

Divinity School
AT THE UNIVERSITY OF CHICAGO

Doctoral Student Handbook

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GENERAL DESCRIPTION OF THE PH.D. PROGRAM

The Doctor of Philosophy (Ph.D.) program is a rigorous, interdisciplinary course of study that prepares students for careers in research, teaching, and publicly-engaged leadership. Doctoral students conduct original and advanced research in pursuit of expert knowledge about the human phenomenon of religion as organized, currently, in one of eleven Areas of study: Anthropology and Sociology of Religion; Bible; History of Christianity; History of Judaism; History of Religions; Islamic Studies; Philosophy of Religions; Religions in America; Religion, Literature, and Visual Culture; Religious Ethics; and Theology. Through the program and its distinctive interdisciplinary rigor, students develop a sophisticated grasp of methods and theories in a chosen Area, gain a broad understanding of religion as a phenomenon that exceeds any single approach or disciplinary orientation, and join others in the creation of new knowledge.

As a community of scholars, the Ph.D. program works in a collaborative nature both within Areas of study and between them as well as with colleagues across and beyond the University. This collaborative work continues in the classroom that offers an invaluable, non-tutorial model of education. In this way, Ph.D. students along with faculty carry on the work of scholarship in ways that forge collegiality between students and among students and faculty.

KEY COMPETENCIES

Key competencies developed by doctoral students at the Divinity School can be roughly divided into four categories as indicated below. The first two categories are, usually, achieved during the period of coursework while the latter two categories relate more clearly to research and teaching. That being said, this is a distinction and not a separation, and, therefore, a student is, in fact, developing all of these competencies throughout each step of her or his course of study. These categories should guide yearly evaluations of student progress.

- A. Basic Knowledge and Competence in the Study of Religion and a Field of Study.
 1. Required knowledge of the field and the study of religion, including issues of method and theory.
 2. Range of knowledge in primary sources in a field of study and the academic study of religion, and the ability and sensitivity to critically analyze and interpret this material.
 3. Linguistic competencies.
 4. Effectiveness in academic writing, including the formulation of arguments, marshaling of evidence, and clarity of method.
 5. The power of oral self-expression and communication.

- B. Methodological Sophistication in the Study of Religion and Field of Study.
 1. Grasp of the major methods for the study of religion as a human phenomenon.
 2. The critical sensibility and capacity to analyze secondary literature in the student's field of study and about the study of religion.
 3. The ability to design, undertake, and complete a research project in a timely and professional fashion.

- C. Originality of Research within a Field of Study and Defining an Intellectual Identity.

1. Disciplinary self-understanding as a scholar of religion and within a specialty. A scholar must be able to situate her or his work and research within the debates found in a field about method and content. This self-understanding is crucial for one's intellectual identity and originality in a field of inquiry.
2. Originality of research contribution as recognized within one's field of study.

D. Capacity for Engagement about the Study of Religion and one's own research.

1. The Divinity School has always been committed to being a "teacher of teachers." Given this, a key competency is the ability to teach at various levels of instruction and in different institutional contexts.
2. The Divinity School has long been engaged with issues of the public understanding of religion, acknowledging the various publics (e.g., academic, religious, political, civil) in which expressions of religion are to be found. Given this commitment to public discourse and understanding, a crucial competency is the ability to translate one's scholarly work for the sake of intelligent and informed discussion of religion in broader publics.

Once again, the above categories of competencies are not strictly delineated; they are in fact deeply interrelated facets of our scholarly work.

REQUIREMENTS

To earn a Ph.D. at the Divinity School eight requirements must be met: 1) coursework; 2) course of study petition; 3) second-year progress conference; 4) language requirement; 5) qualifying examinations; 6) teaching assignments; 7) dissertation, including proposal and colloquium, midpoint review, and defense; and 8) yearly progress reviews.

The Student Manual is the official statement of University policies and regulations and expected standards of student conduct that are applicable to all students. Any student conduct, on or off campus, of individuals or groups, that threatens or violates this commitment may become a matter for action within the University's system of student discipline. The Divinity School policies and procedures are contained in the Announcements. Students are encouraged to read and become familiar with the expectations outlined in the Student Manual and Announcements available at <https://studentmanual.uchicago.edu/> and <http://divinityannouncements.uchicago.edu/> respectively.

COURSEWORK

The Ph.D. at the University of Chicago Divinity School has a considerable duration and breadth as students explore the history, methods, theories, thinkers, and texts in an Area of Study in a minimum of two additional years of coursework beyond the MA. This coursework provides our graduates with a broad foundation in their Area of study and related Areas as well as depth of knowledge in their research specialty. To these ends, students must meet the following requirements.

- a) Satisfactory completion (at least a B level) of at least twelve (12) courses with quality grades (not a pass/fail or audit) that are significant for their course of study during the first two years of their program, including four (4) quality grades by the beginning of Spring Quarter of the first year. Normally, Ph.D. students are enrolled in a minimum of two courses per quarter during the first two years.

- b) One of the 12 courses mentioned above must be the required seminar in Methods and Theories in the Study of Religion for first-year doctoral students, normally offered in the Autumn Quarter.

COURSE OF STUDY PETITION

By the end of the first year of the program, the student must have a Course of Study Petition outlining the student's anticipated program of study that has been approved by the Committee on Degrees. The petition is first reviewed by the student's Adviser and then by the faculty working in the student's Area of concentration and any additional examiners named in the course of study petition. The Area chair refers the petition to the Committee on Degrees via the appropriate form available on the Dean of Students page on the Divinity School website, with the faculty's recommendation for action, no later than the fifth week of the Spring Quarter of the student's first year.

The Course of Study petition includes a cover sheet (see below for formatting instructions) and statement. The cover sheet identifies the student's proposed comprehensive exams, the languages the student will use to fulfill their language requirement, and their Adviser.

Included after the cover sheet, the Course of Study petition statement should be 1,000 words and double-spaced. The student should primarily discuss the work they intend to do in the Ph.D. program through the Qualifying Examination stage. The statement should clearly communicate the student's understanding of the proposed Area of concentration and how the course of study described addresses the work of that area. It should indicate the broad content area and methods in which the student situates their work as well as the narrower topic, research questions, and methods in which they intend to work. The statement should indicate the rationale for each of the four written examinations they will take. (Please see the section on Qualifying Exams below for more details.) If the program involves significant work elsewhere in the University or field research, the student should indicate what plans have been or will be made to pursue it. (If a student subsequently wants to change any element of their Course of Study petition—exams, examiners, adviser, languages—they may request to do so by means of a Minor Petition as discussed below.)

Additionally, the Course of Study Petition statement must explain the rationale for the modern research languages indicated and demonstrate that the languages are of central scholarly importance to the student's program (i.e., that the scholarly literature in the language is significant). The petition should also indicate whether the University offers a reading examination in the language or, in cases when such an examination is unavailable, explain how the student will certify reading competence. Note that for language examinations offered by the Chicago Language Center, a grade of High Pass (P*) is required. Please see the section on languages below for more information about this requirement.

