broad areas of teaching and research and more narrowly in an area of concentration, and to explore a feasible dissertation project. Particular topics or areas proposed for examination must be approved by the departmental faculty in the student's area of study. (See also deadline for research-languages plan above, March 1.)

The Doctoral Examinations, five in number, are prepared and evaluated by each student's advisor and selected departmental faculty; they are administered by the Office of the Dean of Union Presbyterian Seminary (Richmond). Students need to make arrangements with the Office of the Dean at least six (6) weeks prior to taking these examinations. Ordinarily, one of these examinations will explore a topic of dissertation research; with the approval of the departmental faculty, this examination may be submitted in the form of a research paper. Results of the examinations are reviewed by the department. The faculty member responsible for the final grade for an examination must submit a grade to the Office of the Dean no later than eight weeks after completion of the examination by the student. The grade is then forwarded to the Director of Graduate Studies and to and the registrar for inclusion on the transcript.

Failure to achieve a minimum grade of B- on any exam is grounds for dismissal from the Ph.D. program. Permission may be given for an exam to be taken a second time. Failure to achieve a B- or above on any exam taken a second time will result in automatic dismissal from the Ph.D. program.

In Biblical Studies, doctoral examinations are ordinarily taken by students during a three-week period negotiated between the student and her or his advisor during the third year of study. In order to remain in good academic standing, students must successfully complete all doctoral examinations no later than June 1 of their third academic year. A student, with the approval of both her or his advisor and department, may request an extension until October 15 of the fourth year to complete doctoral examinations. The Academic Program Committee, or a subcommittee to which it delegates the task, will review and act on all such requests from the department. If approval is given for such an extension, the student remains in good academic standing through October 15 of the fourth year, at which time his or her academic progress will again be reviewed by both the department and the Academic Program Committee (or by the academic programs committee's subcommittee).

5. Doctoral Dissertation:

After successful completion of doctoral examinations, the student, in consultation with his or her advisor and other members of the department, will select a specific subject for a doctoral dissertation. When the department and the student have reached agreement on an appropriate research area, ordinarily the department will nominate three of its own members to serve as the student's dissertation committee, one of them in the capacity of dissertation advisor and chair of the committee. One of the committee members may be external to the department faculty if this is appropriate for the student's research area, agreed by the department, and approved by the Academic Program Committee or a subcommittee to which it delegates the task. This individual is not allowed to serve as the dissertation advisor.

The advisor and the other members of the dissertation committee are available for consultation with the student individually and, at appropriate times, may convene as a committee to review and evaluate the student's progress. Students should take the initiative to be in contact and discussion with advisors on a frequent basis. No schedule is prescribed, but contact and discussion initiated by the student at least every 30 days is probably a reasonable time line during the dissertation phase of the doctoral program. Changes to the composition of a dissertation committee must be recommended in advance by the department and approved by the Academic Program Committee.

When the overall design, argument, and thesis of the dissertation may be described with sufficient clarity to merit formal review, the student will prepare and submit to her or his advisor for evaluation a dissertation proposal that includes the title, author, names of her or his

proposed dissertation committee, thesis to be demonstrated, description of research methods, statement regarding current scholarship and contribution, outline of the chapters, and selected bibliography.

If the proposal is deemed satisfactory by the advisor, he or she will then present it for review to first by the proposed dissertation committee and then by the Biblical department. With the approval of the department, the proposal and nominees for committee and dissertation advisor, will be submitted for additional review and final action by the Academic Programs committee, or a subcommittee to which it delegates the task. When a member of the proposed dissertation committee is not a member of the Union Presbyterian Seminary faculty, a *curriculum vitae* must be submitted along with the proposal. It is the responsibility of the student to obtain and submit this CV. The Academic Program Committee will act on the proposal and on proposed dissertation advisor and dissertation committee.

***See above in the Graduate Studies Handbook for *institutional* deadlines, definitions, practices, and policies appertaining without exception to all Ph.D. matters, regardless of department unless approved by the appropriate Dean or Academic Program Committee or Director of Graduate Studies.**

Basic Bibliography of Introductory Books:

This list contains basic works selected to furnish an introduction and orientation to areas of study that may be beneficial for students in Th.M. studies and for students in the Ph.D. program. It may be used for preparation and review before entering the program and as a resource during the seminars. Additional reading lists and syllabi for use in the seminars will ordinarily be issued at the beginning of each term. The list is not intended to be exhaustive. Students should always consult directly with faculty in relevant areas for updates to this list.

1. Tools of Interpretation

F. W. Danker, *Multipurpose Tools for Bible Study*, revised and expanded ed. (Minneapolis: Fortress, 1993).

Joseph A. Fitzmyer, *An Introductory Bibliography for the Study of Scripture* (Rome: Biblical Institute Press, 1981).

Joel B. Green, *Hearing the New Testament: Strategies for Interpretation* (Grand Rapids: Eerdmans, 1995).

2. Biblical History and Religion

Anchor Bible Dictionary.

R. Albertz, *A History of Israelite Religion in the Old Testament Period*, Vol 1-2, OTL (Louisville: Westminster John Knox, 1994).

Michael D. Coogan, *The Oxford History of the Biblical World* (Oxford: Oxford University Press, 1998).