If the student's Area has additional language requirements, the Course of Study petition should also indicate how the student will fulfill those requirements. Students should consult with their Adviser and Area Guidelines about additional language requirements.

If a student wishes to change their Area of Study, they should consult the section in this handbook on Changing Area of Study below.

Cover Sheet: Attached to the Course of Study Petition statement must be a cover sheet which follows the following format.

TO: The Committee on Degrees

FROM: Name

Street Address

City, State, Zip Code

Telephone Number/E-mail address

I petition the Committee on Degrees for approval of the course of study

- a. described in the attached statement
- b. including the following four Ph.D. Qualifying Examinations:
 1. (Exam #, Title, and Examiner/s e.g. HC 3 -- Modern Christianity (Evans))
 - 2.
 - 3.
 - 4.
- c. Including the following languages
 1. Modern research language #1
 2. Modern research language #2
 3. Additional languages required by my Area (please list)
- d. I have consulted with Professor _____ concerning this petition and request that they be designated as Adviser for my course of study.

signature of student

signature of adviser

date

Submit the statement and cover sheet (including Adviser's signature) to the Dean of Students Office via the electronic form available at: <https://forms.gle/pNdKciKYB1eWKVG1A> (also accessible through the Current Students page on the Divinity School website).

LANGUAGES

A foundational commitment of the Divinity School is the notion that intellectual citizenship requires multilingual proficiency. The Divinity School therefore requires all its doctoral students to demonstrate academic reading comprehension in two (2) modern research languages as required for the student's research in addition to any language requirements of the student's Area of Study. Modern research languages enable students to engage with scholarly literature in their Area of Study. For language examinations offered by the Chicago Language Center, a grade of High Pass (P*) is required. For students who fulfill the language requirement through taking the University's French,

German, or Spanish for Reading and Research Purposes (FREN/GERM /SPAN 33333), a grade of A in the course will satisfy the requirement in place of a High Pass on the exam.

For languages not offered by the Chicago Language Center, the student should consult with their adviser and, as part of their Course of Study Petition submitted to the Committee on Degrees, propose a mechanism for demonstrating competence in the language. If a Divinity School faculty member is able to administer an exam in the language, that is the preferred method. If no Divinity School faculty member can administer such an exam, coursework may be used to demonstrate competence. Each case will be considered on its own merits.

Individual Areas of Study may maintain their own additional language exam requirements. Students should consult with their Adviser and Area guidelines about additional language requirements.

Students who completed their Course of Study Petition prior to summer 2019 who now wish to make changes to their modern research language requirements need to submit a Minor Petition to the Committee on Degrees to do so.

SECOND-YEAR PROGRESS CONFERENCE

These conferences are normally held in the spring quarter of the second year. Students must register for the conference by the first Friday of the quarter in which the conference is to be held, using a form available on the Dean of Students webpage.

Conferences are held with the respective Area's guidelines (see below for general guidelines) and will include a review of the student's course of study petition, assessment of coursework to date, assessment of the student's readiness for qualifying examinations, development of the dissertation project, and a review of the student's career plans. Students are required to submit a substantive research paper for discussion at the conference—students should consult their Adviser and Area guidelines for specific requirements.

The pre-exam progress conference will be held for 1 hour, 15 minutes; 90 minutes maximum.

Following the conference, a report from the Adviser and a timeline for the qualifying examinations is submitted to the Dean of Students for review by the Committee on Degrees. This form is available on the Dean of Students webpage. If a student is not making sufficient academic progress, the Committee on Degrees may put the student on academic probation or withdraw the student from the PhD program.

For students in History of Judaism, History of Religions, Islamic Studies, and Philosophy of Religion:

Second-Year Progress Conferences will involve Area faculty, chaired by advisors. While all faculty affiliated with the Area will be invited, a quorum of three is necessary.

For student in all other areas:

The advisor, together with the faculty who have agreed to write qualifying examinations for a PhD student, will convene a conference with the student. According to existing guidelines for qualifying examinations, the exam panel must include at least one examiner outside the student's area of study,

and must include four faculty members. A minimum of three faculty members must participate at the pre-exam conference.

QUALIFYING EXAMINATIONS

The Qualifying Examinations consist of the four written examinations specified in the student's Course of Study Petition, a research paper, and a concluding oral examination focused on the research paper and the written examinations. Exams should be drawn from among those offered by the areas of study as best suited to the student's program in accordance with Area guidelines. All PhD students are required to take one written examination outside of their Area.

Students must register for examinations by the first Friday of the quarter in which the examinations are to be held, using a form available on the Dean of Students webpage.

The process of study leading up to the examination provides an opportunity for systematic consideration of the student's field of professional competence in the student's Area of Study as well as in at least one other related field. These studies aim to prepare the student for dissertation work and a lifetime of professional work engaged with the academic study of religion. The consistent feedback from graduates about the examinations is that precisely because they are demanding, they provide a wealth of knowledge increasingly unique among graduate programs. This foundation gives our students grounds for confidence in their field of study and thereby supports careers of teaching and research, as well as careers outside the academy. The examination itself is intended to demonstrate the student's general knowledge of the scholarship in these professional fields of competence, the student's intellectual relationship to the field, and the student's readiness to pursue a dissertation.

Written Examinations

The written examinations test the student's ability to organize, synthesize, and analyze a substantial body of knowledge and reading in response to questions set by the faculty. Exams are offered on Monday and Thursday during the fifth and sixth weeks of each quarter and must be taken under the supervision of a proctor. They must be completed via handwriting or using a School-provided computer without internet access, unless otherwise indicated by the examiner. The Dean of Students Office proctors exams in Swift Hall and students are expected to take their exams at these set times and in the building unless extenuating circumstances warrant a different arrangement, which must be approved by the Dean of Students. In such cases, the student should be in touch with the Dean of Students office at least two weeks in advance for arrangements to be made. Each written examination is four hours in length. The optimal length of a student's answer to any one set of examination questions is a total of 3,000 to 4,500 words, or ten to fifteen typed, double-spaced pages. Decisions about whether an examination is open- or closed-book are at the discretion of each examiner.

Research Paper

Based on consultation between the student and the student's Adviser, the research paper will ordinarily have as its topic a subject in the student's intended area of dissertation research. It should indicate the student's capacity for writing a dissertation. The paper should be twenty-five to forty pages, typed and double-spaced and should be submitted to all examiners in the first week of the quarter in which the student plans to take the qualifying examination.