Frank Moore Cross, *Canaanite Myth and Hebrew Epic* (Cambridge, Mass: Harvard University Press, 1973).

Frank Moore Cross, *From Epic to Canon: History and Literature in Ancient Israel* (Baltimore: Johns Hopkins University Press, 1998).

Everett Ferguson, *Backgrounds of Early Christianity* (Grand Rapids: Eerdmans, 1993).

Helmut Koester, *History, Culture, and Religion of the Hellenistic Age* (Philadelphia: Fortress, 1982). J. M. Miller and J. H. Hayes, *A History of Ancient Israel and Judah* (Philadelphia: Westminster, 1986).

Patrick D. Miller, *The Religion of Ancient Israel* (Louisville: Westminster John Knox, 2000). J. B. Pritchard, ed., *The Harper Atlas of the Bible* (New York: Harper & Row, 1987).

Calvin J. Roetzel, *The World that Shaped the New Testament* (Atlanta: John Knox, 1985).

3. Introduction to the Literature and Canon of the Old and New Testaments

Guides to Biblical Scholarship Series: "Old Testament Guides" and "New Testament Guides." Raymond E. Brown, *An Introduction to the New Testament* (New York: Doubleday, 1997).

E. J. Epp and G. W. MacRae, eds., *The New Testament and Its Modern Interpreters* (Atlanta: Scholars Press, 1989).

D. A. Knight and G. M. Tucker, eds., *The Hebrew Bible and Its Modern Interpreters* (Chico, Cal.: Scholars Press, 1985).

R. A. Kraft and G. W. E. Nickelsburg, *Early Judaism and its Modern Interpreters* (Atlanta: Scholars Press, 1986).

W. G. Kümmel, *Introduction to the New Testament* (Nashville: Abingdon, 1975).

James L. Mays, et. al., *Old Testament Interpretation: Past, Present, and Future: Essays in Honor of Gene M. Tucker* (Nashville: Abingdon, 1995).

Rolf Rendtorff, *The Old Testament: An Introduction*, trans. John Bowden (Philadelphia: Fortress, 1986).

4. Biblical Theology

B. Birch, W. Brueggemann, T. Fretheim, and D. Petersen, *A Theological Introduction to the Old Testament* (Nashville: Abingdon, 1999).

H. Boers, *What Is New Testament Theology?* (Philadelphia: Fortress, 1979).

W. P. Brown and S. D. McBride, Jr., eds., *God Who Creates: Essays in Honor of W. Sibley Towner* (Grand Rapids: Eerdmans, 2000).

R. Bultmann, *Theology of the New Testament*, 2 vols. (New York: Charles Scribner's Sons, 1951, 1965).

B. Childs, *Biblical Theology of the Old and New Testaments: Theological Reflection on the Christian Bible* (Minneapolis: Fortress, 1993).

J. Hayes and F. Prussner, *Old Testament Theology: Its History and Development* (Atlanta: John Knox, 1985).

W. Zimmerli, *Old Testament Theology in Outline*, trans. D. E. Green (Atlanta: John Knox, 1978).

5. The History of Biblical Interpretation

W. Baird, *History of New Testament Research: From Deism to Tübingen* (Minneapolis: Fortress, 1992).

Ronald Clements, *A Century of Old Testament Study* (Guildford, England: Lutterworth, 1976). Werner Kümmel, *The New Testament: the History of the Investigation of its Problems* (Nashville: Abingdon, 1972).

John H. Hayes, gen. ed., *Dictionary of Biblical Interpretation*, 2 vols. (Nashville: Abingdon, 1999). John K. Riches, *A Century of New Testament Study* (Valley Forge, Penn: Trinity Press International, 1993).

J. Wellhausen, *Prolegomena to the History of Ancient Israel* (New York: Meridian Books, 1967).

6. Biblical Languages

J. A. Brooks and C. L. Winbery, *Syntax of New Testament Greek* (Lanham, Md.: University Press of America, 1979).

N. Clayton Croy, *A Primer of Biblical Greek* (Grand Rapids; Cambridge, U.K.: Eerdmans, 1999) H. E. Dana and J. R. Mantey, *A Manual Grammar of the Greek New Testament* (New York: The Macmillan Company, 1927).

Thomas O. Lambdin, *Introduction to Biblical Hebrew* (New York: Charles Scribner's Sons, 1971). Daniel B. Wallace, *Greek Grammar Beyond the Basics: An Exegetical Syntax of the New Testament* (Grand Rapids: Zondervan, 1995).

Ronald J. Williams, *Hebrew Syntax: An Outline*, 2nd ed. (Toronto: University of Toronto, 1976).

Doctor of Philosophy Historical and Theological Studies*

[The Ph.D. program was discontinued effective Spring 2013. Union Presbyterian Seminary is not accepting new applications for entry into the Ph.D. Program. We have implemented a teach-out plan for current Ph.D. students.]

Faculty

Katie Geneva Cannon, *Annie Scales Rogers Professor of Christian Ethics*
 Dawn DeVries, *John Newton Thomas Professor of Systematic Theology*
 Christine Luckritz Marquis, *Assistant Professor of Church History*
 Stanley H. Skreslet, *F.S. Royster Professor of Christian Missions*
 Paul Galbreath, *Professor of Theology*

General Introduction

The Ph.D. program in Historical and Theological Studies (History and Theology) is a joint effort of the departments of History and Theology & Ethics of Union Presbyterian Seminary, drawing on faculty with appointments in history of Christianity, theology, ethics, and history of doctrine. The program focuses on historical and contemporary Christian thought, movements, practices, institutions, and missions.

The graduate area of History and Theology is constituted in recognition of the ways in which the life of the church in the contemporary world is integrally related to the history of Christian thought and the historical development of ecclesial institutions, practices, and doctrines. The unfolding of Christian faith in history -- through events and texts, the lives of persons and communities, constructive theological vision and critical dialogue with human culture -- thus defines the larger scope for graduate work in the area. Each candidate will be expected to demonstrate foundational knowledge and grasp of research methods appropriate to scholarship and teaching in the broader area, but also to develop an area of concentration or specialized research (e.g., within the traditional academic disciplines of church history, theology, and ethics) in preparation for the writing of a doctoral dissertation that focuses on a specific topic.

Curriculum

1. Sequence of Program:

During the first year of residence in the program, each student will ordinarily take a designated area seminar, designed to provide methodological orientation in historical and theological studies, as well as additional course offerings approved by the supervisory faculty and relevant to the student's area of concentration. The second year of residency will ordinarily consist of additional courses and supervised research, directed toward successful completion of doctoral examinations and identification of a dissertation topic. The third year involves the taking of doctoral examinations, and may involve the development of a dissertation proposal, and initial work on the dissertation. The fourth year (and beyond) ordinarily will be devoted to the writing of the dissertation. (See all deadlines for these steps first under "General Description" and then under "General Information" in the Graduate Studies Handbook.)

The general curricular design encourages students to take initiative in developing scholarly skills and research interests. The progress of candidates depends upon many variables, including the scope and character of their previous professional training and, especially, a readiness to identify areas of dissertation research that are promising and manageable.

2. Language Requirements:

All students must be fluent in English and must demonstrate reading competency in other languages in which relevant primary texts and secondary materials are written. Research languages are determined by the student in consultation with departmental faculty based on the area of dissertation research. At a minimum, all students will demonstrate competency in two foreign languages through a process approved and on file by March 1 of the second year the student is in the degree program.

Students in History and Theology will demonstrate reading competency in two languages relevant to the dissertation research area, including at least one modern language (i.e., one ancient and one modern, or two modern). Competency may be demonstrated by passing a graduate-level course or an exam.

For students whose native language is not English, one modern language may be their native language if substantial research is to be done in that language. The justification for the selection of the research languages and a plan for achieving reading competency must be presented by the student, in conjunction with the Annual Progress report submitted in the spring of their second year of residency, for approval by the departmental faculty and by the Director of Graduate Studies. All language requirements must be successfully completed by July 1 of the third academic year of the student's enrollment in the degree program.

3. Course of Study:

Students take full-time course work for the first two years of the program, a period termed "in residence." Students must during this two-year period adjust all commitments to be present and participate in their required courses whenever they meet and in any other required feature of their degree program. At least 50% of the twelve required courses must be graduate seminars or graduate level independent studies. Students who take electives in the M.Div. curriculum for graduate credit will be assigned additional work by the professor and must receive prior approval from their department or faculty advisor before they enroll in such electives.

4. Faculty Advisor and Dissertation Committee:

Departmental oversight of students is undertaken primarily by advisors and dissertation committees to provide each student with competent guidance in an area of independent study and dissertation research. Each student will be assigned a Ph.D. advisor upon matriculation based upon the student's expressed area of interest. This advisor will ordinarily, subject of approval by the Academic Program Committee, become the student's dissertation advisor.

5. Doctoral Examinations:

The Doctoral Examinations, five in number, are prepared and evaluated by departmental faculty; they are administered by the Office of the dean of Union Presbyterian Seminary (Richmond). Students need to make arrangements with the Office of the dean six (6) weeks prior to taking these examinations. The faculty member responsible for grading an examination must submit a grade to the Office of the Dean no later than eight (8) weeks after completion of the examination by the student. The grade is then forwarded to the Director of Graduate Studies and to the Registrar, who enters the results of the examinations to the student's transcript.

All five doctoral examinations are taken during one of two three-week examination periods in January or May during the student's third year of study. In order to remain in good academic standing students must successfully complete all doctoral examinations no later than June 1 of this third academic year. In exceptional circumstances, a student, with the support of her or his advisor and department, may request an extension until October 15 of the fourth year. The Academic Program Committee, or a subcommittee to which it delegates the task, will review and act on all such requests. If approval is given for such an extension, the student remains in good academic standing through October 15 of the fourth year, at which time his or her academic progress will again be reviewed by both the department and the Academic Program Committee (or its subcommittee).

One of the doctoral examinations shall be specifically designed, through consultation between the student and her or his advisor(s), to explore a specific topic of dissertation research. With the approval of the student's Ph.D. advisor, this examination may be submitted in the form of a research paper. The other four doctoral examinations will ordinarily be selected by students from among the following (again, in consultation with advisors who may negotiate the specific contents of the examinations).