Oral Examination

The oral examination tests the student's ability to engage in discussion of issues relevant to their fields of competence. It normally takes place in the seventh or eighth week of the quarter and lasts approximately three (3) hours. Students should consult with their Adviser about the format of the exam. Generally, the exam will proceed roughly as follows: Approximately the first thirty minutes of the examination period is a meeting for the faculty alone to confer about the written materials and develop questions and points of discussion. When the student joins the faculty the examination generally begins with the student making comments for 5-8 minutes to clarify, correct, or develop one or more key ideas from the material under review. Faculty proceed to ask questions about the student's statement and exams. After approximately 90 minutes of discussion with the student, the discussion turns to the paper for approximately 30 minutes. The student is asked to leave the room so faculty can deliberate about the student's performance. The faculty assign grades for individual exams and come to agreement on the student's strengths and places to improve. This material is noted on the form to be submitted to the Dean of Students Office (available on the Dean of Students office webpage). The student is then asked to come back to the room and given the results of the examination. The Adviser may meet with the student individually to give more in-depth feedback.

Grading Examinations

The Dean of Students collects provisional grades on the written examinations at least three (3) days before the scheduled Oral Examination and shares them with the examining committee. The student's Adviser convenes the oral examination and leads the committee's discussion of assigning grades.

Both the written and oral examinations are graded on the following scale:

- A Outstanding
- A- Very Good
- B+ Good
- B Acceptable
- B- Fail

To achieve a passing grade on the qualifying examination, a student must score B (Acceptable) or higher on all examinations. In cases where most or all of the written examinations are at the Acceptable level, a strong oral examination is necessary in order for the student to pass the qualifying examination. Grades on qualifying examinations are not subject to further review, and failed qualifying examinations may not be retaken. Students who do not pass the Qualifying Examinations will be withdrawn from the program.

Examiners

At least three examiners must be members of the faculty (including associated faculty) at the Divinity School. A student who wishes to include a faculty member from outside the Divinity School as an examiner for one of the qualifying exams consults with the faculty chair of the area offering the exam to request this arrangement. The faculty chair consults with the area and, with its approval, invites the outside examiner to participate as a co-examiner.

Changing Examiners or Examinations

A student who wishes to change from one exam to another or to switch examiners may submit a Minor Petition to the Committee on Degrees as described in the section on Minor Petitions further on in this Handbook.

Qualifying Exam Bibliographies

Students are entitled to use the Qualifying Exam bibliographies in effect at the time their course of study petition is approved. Sample bibliographies are available from the Area Assistants on the fourth floor of Swift Hall. At the examiner's discretion, the student may be asked to develop a bibliography for approval, which must be secured before the student may apply to take exams. Students should also be sure to consult with their examiners about their bibliographies well ahead of time. Minor Petitions are not required to change exam bibliographies, only exams.

Timelines, Eligibility, and Registration for the Qualifying Exams

Qualifying examinations are to be completed according to the timetable outlined in the Second-Year Progress Conference. For most areas, qualifying examinations will occur by the end of the third year, while students in Bible and ASR generally take them in year four. Students who are not taking exams by the end of their third year, whether due to the plan outlined in their Second Year Progress Conference or otherwise, will undergo a third year review as described under Annual Reviews in Section 8.

Students register for qualifying examinations with the Dean of Students office no later than the first week of the quarter in which the examinations are to be taken, using the form available on the Dean of Students webpage.

In order to be eligible to register for qualifying exams, students must have fulfilled all of their course and language requirements. In other words, students may not have Incomplete grades for their required 12 courses, but may have incompletes beyond the required 12.

The Dean of Students office assists the student and faculty in scheduling the examinations and is responsible for the receiving and distribution of the written examination questions and responses. The research paper written by the student to be considered during the exams should be submitted to all examiners during the first week of the quarter in which the student takes the qualifying examination. Written exams are taken during week 5 and 6 as described above. The oral examination generally occurs in week 7 or 8.

TEACHING ASSIGNMENTS

A key feature of the Divinity School's doctoral program is a significant commitment to helping our students become effective and thoughtful educators. The School is committed to this formation as a part of our curriculum for all doctoral students, even those who are not anticipating a career in teaching. The rationales are that the skills of an educator are needed for all professions that wish to communicate intelligently in the public sphere about religion and because teaching and research are mutually reinforcing in advanced work in the study of religion.

To these ends, the Ph.D. program requires the completion of teaching assignments equivalent to a total of five (5) teaching points, consistent with the established point system for various levels of teaching appointments currently in effect. In general, Teaching Assistantships are worth one (1)

point, and instructorships or lectureships are worth two (2) points. Any questions about the point value of a particular assignment should be directed to the Dean of Students office.

A usual plan to integrate teaching experience into students' broader program of professional preparation is as follows. Students should consult with their academic Adviser to plan for the timing of completion of teaching assignments.

- Years 1-2: Students ordinarily spend their first two years focused on courses and language study and do not teach.
- Year 3:
 - **Teaching@Chicago:** All students entering Year 3 who have not already done so are expected to participate fully in the Teaching@Chicago workshop offered by the Chicago Center for Teaching during Orientation Week. For more details, please visit the CCT's website.
 - Pedagogical training in writing: Recognizing that the ability to teach writing is a significant part of teaching in the academic study of religion, and that teaching experience with diverse student populations and in diverse pedagogical settings is a valuable part of pedagogical training, students will normally take one of the following two courses to develop their pedagogical skills. (As a side benefit, learning about teaching writing often helps students improve their own writing skills.)
 - **Humanities 50000: Pedagogies of Writing**
Pedagogies of Writing prepares graduate students with the writing principles and pedagogy necessary to work as Writing Interns and/or Writing Tutors in the Humanities College Core. Students who have received a Course Assistantship in Humanities Division courses are also eligible to take this course, if seats are available. (Offered in Spring and Summer quarters).
 - **English 50300: Principles of Teaching Writing**
Principles of Teaching Writing is a course for graduate students to prepare them with the writing principles and pedagogical skills necessary to work as Lectors in our flagship course ENGL 33000: Academic and Professional Writing (aka The Little Red Schoolhouse). (Offered in Autumn quarter).¹
 - Recognizing that much learning about teaching occurs when working alongside veteran teachers and that an incremental building of teaching skills is often effective, students will normally begin teaching with one to two TA-ships or writing internships or similar experience for a total of 1-2 teaching points.
- Year 4: Two TA positions or equivalent experience to continue to build teaching skills and exposure to different pedagogical practices and content-specific teaching techniques (two teaching points).
- Years 5 and 6: Free-standing course (2 teaching points). Ideally, each student would have experience teaching at the University of Chicago and some other academic institution(s) in order to gain experience with different student and institutional settings. To this end, the Divinity School will count up to two teaching points earned through teaching outside of the

¹ Copied in here from <https://writing-program.uchicago.edu/page/writing-program-courses>

University of Chicago (at an accredited institution of higher education). Students who wish to count teaching performed outside the Divinity School (whether at the University of Chicago or at another institution of higher education) must present appropriate documentation (e.g. an appointment letter) to the Dean of Students office.