History of Christianity

- Early Church
- Medieval Christianity
- History of the Reformation
- History of Christianity in the Modern West
- American Religious History
- History of Christian Mission
- Missiology

Theology and Ethics:

- Systematic Theology
- Historical Theology in the West I: Patristic, Medieval, Reformation
- Historical Theology in the West II: Early Modern, Modern, Twentieth Century
- Theological Ethics
- Contemporary Christian Ethics / Moral Issues
- Approaches to the Study of Religion

At least one comprehensive exam must be selected from each group of exams (i.e., at least one in the history of Christianity and at least one in theology and ethics).

6. Doctoral Dissertation:

After successful completion of doctoral examinations, the student, in consultation with his or her Ph.D. advisor and other members of the graduate area (faculty in history and theology/ethics), will select a specific subject for a doctoral dissertation. The subject must be agreed by the members of the department in which the subject is taught. When agreement is reached, ordinarily the department will propose three persons to serve as the student's dissertation committee, one of them in the capacity of dissertation advisor and chair of the committee. One of the dissertation committee members may be external to the graduate area faculty if this is appropriate for the student's research focus (This person may not serve as the student's dissertation advisor; a dissertation advisor must be a current, full-time member of the UPSEM faculty, or within two years of having so served subject to departmental approval. See above under policies for all advisors), is agreed by the department, and is approved by the Academic Program Committee. The Academic Program Committee receives from the department and takes a final decision on nominee's for student's dissertation advisor and dissertation committee.

The dissertation advisor and the other members of the dissertation committee are available for consultation with the student individually and, at appropriate times, may convene as a committee to review and evaluate her or his progress. Changes to the composition of a dissertation committee must be recommended by the department and approved by the Academic Program Committee in advance of their effective date.

When the overall design, argument, and thesis of the dissertation may be described with sufficient clarity to merit formal review, the student will prepare and submit for evaluation a dissertation proposal that includes the title, author, names of the proposed dissertation committee, thesis to be demonstrated, description of research methods, statement regarding

current scholarship and contribution, outline of the chapters, and a selected bibliography.

The proposal will be reviewed first by the dissertation committee and then by the department (faculty in history or theology/ethics). With the approval of the department, the proposal will be submitted for additional review and action by the Academic Program Committee (or a subcommittee to which it delegates the task), along with nominations for dissertation advisor and committee. For a member of the dissertation committee who is not a member of the Union Presbyterian Seminary faculty, a *curriculum vitae* must be submitted to the Academic Program Committee along with the proposal. The student is responsible for providing this CV.

***See above in the Graduate Studies Handbook for *institutional* deadlines, definitions, practices, and policies appertaining without exception to all Ph.D. matters, regardless of department.**

Reading Lists for Doctoral Examinations:

These reading lists are provided so that candidates may prepare for the doctoral examinations described above. Once examination covers the candidate's area of dissertation research; the other four will be based on the readings indicated in the appropriate lists and/or otherwise assigned or suggested by faculty in the areas of the student's exams. Students should always consult with faculty as to additions or deletion to the reading lists noted below.

History of Christianity

1. Early Church

Primary Sources

Early Christian Fathers, *ed. Cyril C. Richardson*

Biblical Interpretation in the Early Church, *trans. and ed. Karlfried Froehlich*

The *Christological Controversy*, *trans. and ed. Richard A. Norris* The Trinitarian Controversy, *trans. and ed. William G. Rusch* Theological Anthropology, *trans. and ed. J. Patout Burns* Christology of the Later Fathers, *ed. Edward Rochie Hardy Origen*, On First Principles, *trans. G. W. Butterworth*

Augustine, Confessions, *trans. Maria Boulding* *Augustine*, Teaching Christianity, *trans. Edmund Hill* *Augustine*, The Trinity, Books 8-15, *trans. Edmund Hill* *Augustine*, City of God, Books 12-22, *trans. Marcus Dods* Ephrem the Syrian, Hymns, *trans. Kathleen E. McVey*

Evagrius Ponticus, The Praktikos, *trans. John Eudes Bamberger*

Athanasius, The Life of Antony, *trans. Robert C. Gregg*

Gregory of Nyssa, The Life of St. Macrina, *trans. Kevin Corrigan*

Sulpicius Severus, The Life of St. Martin

Eusebius, The History of the Church

Bart D. Ehrman, Lost Scriptures

Suggested Secondary Sources (to be pursued according to student need and interests)

Lewis Ayres, Nicaea and Its Legacy: An Approach to Fourth-Century Trinitarian Theology

David Brakke, "The Early Church in North America," Church History 71 (2002): 473-491

Peter Brown, Augustine of Hippo: A Biography

Peter Brown, The Body and Society: Men, Women, and Sexual Renunciation in Early Christianity

Henry Chadwick, The Church in Ancient Society: From Galilee to Gregory the Great

Marilyn Dunn, The Emergence of Monasticism: From the Desert Fathers to the Early Middle Ages

Bart D. Ehrman, Lost Christianities

Susanna Elm, Virgins of God: The Making of Asceticism in Late Antiquity

R. P. C. Hanson, The Search for the Christian Doctrine of God

R. A. Markus, The End of Ancient Christianity

R. A. Markus, Saeculum

Bernard McGinn, The Presence of God: A History of Western Christian Mysticism, vol. 1

Jaroslav Pelikan, The Emergence of the Catholic Tradition (100-600)

Raymond Van Dam, Becoming Christian: The Conversion of Roman Cappadocia
Raymond Van Dam, Kingdom of Snow: Roman Rule and Greek Culture in Cappadocia
Robert Louis Wilken, The Spirit of Early Christian Thought

Francis Young, Biblical Exegesis and the Formation of Christian Culture

A. H. M. Jones, The Later Roman Empire, 2 vols.

2. Medieval Church

Bede, A History of the English Church and People
Gregory of Tours, The History of the Franks
Benedict of Nursia, The Rule of St. Benedict
 Medieval Hagiography: An Anthology, ed. Thomas Head

Paschasius Radbertus, The Lord's Body and Blood
and Ratramnus, The Lord's Body and Blood in Early Medieval Theology, ed. George E. McCracken

Bernard of Clairvaux, On Loving God

Hugh of St. Victor, The Didascalion

Richard of St. Victor, The Twelve Patriarchs

Bonaventure, The Soul's Journey into God, The Tree of Life

Thomas Aquinas, Summa Theologica, part 1, questions 1-2

John of Damascus, The Orthodox Faith, Book 1, trans. Frederic H. Chase, Jr.
Dionysius the Areopagite, Mystical Theology, trans. C. E. Rolt

Maximus the Confessor, The Four Centuries on Charity I, II.1-27

The Seven Ecumenical Councils, 787 in *NPNF, s.s., vol. 14: 523-551, 571-574. Julian of Norwich, Showings*

Catherine of Siena, The Dialogue

Mechthild of Magdeburg, The Flowing Light of the Godhead

Brian Tierney, The Crisis of Church and State 1050-1300

Suggested Secondary Sources (to be pursued according to student need and interest)

Jon Van Engen, "The Future of Medieval Church History," Church History 71 (2002): 492-522

Eric Auerbach, Literary Language and Its Public in Late Latin Antiquity and in the Middle Ages

Norman F. Cantor, The Civilization of the Middle Ages, rev.

T. J. Heffernan, Sacred Biography: Saints and Their Biographers in the Middle Ages

C. H. Lawrence, Medieval Monasticism: Forms of Religious Life in Western Europe in the Middle Ages

Joseph H. Lynch, The Medieval Church

Bernard McGinn, Presence of God: A History of Western Christian Mysticism, vol. 2-4

Steven Ozment, The Age of Reform 1250-1550

Jaroslav Pelikan, The Spirit of Eastern Christendom (600-1700)

Pierre Riché, Education and Culture in the Barbarian West

3. History of the Reformation *(pending)*

4. History of Christianity in the Modern West *(pending)*

5. American Religious History

Surveys

Sydney E. Ahlstrom. *A Religious History of the American People.* (1975)

Jon Butler. *Awash in a Sea of Faith: Christianizing the American People.* (1990)

John Cogley. *American Catholics.* Expanded and updated. (1986)

Roger Finke and Rodney Stark, *The Churching of America: Winners and Losers in Our*

Religious Economy (1992)

Nathan Glazer. *American Judaism*. 2nd ed. Revised (1988)

David D. Hall, ed. *Lived Religion in America: Toward a History of Practice*. (1997)

Nathan O. Hatch. *The Democratization of American Christianity*.

James Hennessey. *American Catholics*

C. Eric Lincoln and Larry Mamiya. *The Black Church in the African American Experience*

Susan H. Lindley, "You have stept out of your place": *A History of Women And Religion in America* (1996)

Mark Noll. *The Old Religion in a New World: The History of North American Christianity* (2002)

Jonathan Sarna. *American Judaism: A History*. (2004)

Harry S. Stout and D. G. Hart, eds. *New Directions in American Religious History*. (1997)

Thomas A. Tweed, ed. *Retelling U.S. Religious History*. (1997)

Peter Williams. *America's Religions: From Their Origins to the Twenty-first Century*. (2002)

Jon Butler and Harry S. Stout. *Religion in American History: A Reader*. (1998)

Edwin S. Gaustad, ed. *A Documentary History*. 2 vols. 3rd ed. (2003)

David G. Hackett, ed. *Religion and American Culture: A Reader*. 2nd ed. (2003)

R. Marie Griffith, *American Religions: A Documentary History* (2008)

Monographs

Sydney E. Ahlstrom, ed. *Theology in America*.

Conrad Cherry, ed. *God's New Israel*

Perry Miller. *Errand into the Wilderness*.

Harry S. Stout. *The New England Soul*.

Perry Miller. *Jonathan Edwards*

Amanda Porterfield. *Female Piety in Puritan New England*.