In addition to the formal requirement of five teaching points, students are encouraged to participate in the opportunities offered by the Craft of Teaching program at the Divinity School, the Chicago Center for Teaching, and events offered by UChicago Grad regarding teaching and other forms of professional development.

THE DISSERTATION

Upon completion of the qualifying examination, the student proceeds to the dissertation, an original contribution to scholarship about religion. Divinity School dissertations are known for their methodological sophistication, depth of learning, and originality of thought. Many of these dissertations are published in leading university presses around the world. A list of past dissertations can be found on the School's website.

Four formal steps constitute the dissertation process:

- a) The dissertation proposal colloquium and subsequent approval of the proposal by the Committee on Degrees.
- b) The midpoint review of dissertation research.
- c) The oral defense of the completed dissertation.
- d) Filing the completed dissertation.

Throughout the process, the student is responsible for maintaining good contact with the dissertation committee and providing regular updates on progress.

The Dissertation Adviser, Reading Committee, and the Dissertation Proposal

The dissertation proposal should develop out of the interests and competencies the student establishes through coursework and qualifying exams. In preparing the proposal, the student should work closely with the faculty Adviser for the project. It should be noted that the dissertation Adviser may be someone other than the student's program Adviser until this point. The Divinity School faculty considers an optimum dissertation to be approximately 200-250 pages.

The student will propose their dissertation project to their reading committee, which usually consists of their Adviser (who chairs the committee) and two readers. When appropriate, a student may petition for co-Advisers and one reader. Only in rare instances will a proposal of a committee of four receive approval.

Non-Divinity School Faculty as Members of the Dissertation Committee: While the Adviser of a dissertation must be a Divinity School faculty member (including associated faculty), in some instances a student may, in consultation with the Adviser, elect to include a faculty member from outside the Divinity School as a member of the reading committee. When this individual is a member of the faculty of the University, no special arrangements are necessary. When the individual is a member of the faculty of another institution, the student should indicate briefly at the conclusion of the proposal why their participation as a member of the reading committee is

essential. This is usually an argument that the individual's expertise cannot be found on the faculty of the University.

The dissertation proposal colloquium is a meeting of the student and the dissertation reading committee to review the dissertation proposal. The student and the Adviser schedule this colloquium, which usually occurs after the student has revised at least one draft of the proposal with the Adviser. Its scheduling should ensure that faculty attending have sufficient time to review the document and to make substantive suggestions. During the colloquium the student and the committee should discuss their expectations for their work together, including the timing of reading chapters and the format in which work should be submitted (by email or in hard copy).

When the members of the dissertation reading committee approve the proposal, the student submits the proposal to the Dean of Students office in the form of a formal petition to the Committee on Degrees. Approval of this petition establishes the student as a Ph.D. candidate. Students in the ASR and Bible Areas must advance to candidacy by the end of their 13th quarter in the program (normally Autumn quarter of their fifth year). All other students must advance to candidacy by the end of their 12th quarter.

Dissertation proposals must be submitted through the form available on the Divinity School website. Deadlines for submission are available in the calendar section of this handbook.

A dissertation proposal includes the following:

- a) a cover memo, signed and dated by the student and the members of the dissertation reading committee. The signatures of the faculty indicate that they have participated in the colloquium, that they judge the proposed dissertation to constitute a worthy and feasible project, and that they are willing to serve on the reading committee. The memo should be formatted as follows:

(Date)

TO: The Committee on Degrees

FROM: Name

Street Address

City, State, Zip Code

Telephone Number/E-mail address

Having passed my Qualifying Examinations with a concentration in the (area of study), and having participated in a colloquium with the proposed members of my dissertation reading committee, I petition the Committee on Degrees for:

- 1) admission to candidacy for the Ph.D. degree;
- 2) approval of _____ as chair of my dissertation committee with _____ and _____ as readers; and

3) review of the attached dissertation proposal, entitled _____.

Signature of Student Date

Signature of Adviser Date

Signature of Reader Date

Signature of Reader Date

- b) a statement, not to exceed 2,000 words, double-spaced, that includes:
- i) a proposed title;
 - ii) a concise formulation of the problem to be researched;
 - iii) an indication of the methods to be employed;
 - iv) a discussion of the resources to be employed in the dissertation;
 - v) a tentative statement of the hypothesis and argument of the dissertation;
 - vi) brief discussion of the importance of the dissertation as an original contribution to knowledge, whether theoretical or practical (in submitting the proposal, a student attests that it is based upon a thorough investigation that has convinced the student that the thesis has not been previously argued in the manner proposed);
 - vii) a tentative outline by chapter of the dissertation;
 - viii) an anticipated timeline for the research and writing, midpoint review, and graduation;
 - ix) a brief formal bibliography (this should present the editions of primary texts to be consulted in the dissertation and a representative sample of the relevant secondary literature).

The Committee on Degrees does not pass judgment upon the scholarly merit of the inquiry proposed. When faculty in the colloquium approve the proposal and agree to serve on the reading committee, the student should assume that the subject of the dissertation has been accepted. The subsequent review by the Committee on Degrees has two further purposes:

- c) to approve the reading committee for the proposed dissertation, thus admitting the student to Ph.D. candidacy;
- d) to assure that the dissertation proposal is 1) clearly conceived and formulated and 2) accountable regarding its explicit relations, if any, to other areas of scholarly specialization. If the Committee's review raises questions and/or suggestions, the Director of Doctoral Studies will communicate these to the student and the Adviser in a letter. The intent of this communication is pedagogical, that is, to strengthen the dissertation in view of its responsibility to the wider academy in the study of religion. Should the Committee judge the proposal to have significant difficulties with respect to these two criteria, it may request that the student respond to its concerns with a letter that either addresses the questions raised, or argues that they were inappropriate. When such a letter is requested, it must be submitted by the student and accepted by the Committee prior to the Midpoint Review.

Midpoint Review

The midpoint oral review of dissertation research occurs at a time determined by the student in consultation with the adviser, usually after the student has written at least two chapters. It provides

an opportunity for the student and the reading committee to discuss the work in progress, both to review what has been written and to discuss what needs to be done to complete the dissertation. The adviser provides written notification of the successful completion of the oral review to the Dean of Students.

Public Oral Defense of the Dissertation

The completion of a student's dissertation is a momentous occasion for the student, the committee, and the Divinity School as a whole. A public oral defense provides the student with a capstone experience by having the student articulate and defend the dissertation's contribution to knowledge in their area of specialization. The defense enables the student to engage their dissertation committee as colleagues and serves to demonstrate to other students in the Area and in the Divinity School a model of achievement and recognition. For these reasons, the Divinity School requires all doctoral students to complete a public oral defense of the dissertation.