Nancy F. Cott. *The bonds of womanhood : "woman's sphere" in New England, 1780-1835*. (1977)

James Axtell. *The Invasion Within*

David D. Hall. *Worlds of Wonder, Days of Judgement.*

Edwin S. Gaustad. *The Great Awakening.*

William G. McLoughlin. *Revivals, Awakenings and Reform*

Rhys Isaac. *The Transformation of Virginia.*

Leigh Eric Schmidt. *Holy Fairs.*

Marilyn Westerkamp. *The Triumph of the Laity.*

Henry May. *The Enlightenment in America.*

Alan Heimert. *Religion in the American Mind.*

Bernard Bailyn. *The Ideological Origins of the American Revolution.*

Alan Guelzo. *Edwards on the Will.*

Mark Valeri. *Law and Providence in Joseph Bellamy's New England.*

John Boles. *The Great Revival.*

Donald Matthews. *Religion in the Old South.*

Ann Douglas. *The Feminization of American Religion.*

Barbara Cross. *Horace Bushnell*

James Moorhead. *American Apocalypse*

Mark A. Noll. *The Civil War as a theological crisis*

Gregory A. Dowd. *A Spirited Resistance*

William G. McLoughlin. *Cherokees and Missionaries*

Albert Raboteau. *Slave Religion*

Milton C. Sernett. *Black Religion and American Evangelicalism*

Eugene Genovese. *Roll, Jordan, Roll*

John L. Brooke. *The Refiner's Fire*

Paul Conkin. *American Originals*

Henry F. May. *Protestant Churches and Industrial America*

Paul M. Minus. *Walter Rauschenbusch*

Jay Dolan. *The American Catholic Parish: A History from 1850 to the Present*

William Hutchison, *Between the Times: The Travail of the Protestant Establishment In America, 1900-1960*

George M. Marsden. *Fundamentalism and American Culture*. 2nd ed. (2006)

Richard Fox. *Reinhold Niebuhr*

James Hudnut-Beumler. *Looking for God in the Suburbs*. (1994)

Alice S. Rossi, ed. *The Feminist Papers*.

Gary Wills. *Bare Ruined Choirs*. (1972)

Richard John Neuhaus, *The Naked Public Square*

Robert Bellah, *The Broken Covenant: American Civil Religion*

Robert Wuthnow. *The Restructuring of American Religion*

James Davison Hunter, *Culture Wars*

Robert Bellah, *Habits of the Heart*

Donald Miller, *Reinventing American Protestantism*

Wade Clark Roof and William McKinney. *American Mainline Religion*.

Michael Lienesch, *Redeeming America: Piety and Politics in the New Christian Right*

6. History of Christian Mission

Documents

Norman Thomas, ed., *Classic Texts in Mission and World Christianity* (1995)

Klaus Koschorke *et al.*, eds., *History of Christianity in Asia, Africa, and Latin America, 1450-1990: A Documentary Sourcebook* (2007)

Biblical and Early Christian period

Lucien Legrand, *Unity and Plurality: Mission in the Bible* (1990)

Eckhard Schnabel, *Early Christian Mission*, 2 vols. (2004)

Donald Senior and Carroll Stuhlmueller, *Biblical Foundations of Mission* (1983)

Stanley H. Skreslet, *Picturing Christian Witness: New Testament Images of Disciples in Mission* (2006)

Historical Studies

Allan Anderson, *An Introduction to Pentecostalism* (2004)

Angelyn Dries, *The Missionary Movement in American Catholic History* (1998)

Norman Etherington, ed., *Missions and Empire* (2005)

William Hutchison, *Errand to the World: American Protestant Thought and Foreign Missions* (1987)

Donald M. Lewis, *Christianity Reborn: The Global Expansion of Evangelicalism in the Twentieth Century* (2004)

Andrew Porter, *Religion versus Empire? British Protestant Missionaries and Overseas Expansion, 1700-1914* (2004)

Dana Robert, *American Women in Mission: A Social History of Their Thought and Practice* (1997)

Ruth Rouse and Stephen Neill, eds., *A History of the Ecumenical Movement, 1517-1948*, pp. 27-72, 221-259, 309-441, 545-596, 697-724 (2nd ed., 1967)

Andrew Ross, *A Vision Betrayed: the Jesuits in Japan and China, 1542-1742* (1994)

Wilbert Shenk, ed., *Enlarging the Story: Perspectives on Writing World Christian History* (2002)

Brian Stanley, ed., *Christian Missions and the Enlightenment* (2001)

Andrew Walls, *The Cross-Cultural Process in Christian History* (2002)

-- , *The Missionary Movement in Christian History: Studies in the Transmission of Faith* (1996)

Timothy Yates, *Christian Mission in the Twentieth Century* (1994)

Students taking the doctoral exam in history of mission will also be expected to have read all materials assigned in the course/seminar "History of Christian Mission to 1910." Additional readings focused on particular geographical context(s) and time periods will be negotiated on the basis of individual student interests.