The Dissertation Reading Committee chair, in consultation with the student and the other committee members, is responsible for approving the scheduling of the defense. The Dean of Students office coordinates the scheduling and announces the date, time, and location of the defense to the Divinity School community. At the beginning of the defense, the committee confers privately to develop questions of the candidate. The chair then introduces the candidate, who offers a 10-15 minute summary of their dissertation. The committee asks questions and offers comments, and the chair may invite questions or comments from the audience if time allows. The total time of the presentation and question and answer period should not exceed two hours. The committee then deliberates privately and informs the candidate of the result: Pass, Pass with Minor Revisions, Pass with Major Revisions, or Fail. The judgment of the committee is final and the grade is not subject to review. A student who fails the dissertation defense is withdrawn from the program.

Before the defense, the Dean of Students sends to each committee member a dissertation evaluation form. Committee members use the form to offer their assessment of the dissertation and rank the student's work. If the committee unanimously ranks the dissertation as Superior, the student is awarded graduation with distinction, which is notated on the student's transcript. Dissertation evaluation forms are kept in the student's file in the Dean of Students office and are not shared with the student, though committee members are encouraged to send the student written feedback as well.

Final Submission

Students must submit a final version of their approved dissertation to the University Dissertation Office. Guidelines for formatting, and deadlines for submission of the final dissertation to the Dissertation Office, can be found at <https://www.lib.uchicago.edu/research/scholar/Ph.D./>.

Ph.D. candidates who deposit the final version of their dissertation with the University Dissertation Office by the end of the first week of the quarter in which they intend to graduate may choose not to be registered as students for that quarter.

ANNUAL REVIEWS

To ensure that students receive overall guidance about their academic progress, the Divinity School conducts annual reviews of all of its Ph.D. students, generally in the spring term. These reviews are

conducted by the student's Area of study, with participation by external examiners or dissertation committee members as appropriate in later stages of the program.

Annual reviews should be guided by the "key competencies" outlined at the beginning of this handbook as pertinent for the student's particular stage in the program and result in written feedback for the student. The Divinity School Committee on Degrees then reviews the student's academic progress.

Any student who fails to make satisfactory academic progress as evidenced by timely completion of the program milestones outlined above, or through assessment via annual student progress reviews, may be subject to academic probation or withdrawal from the program by the Committee on Degrees. Milestone deadlines may be extended when a student takes a Leave of Absence or for other reasons as specified in the University Student Manual (please consult the Dean of Students with questions). Failure to meet the terms of probation will result in the student's withdrawal from the program. A student who anticipates difficulty in completing any of these requirements in a timely fashion should discuss this with their Adviser, the Dean of Students and/or the Director of Doctoral Studies.

Year 1:

Review in year one occurs as the student's Course of Study Petition is approved. During this time the Area should also review the student's transcript and academic progress.

Year 2:

Second-Year Progress Conference as described in detail above comprises the review in year two.

Year 3:

- For most areas (all except Bible and ASR), the third yearly review will take the form of the Qualifying Examinations, the satisfactory completion of which should be congruent with the timetable outlined in the Second-Year Progress Conference.
 - If a student who is expected to take qualifying examinations in the third year does not complete them by that time, the Area along with any external examiners who will examine the student will review the student's progress. The Area Chair will report on the results of the review to the Committee on Degrees. The Committee will conduct a review of the student's progress and will place them on academic probation or withdraw them from the program if warranted.
- If a student is in Bible or ASR and thus is expected to take exams in the fourth year as indicated in the timetable outlined in the Second-Year Progress Conference, at the end of the third year they will undergo a review by their area faculty with input from external examiners to ensure they are on track for timely completion. The area chair will report on the results of the review to the Committee on Degrees. If the student is not making satisfactory progress, the Committee on Degrees will place them on academic probation or withdraw them from the program.

Year 4:

Reaching Candidacy by the end of year 4 is expected for students in all areas but ASR and Bible. If students reach candidacy in Autumn or Winter of year 4, they should write a status update as described in the section for "years 5 and following" to describe their progress during the months

since achieving candidacy. Students who achieve candidacy in the spring of year 4 should still write a status update as described below so they can discuss their professional development in addition to their dissertation proposal work, though we recognize that their proposal will suffice as an up-to-date statement of their dissertation goals.

Year 5 and following:

Each spring after achieving Candidacy, the Candidate will be required to write 1-2 pages describing what they have achieved in the previous year and a timeline of specific writing goals to achieve in the next year. This document is submitted to the Dissertation Committee with a copy sent to both the Director of Doctoral Studies and the Dean of Students. If any revisions to the student's timeline need to be made, they should be articulated through a Minor Petition to the Committee on Degrees. While the major focus of this document should be progress toward the dissertation, Candidates should also reflect briefly upon their pedagogical and other professional development plans.

In subsequent years of Candidacy the review document should also reflect back on the student's previous plan of research and, if and when the Candidate did not meet the stated goals, reflect upon why. This statement will be reviewed by the Dissertation Committee at the Candidate's annual review. Their assessment of the candidate as well as the Candidate's academic record and statement will be reviewed by the Committee on Degrees. If warranted, the Candidate will be placed on academic probation or withdrawn from the program as described below.

During these annual reviews, attention should be paid to the Candidate's professional development as well as the progress toward the dissertation. See the list of key competencies above.

FUNDING

Note: All stipend payments are made in the first week of the quarter.

FOR STUDENTS WHO MATRICULATED INTO THE DOCTORAL PROGRAM IN 2016 OR LATER

Doctoral student fellowship packages include full tuition, academic year living stipend (\$9,000 in Autumn, Winter, and Spring Quarters in AY 2019-20), and individual USHIP premium coverage for years 1-5. For students who enter candidacy by the end of their fourth year in the program (or Autumn of their fifth year for students in Bible or ASR), a year 6 living stipend will be added to their aid package, and they will receive full tuition remission for that year, as well. Students who enter candidacy by the end of year 5 receive individual USHIP premium coverage in both years 6 and 7. Summer Stipends will be granted after each of the first four years.

Renewal and awarding of all aid is contingent upon the student making satisfactory academic progress as assessed through the Spring Progress Review and certified annually by the student's Area of Study and the Committee on Degrees. Any questions should be directed to the Dean of Students or the Director of Doctoral Studies.

FOR STUDENTS WHO MATRICULATED INTO THE DOCTORAL PROGRAM IN 2015

Fellowship packages include full tuition, academic year living stipend (\$9,000 in Autumn, Winter, and Spring Quarters in AY 2019-20), and individual USHIP premium coverage for years 1-5. Students who have achieved candidacy by the end of autumn quarter of their fifth year, will have a sixth year of academic year stipend funding added to their aid package and will receive full tuition

aid for that year. Students who enter candidacy by the end of year 5 will receive individual USHIP premium coverage in both years 6 and 7.

Summer Stipend: Students who enter candidacy by the end of their fifth year and have not yet used their fourth summer stipend will receive that stipend.

FOR STUDENTS WHO MATRICULATED INTO THE DOCTORAL PROGRAM IN 2014

Students who achieve candidacy by the end of their fifth year of the program will have a sixth year of academic year stipend added to their aid package and will receive full tuition aid for that year, along with continuation of individual USHIP premium coverage in years 6 and 7.

FELLOWSHIPS

Alma Wilson Teaching Fellowship

The Alma Wilson Teaching Fellowship offers doctoral students and candidates in the Divinity School the opportunity to design and teach a course of their own design in the University's Undergraduate Program in Religious Studies.

Doctoral students and candidates interested in applying for the Wilson Fellowship should go to apply-divinity.uchicago.edu and choose the appropriate link, which will elaborate on the application process and required documents. Applications will be accepted between January 15 and February 15. They will be reviewed by the Committee on Undergraduate Studies. Applicants can expect notifications by mid-March. For further information, please contact Professor Ryan Coyne, Director of Undergraduate Studies.

Marty Center Junior Fellowships

Marty Center Junior Fellows are Ph.D. candidates who have completed at least one chapter of their dissertation, selected by application from the various areas of study within the Divinity School. Junior fellows are appointed for a full academic year and receive a supplemental stipend of \$3,000. They participate in a biweekly interdisciplinary seminar in the Winter and Spring quarters, as well as a daylong session with public interlocutors at the end of the academic year.

Application

To apply for a Marty Junior Fellowship, students should go to apply-divinity.uchicago.edu and choose the appropriate link, which will elaborate on the application process and required documents. Applications are due by June 1. They will be reviewed by the Marty Center Director and the Committee on Degrees. Applicants can expect to be notified by the end of June.

Fellowships Beyond Year 6

The best resource at the University for Masters and Doctoral students seeking additional funding is the Fellowships Office at UChicagoGRAD. Students are encouraged to consult with a Fellowships Adviser there early in their academic careers to begin planning for fellowship applications.

Dissertation Completion Fellowships

For students who matriculated into the doctoral program in 2013 or earlier: a number of one-year final year dissertation completion fellowships will be available annually to be awarded on a competitive basis in the spring 2020 and 2021 for the following school year. These include the

Harper, Mellon, and Provost fellowships, as well as Divinity School Final Year Dissertation Completion Fellowships.

Eligibility

Eligible candidates for these competitive Fellowships will have an approved dissertation proposal and at least one chapter of their dissertation complete. The purpose of the Final Year Dissertation Completion Fellowships is to enable students to finalize their dissertations and complete the degree. Hence, recipients may not engage in teaching or work at the University or outside while holding any of these fellowships, except with the permission of the Dean of Students. A student may hold either a Harper, Mellon, Provost, or Divinity School Final Year Dissertation Completion Fellowship during their degree program, but may not hold more than one of these fellowships. Additionally, after the fellowship term, the student is not eligible for further funding (from the Divinity School or the University) and will not be permitted to register. (In these circumstances, the student will still be able to complete their dissertation and graduate even if they are no longer registered, per existing University policy. See the [Student Manual](#) for additional details.) It is therefore important that students compete for these fellowships only in a year when they and their Advisers are confident that they can finish the dissertation within the year of the fellowship.

The amount of all dissertation completion fellowship stipends is the same as the annual stipend for students in years 1-6, and includes full tuition aid, individual USHIP premium coverage, and the Student Services Fee (formerly Student Life Fee).

Application

To apply for these dissertation completion fellowships, students should go to divinity.uchicago.edu and choose the appropriate link, which will elaborate on the application process and required documents. Applications are due by April 20. They will be reviewed by the Committee on Degrees, and students should expect notification by mid-May.

ADDITIONAL POLICIES AND PROCEDURES

THE COMMITTEE ON DEGREES

The faculty established the Committee on Degrees to oversee the degree programs of the Divinity School. The Committee monitors student progress through the formal requirements of the Divinity School's degree programs. The Committee normally responds to student petitions concerning the Ph.D. program, of which there are three types: 1) course of study petitions; 2) dissertation proposals; and 3) minor petitions requesting modification of a previously approved petition or, in rare instances, a degree requirement. Details about (1) and (2) are described above; minor petitions are discussed below.

The Committee has five members. The Director of Doctoral Studies is a standing member and the chair of the committee. The Dean of Students is a standing member and is the committee's Recorder. Three members of the faculty, appointed by the Dean, serve terms of one academic year. Each academic committee of the faculty (Constructive Studies, Historical Studies, and Religion and the Human Sciences) is represented. All administrative matters are handled by the Dean of Students, to whom questions concerning the Committee and its work should be addressed.

The Committee ordinarily meets twice in the Autumn Quarter and once each in the Winter and Spring Quarters. It may meet an additional time in Spring Quarter to assess fellowship applications. The Committee does not meet in the Summer Quarter. The dates of meetings and the deadlines for submitting petitions may be obtained from the Dean of Students Office and on the Divinity School website.

Beginning in Autumn 2019: All petitions are submitted to the Dean of Students Office electronically using the link available on the Dean of Students Office webpage (Petitions will be forwarded by the Dean of Students Office to the student's adviser for approval before they are considered by the Committee on Degrees. Minor Petitions will be forwarded to the Adviser for approval. Course of Study Petitions and Dissertation Proposals must include a cover sheet that includes all required signatures. Petitions that do not observe the specified guidelines may not be reviewed by the Committee.

The Dean of Students communicates the decisions of the Committee by email, cc'ing the student's Adviser. A copy of the email is added to the student's electronic file in the University Academic Information System.

Minor Petitions

Students may submit minor petitions for the following reasons: 1) to modify a previously approved Course of Study petition (exams, examiners, advisor, languages, or timeline); 2) to adjust the timeline of exams as specified in their Second Year Progress Conference report; 3) to make modifications to their dissertation committee or timeline, or 4) in rare instances, to petition to adjust a degree requirement.

Students most frequently use minor petitions to change their qualifying examinations. Such a petition must include a listing of the approved set of exams, using the correct names and numbers of the exams as listed in the Divinity School Announcements, as well as a clear indication of the requested change. This summary statement should be accompanied by a rationale for the change.

Changing Area of Study

In some circumstances, a Ph.D. student who already has had the course of study petition approved by the Committee on Degrees may wish to change the academic focus of that program from one to another of the Divinity School Areas of Ph.D. study. Such a change requires the submission of a new course of study petition outlining the revised course of Ph.D. study, including the signature of the destination Area chair. The Director of Doctoral Studies and/or the Dean of Students ensures that the faculty of the Area from which the student is leaving are aware of the change and facilitates any discussions indicated for a smooth transition.