Missiology

Documents

Michael Kinnamon and Brian E. Cope, eds, *The Ecumenical Movement: An Anthology of*

Key Texts and Voices (1997)

John Stott, ed., *Making Christ Known: Historic Mission Documents from the Lausanne Movement, 1974-1989* (1997)

The Discipline of Missiology

Jan A.B. Jongeneel, *Philosophy, Science and Theology of Mission in the 19th and 20th Centuries*, 2 vols. (1995-1997)

F.J. Verstraelen, et al., eds., *Missiology: An Ecumenical Introduction* (1995)

Theology, Mission, Culture

Kwame Bediako, *Christianity in Africa: the Renewal of a Non-Western Religion* (1995)

Stephen Bevans, *Models of Contextual Theology* (2nd ed, 2002)

Stephen Bevans and Roger Schroeder, *Constants in Context: A Theology of Mission for Today* (2004)

David Bosch, *Transforming Mission: Paradigm Shifts in the Theology of Mission* (1991)

Darrell L. Guder, *The Missional Church: A Vision for Sending the Church in North America* (1998)

Charles H. Kraft, *Anthropology for Christian Witness* (1996)

Lesslie Newbigin, *The Gospel in a Pluralist Society* (1989)

-- , *The Open Secret: An Introduction to the Theology of Mission* (2nd rev. ed., 1995) Lamin Sanneh, *Translating the Message* (1989)

Robert Schreiter, *Constructing Local Theologies* (1985)

Christian Mission and Theology of Religions

Kenneth Cracknell, *Justice, Courtesy and Love: Theologians and Missionaries Encountering World Religions, 1846-1914* (1995)

Jacques Dupuis, *Toward a Christian Theology of Religious Pluralism* (1998)

S. Mark Heim, *Salvations: Truth and Difference in Religion* (1995)

John Hick and Paul Knitter, eds., *The Myth of Christian Uniqueness: Toward a Pluralistic Theology of Religions* (1987)

Paul F. Knitter, *No Other Name? A Critical Survey of Christian Attitudes toward the World Religions* (1985)

Amos Yong, *The Spirit Poured Out on All Flesh: Pentecostals and the Possibility of Global Theology* (pp. 17-202; 2005)

Students taking the doctoral exam in missiology will also be expected to have read all materials assigned in HST 601 (Mission and Missiology since 1910) that are not on the above list.

Theology and Ethics

1. Systematic Theology

Part I: Required of all

Origen, *On First Principles*

Augustine, *Enchiridion on Faith, Hope, and Love*

Thomas Aquinas, *Summa Theologiae*, Part I, questions 1-13

John Calvin, *Institutes of the Christian Religion*

Wollebuis, *Compendium of Christian Theology*

Schleiermacher, *The Christian Faith*

Troeltsch, *The Christian Faith*

Barth, *Church Dogmatics* (volumes 1.1: chapter 1; II/1: chapter 6, paragraph 28; 4/1: 1-224; 283-314, 514-528, 643-739; 4/2: 3-20, 499-511, 533-584, 614-641; 4/3: 3-38, 274-305; 4/3.2: 481-497, 795-901, 902-942.

Tillich, *Systematic Theology*

Rahner, *The Christian Faith* Kaufman, *In the Face of Mystery*

Gustafson, *Ethics from a Theocentric Perspective*, vol. 1

Part II: Concentration in Special Area

In consultation with area faculty, the students chooses a **theologian**, an approach (Lutheran dogmatics, feminist theology, moral theology), or a period (Reformation theology, modern theology) and selects six additional texts to cover this material.

2. Historical Theology in the West I: Patristic, Medieval, Reformation

Part I: Required of all

Justin Martyr, *First Apology*

Irenaeus, *Against Heresies*

Norris, Richard A., ed. *The Christological Controversy*

Rusch, William G., ed. *The Trinitarian Controversy*

Burns, J. Patout, ed. *Theological Anthropology Augustine, On Christian Doctrine*

Augustine, *On the Spirit and the Letter*

Anselm, *Proslogion*

Anselm, *Why God Became Man*

Thomas Aquinas, *On Nature and Grace* (ed. A.M. Fairweather)

Luther, *Freedom of the Christian*

Luther, *Babylonian Captivity of the Church*

Calvin, *Institutes of the Christian Religion*, 1536 edition

Calvin, *Short Treatise on the Lord's Supper*

Canons and Decrees of the Council of Trent, in Denzinger, *the Sources of Catholic Dogma*, pp. 243-304.

The Schleithem Confession (1527)

Part II: Concentration in Special Area

3. Historical Theology in the West II: Early Modern, Modern, Twentieth Century

Part I: Required of All

Waring, ed. *Deism and Natural Religion*, 1-26, 56-65, 107-170

Hume, *On Miracles*

Hume, *Dialogues Concerning Natural Religion*

Hume, *My Own Life*

Kant, *Religion Within the Limits of Reason Alone*

Schleiermacher, *On Religion: Speeches to Its Cultured Despisers*

Schleiermacher, *Brief Outline on the Study of Theology*

Ritschl, *Instruction in the Christian Religion* Feuerbach, *The Essence of Christianity*

Kierkegaard, *Fear and Trembling*

Harnack, *What is Christianity?*

Troeltsch, *The Absoluteness of Christianity and the History of Religions*

Troeltsch, "What Does 'Essence of Christianity' Mean?"