DURATION OF PROGRAM

Students who entered the Ph.D. program prior to summer quarter 2016 are limited to a maximum 12 years of academic registration, inclusive of any leaves of absence or quarters in pro forma registration. Students who are admitted to candidacy but have not completed the Ph.D. by the end of the twelfth year will be administratively withdrawn from the University at the conclusion of that period, and will no longer have any privileges associated with active student registration. Such students who wish to ultimately complete the dissertation and graduate with the Ph.D. degree must petition the Committee on Degrees for permission to complete the dissertation. A timeline

approved by the Adviser must be submitted. Such students may graduate in a subsequent quarter, and will be enrolled at the prevailing pro forma tuition. Students must meet all other requirements for the completion of the Ph.D. degree, including a successful midpoint review, approval of the dissertation by the dissertation committee, and submission of the dissertation to the University's Dissertation Office by the stated deadlines.

Students entering the Ph.D. program effective summer 2016 and following are limited to nine (9) years of academic registration. Leaves of absence are not counted within the nine-year limit. Students who are admitted to candidacy but have not completed the Ph.D. by the end of the ninth year will be administratively withdrawn from the University at the conclusion of that period, and will no longer have any privileges associated with active student registration. Such students who wish to ultimately complete the dissertation and graduate with the Ph.D. degree must petition the Committee on Degrees for permission to complete the dissertation. A timeline approved by the Adviser must be submitted. Such students may graduate in a subsequent quarter, and will be enrolled at the prevailing pro forma tuition. Students must meet all other requirements for the completion of the Ph.D. degree, including a successful midpoint review, approval of the dissertation by the dissertation committee, and submission of the dissertation to the University's Dissertation Office by the stated deadlines.

ACADEMIC PROBATION POLICY

The Divinity School Committee on Degrees reviews the academic progress of all doctoral students. Any student who fails to make satisfactory academic progress as evidenced by failing grades; failure to attain milestones as stipulated in this document or in the student's (1) Course of Study Petition, (2) Second-Year Review timeline, or (3) Dissertation Proposal; or through assessment via annual student progress reviews, may be subject to academic probation by the Committee on Degrees. If probation is warranted and administered, the student will be notified in writing by the Committee on Degrees regarding a) what is required to regain good academic standing and b) the deadline for doing so, normally 1-2 quarters. Failure to meet the terms of probation will result in the student's withdrawal from the program. A student may only be on probation once during their course of study. If a student who has already been on probation subsequently fails to achieve satisfactory academic progress a second time, the Committee on Degrees may withdraw the student from the program.

Of course, there are personal and/or medical situations that may require reconsideration of these probation policies for students and candidates. These individual cases will be considered through the lens of University policies pertaining to leaves of absence, milestone extensions, and academic modification by the Dean of Students, the Director of Doctoral Studies, and the Committee on Degrees, which has final jurisdiction over a student's standing in the program. The Committee on Degrees may grant a milestone extension on its own authority.

APPLICATION TO THE PH.D. PROGRAM FOR M.A. AND M.Div. STUDENTS

Students in their final year of the M.A. or M.Div. programs may apply for admission to the Ph.D. program. A.M.R.S. students may not. Admission to the M.A. or M.Div. program does not guarantee admission to the Ph.D. program.

There is no internal petition system for M.A. or M.Div. students; all applicants to the Ph.D. program use the same application process and timeline, with the following exception: Students whose GRE

scores expired during their time in the M.A. or M.Div. program may use their expired score in their Ph.D. application within two years of graduating from the M.A. or M.Div. program.

DUAL PH.D. PROGRAMS

Students in the Divinity School's Ph.D. program may apply to complete a joint Ph.D. program in another school or division of the University. To do so, the student should consult the departmental administrator and the Dean of Students office in the appropriate school or division as well as the Divinity School Dean of Students. As a rule, all requirements of both programs must be fulfilled, which normally necessitates additional coursework (though courses taken in the Divinity School may be counted towards coursework requirements in the other school or division, and vice versa), and completion of two sets of qualifying examinations. A single dissertation is produced, with a Divinity School faculty member chairing or co-chairing the dissertation committee.

Students in other schools and divisions of the university may likewise petition to pursue a joint Ph.D. program in the Divinity School. To do so, the student should consult the Divinity School Dean of Students and the Dean of Students in their home school or division. All requirements of both programs must be fulfilled (see paragraph above). Petitions for joint degrees from non-Divinity students must be approved by the faculty of the Area in which the student wishes to study and by the Divinity School's Committee on Degrees.

As with all doctoral students, those who undertake a dual program must pay particular attention to their timeline for completion, and should work closely with their Adviser to ensure that they stay on track. As part of their Course of Study petition, dual degree students must submit a timeline indicating their plans for each year of their programs.

TA AND LECTURER APPOINTMENT PROCESS

TEACHING REQUIREMENT

The University's Graduate Aid Initiative (GAI) requires all participating doctoral students to complete five teaching points as a pedagogical training component of their graduate education during their fellowship term. The Divinity School participates in the GAI, and all Divinity doctoral students are required to earn five teaching points within their fellowship term. Ideally, these pedagogical experiences should follow a graded trajectory of responsibility (from TA or writing intern, for example, to instructor of record for a class). One teaching appointment (up to 2 GAI points) counted toward the graduate teaching requirement may be fulfilled off-campus at an accredited institution of higher education. Students who wish to count teaching performed outside the Divinity School (whether at the University of Chicago or at another institution of higher education) must present appropriate documentation (e.g. an appointment letter) to the Dean of Students office.

GAI teaching appointments are considered an integral component of the professional development of graduate students: they are "hands-on" experiences under the guidance of a faculty member. To that end, a vital aspect of the faculty-teaching assistant relationship is conscientious advising and pedagogical mentorship by the faculty member.

SELECTION GUIDELINES

In selecting teaching assistants the faculty have two important responsibilities: choosing the TAs best suited to supporting instruction in a given course or classroom, and providing the training opportunities to graduate students that they are required to fulfill under the terms of the GAI. In order to meet those dual responsibilities, appointments should be made based on applicant qualifications, taking into account the following guidelines:

1. In the selection of teaching assistants, everything else being equal, first preference is given to students under GAI fellowship who have not fulfilled their teaching requirement.
2. Second preference is granted to students beyond their fellowship term who have not yet fulfilled their teaching requirement.
3. If the faculty member and the Dean's office agree that no suitable candidate can be found in either of these categories, another student may be hired.

COMPENSATION

The GAI fellowship and its teaching requirement exist to support doctoral students in their academic study and professional development. Part of that development is pedagogical training. As such, during the fellowship period when students are earning their teaching points they are not compensated beyond the doctoral fellowship stipend. For IRS reporting purposes, when a student teaches during the fellowship period the appropriate amount is deducted from their stipend payment and instead paid through the University payroll system. So, for instance, if a student is in their second year and TAs a course in the Winter quarter, their Winter stipend payment will be reduced by \$3,000 and the same amount will then be paid through payroll.

If a student is still under the GAI fellowship period and has already achieved their teaching requirement, or if a student is beyond the GAI fellowship period, the student will be paid the appropriate rate *in addition to* their stipend payment. (In addition, students who are beyond the fellowship period and have achieved their teaching points are, by University policy, to be paid a higher rate for their teaching. This is known as the Provost's Differential.)