Walter Rauschenbusch, *A Theology for the Social Gospel* Barth, *The Epistle to the Romans*

H. Richard Niebuhr, *The Meaning of Revelation*

Reinhold Niebuhr, *The Nature and Destiny of Man*

Tillich, *The Courage to Be*

Gutierrez, *A Theology of Liberation*

Vatican II; *Lumen Gentium, Gaudium et Spes*

Mary Daly, *Beyond God the Father*

John Hick, *An Interpretation of Religion*

Part II: Concentration in Special Area

4. Theological Ethics

Karl Barth, *Church Dogmatics*, II/2, 509-732; III/4, 3-46; 324-470

The Humanity of God

Community, State and Church

Emil Brunner, *The Divine Imperative*

Dietrich Bonhoeffer, *Ethics*

James H. Cone, *A Black Theology of Liberation*

Lois Daly, ed., *Feminist Theological Ethics*

Joseph Fletcher, *Situation Ethics*

James F. Gustafson, *Ethics from a Theocentric Perspective*

Gustavo Gutierrez, *A Theology of Liberation*

Stanley Hauerwas, *A Community of Character*

Paul Lehman, *Ethics in a Christian Context*

H. Richard Niebuhr, *Christ and Culture*

Reinhold Niebuhr, *An Interpretation of Christian Ethics*

Paul Ramsey, *Basic Christian Ethics*

Walter Rauschenbusch, *A Theology for the Social Gospel*

J. DeOtis Roberts, *Liberation and Reconciliation*

Samuel K. Roberts, *African American Christian Ethics*

Paul Tillich, *Love, Power and Justice*

Ernst Troeltsch, *The Social Teaching of the Christian Churches*

J. Philip Wogaman, *Christian Moral Judgment*

John Howard Yoder, *The Politics of Jesus*

5. Contemporary Christian Ethics/Moral Issues

Barbara Adolsen, Christine Gudorf, and Mary Pellauer, eds., *Women's Consciousness, Women's Conscience*

Katie Cannon, *Black Womanist Ethics*

Lisa Sowle Cahill, *Sex, Gender and Christian Ethics*

James F. Childress, *Civil Disobedience and Political Obligation*

Ian Markham, *Plurality and Christian Ethics*

William F. May, *The Patient's Ordeal*

Sallie McFague, *The Body of God: An Ecological Theology*

Gilbert Meilaender, *Bio-ethics: A Primer for Christians* Richard B. Miller, ed., *War in the Twentieth Century*

James Nelson, *Embodiment: An Approach to Sexuality and Christian Theology*

David J. O'Brien and Thomas A. Shannon, eds., *Catholic Social Thought: The Documentary Heritage*

Paul Ramsey, *The Patient as Person*

Ronald Sidor, *Rich Christians in an Age of Hunger*

Max Stackhouse, *Covenant and Commitments*

James M. Washington, *A Testament of Hope: The Essential Writings of Martin Luther King, Jr.*

Cornel West, *Prophesy Deliverance: An Afro-American Revolutionary Christianity*

Nicholas Wolterstorff, *Religion in the Public Square: The Place of Religious Convictions in Political Debate*

6. Approaches to the Study of Religion

Part I: Required of All

Berger, Peter L. *The Sacred Canopy: Elements of a Sociological Theory of Religion*

Durkheim, Emile. *The Elementary Forms of the Religious Life*

Eliade, Mircea. *The Sacred and the Profane: The Nature of Religion*

Freud, Sigmund. *The Future of an Illusion*

Geertz, Clifford. *The Interpretations of Cultures: Selected Essays*

Harrison, Beverly W. *Justice in the Making: Feminist Social Ethics*

Jung, Carl. *Psychology and Religion*

Ladner, Joyce A., ed. *The Death of White Sociology*

Long, Charles H. *Significations: Signs, Symbols and Images in the Interpretation of Religion*

Rasmussen, Larry L. *Earth Community, Earth Ethics*

Smith, Wilfred C. *The Meaning and End of Religion: A New Approach to the Religious Traditions of Mankind*

Stanfield, John and Rutledge Dennis, eds. *Race and Ethnicity in Research Methods*

Troeltsch, Ernst. *The Social Teaching of the Christian Churches*

Waardenburg, Jacques, ed. *Classical Approaches to the Study of Religion*

Weber, Max. *The Sociology of Religion*

Part II: Recommended for Concentration in Special Social Sciences Areas

Antes, Peter, Armin W. Geertz, and Randi Warne. eds. *New Approaches to the Study of Religion*

Campbell, Joseph. *The Transformations of Myths through Time*

Cone, James H. *Martin & Malcolm & America: A Dream or a Nightmare*

Eck, Diana L. *A New Religious America*

Floyd-Thomas, Stacey, ed. *Deeper Shades of Purple: Womanism in Religion and Society*

Gilkes, Cheryl Townsend. *If It Wasn't for the Women-Black Women's Experience and Womanist Culture in Church and Community*

Goldenberg, Naomi. *The Changing of the Gods*

Kant, Immanuel. *Religion within the Limits of Reason Alone*

Kwok Pui Lan. *Postcolonial Imagination and Feminist Theology: Chinese Women and Christianity, 1860-1927*

McKown, Delos B. *The Classical Marxist Critiques of Religion: Marx, Engel, Lenin, Kautsky*

McFague, Sallie. *Body of God: An Ecological Theology*

Paden, William E. *Interpreting the Sacred: Ways of Viewing Religion*

Rorty, Richard. *Philosophy and the Mirror of Nature*

Sennett, Richard. *The Culture of the New Capitalism*

Stackhouse, Max L. and Peter Paris, eds. *God and Globalization*

Taylor, Mark C. ed. *Critical Terms in Religious Studies*

West, Cornel. *The Cornel West Reader*