TA APPOINTMENT PROCESS

The Dean's office publishes a call for applications on the Divinity School PhD student listserv [N.B. This was formerly done by the Dean of Students office. Beginning Autumn 2019 it will be managed by the Dean's Office]. Applications will be reviewed by the faculty member teaching the course. Upon selection, the Dean's office sends a hire letter to the student and cc's the faculty member and Associate Dean for Finance Administration, who ensures that the student is appropriately entered into Workday, as well as the Dean of Students Office, which sees to any necessary adjustments to the student's stipend and ensures that the teaching points are accurately recorded in the student's record. The student may not begin work until all necessary documentation has been submitted.

TUITION AID FOR STUDENTS BEYOND THE FELLOWSHIP TERM

Quarterly tuition for doctoral students in years beyond the fourth year is \$7,112. For many years, the University Trustees have set a maximum out of pocket quarterly tuition rate of \$784. This means that the Divinity School provides \$6,328 in tuition aid every quarter for every doctoral student enrolled in their fifth year and beyond.

For some students, the Divinity School provides additional tuition aid to cover the \$784 out-of-pocket cost. These include students who are:

- Receiving a Divinity School fellowship, such as the Marty Fellowships or dissertation completion fellowships
- Teaching in the Divinity School, the Division of the Social Sciences, or the Division of the Humanities (including the Writing Program) in the quarter in which they are teaching

In addition to the teaching salary, doctoral students beyond the fellowship term who are not otherwise receiving tuition aid generally will be awarded a full tuition grant in the quarter in which they serve in a teaching capacity in the College, the Divisions of the Humanities or Social Sciences, and the Divinity School. Teaching assignments in the other professional schools, the Graham School and Laboratory School, in the Biological or Physical Sciences, other institutions (including University of Chicago Charter Schools), or while on exchange status, do not qualify for tuition aid from the Divinity School.

IMPORTANT DATES AND DEADLINES 2019-20

September

- 6 Deadline for matriculating students to submit final transcripts from previous institutions
- 23 Registration opens for Autumn Quarter courses at 8:30 a.m. thru my.UChicago
UChicagoGRAD orientation
- 22-27 Divinity School orientation for new and returning students (welcome ceremony on 27)

October

- 1 Autumn Quarter begins
- 4 Last day to:
 - apply to graduate in Autumn Quarter through my.uchicago
 - add/drop courses or convert to P/F through my.uchicago (the Dean of Students office may perform these tasks with instructor permission through Friday of Week 3)
 - apply to take Ph.D. Qualifying Exams or hold Ph.D. pre-exam conference in Autumn Quarter
 - submit dissertation proposals and minor petitions to the Committee on Degrees for consideration at October 7 meeting (use form available at Dean of Students Office webpage)
- 7 Committee on Degrees meeting
- 28 Qualifying Exams period begins

November

- 8 Deadline for dissertation committees to submit evaluations to Dean of Students office for Autumn Quarter graduates
- 11 Ph.D. Oral Exams period begins
- 15 Final deadline for submission of dissertations to Dissertation Office for Autumn quarter graduation
- 18 Registration opens for Winter Quarter courses at 8:30 a.m. thru My.UChicago

- 22 Deadline to submit dissertation proposals and minor petitions to the Committee on Degrees for consideration at December 9 meeting

December

- 9 Committee on Degrees meeting
14 Winter Break begins
18 Deadline for faculty to submit grades for Autumn Quarter

January

- 6 Winter Quarter begins
10 Last day to:
 - apply to graduate in Winter Quarter through my.uchicago
 - add/drop courses or convert to P/F through my.uchicago (the Dean of Students office may perform these tasks with instructor permission thru Friday of Week 3)
 - apply to take Ph.D. Qualifying Exams or hold Ph.D. pre-exam conference in Winter Quarter

15 Applications open for Alma Wilson Teaching Fellowship 2020-21; Deadline February 15
20 Martin Luther King, Jr. Day – University closed

February

- 3 Qualifying exams period begins
14 Deadline for dissertation committees to submit evaluations to Dean of Students office for Winter Quarter graduates
15 Deadline for Alma Wilson Teaching Fellowship applications
17 Ph.D. Oral Exams period begins
21 Final deadline for submission of dissertations to Dissertation Office for Winter quarter graduation
24 Registration opens for Spring Quarter courses at 8:30 a.m. thru My.UChicago
28 Deadline to submit dissertation proposals and minor petitions to Committee on Degrees for consideration at Winter Quarter meeting (use form available at Dean of Students Office webpage)

March

- 16 Committee on Degrees meeting
22 Spring Break begins
24 Deadline for faculty to submit grades for Winter Quarter
30 Spring Quarter begins

April

- 2 Admitted Students Day
3 Last day to:
 - apply to graduate in Spring Quarter through my.uchicago
 - add/drop courses or convert to P/F through my.uchicago (the Dean of Students office may perform these tasks with instructor permission through Friday of Week 3)
 - apply to take Ph.D. Qualifying Exams or hold Ph.D. pre-exam conference in Spring Quarter

20 Deadline to apply for Divinity School Dissertation Completion Fellowships
27 Qualifying Exams period begins

May

- 6 Selection committee meeting for Dissertation Completion Fellowships
- 8 Deadline to apply/nominate for Divinity School prizes
Deadline for dissertation committees to submit evaluations to Dean of Students office for Spring Quarter graduates
- 11 Ph.D. Oral Exams period begins; Ph.D. Students receive Spring Quarter progress reports for review
- 15 Final deadline for submission of dissertations to Dissertation Office for Spring Quarter graduation
- 22 Deadline to submit dissertation proposals, minor petitions, and Course of Study petitions to Committee on Degrees for consideration at Spring Quarter meeting (use form available at Dean of Students Office webpage)
- 25 Memorial Day – University Closed
- 29 Deadline for faculty to submit Spring Quarter Ph.D. Student progress reports to Dean of Students Office
- 31 Deadline to apply for classes Summer Language Institute

June

- 1 Deadline for applications to Martin Marty Center Junior Fellowships
- 4 Committee on Degrees meeting
- 6 Deadline for faculty to submit grades for graduating students
- 12 Divinity School diploma and graduation ceremony in Rockefeller Chapel
- 13 University Convocation ceremony; diploma pick-up at Swift Hall
- 17 Deadline for faculty to submit Spring Quarter grades for non-graduating students
- 22 Summer Quarter begins
- 26 Deadline to apply to graduate in Summer Quarter through my.uchicago

For further information
about any of the policies and procedures
outlined in this handbook, please contact:

Professor Sarah Fredericks
Director of Doctoral Studies
sfredericks@uchicago.edu
Swift Hall 204A

or

Divinity School Dean of Students Office
Swift Hall 104
773-702-8217