

## Timeline of Requirements for M.A.R./M.Div. Theses

A project or thesis is an option in the second year of the concentrated and comprehensive M.A.R. programs, and in the third year of the M.Div. program. The process unfolds as follows:

1. **Find, on your own initiative, a first and second reader** appropriate to the topic and willing and able to participate. First readers must be a Yale Divinity School faculty member; requests for non-YDS, Yale faculty to serve as primary readers must be approved by the student's degree program director. With permission of the appropriate Degree Program Director the first reader can be a part-time or visiting Yale faculty member, and the second reader may be external to Yale.
2. **Submit a completed M.A.R./M.Div. Thesis Proposal** before the end of online registration during the semester before the thesis or project will be initiated. Students are encouraged to submit the Thesis Proposal Form to their degree program director at the end of the semester prior to the term in which they hope to begin the project. Please note that this requires 1) a one-page proposal describing the thesis or project, 2) the signatures of a first reader, second reader, and the academic adviser, 3) a statement of support from the first reader, 4) specification of what must be handed in as evidence of progress by the Monday of the end open add/drop. If the first reader is not a full-time member of the Divinity faculty, a second statement of support is required from a full-time member of the Divinity faculty. The academic adviser may serve as either first or second reader, but does not always do so. The Degree Program Director reviews the application, consults the student's transcript to make sure that there are no problems (e.g., low grades, incompletes, etc.), and if there are solid grounds for confidence in the student's ability to complete the work successfully, authorizes the thesis or project. Students who have not obtained approval prior to the start of the term in which the project will be initiated are advised to register for another class in the event that the thesis/project proposal is not approved. In concentrated programs the academic adviser will determine area credit. A thesis or project written for the comprehensive program and for the M.Div. program is eligible for elective credit only.
3. **Register for REL 3899 M.A.R./REL 3799 M.Div. Thesis or Project**, either for one term or two.
4. By the Monday **of the end of open add/drop** in which the thesis/project is begun, **submit to the first reader the agreed-upon evidence of progress** (e.g., outline, draft, annotated bibliography, specified # of pages, etc.). If the first reader is not able to confirm substantial progress and a solid expectation that the student can be expected to submit satisfactory work by the end of the term, the first reader must indicate this by submitting an **Academic Caution Notice** to the student, academic dean, and registrar. A student who receives an Academic Caution Notice may drop the course or petition to convert REL 3899 M.A.R./REL 3799 M.Div. Thesis or Project to a Reading Course. This petition requires support of the first reader and is made by written request to the Professional Studies Committee.
5. **A full draft** is due to the first reader some weeks prior to final submission, as agreed upon by both parties.
6. **The final thesis is due to the first reader** on the final day of the semester as noted on the academic calendar. First and second readers will confer on the grade prior to grade submission by the first reader. First readers must submit the grade report to the associate dean of academic affairs and the registrar no later than the last day to submit grades. S.T.M. theses must be submitted to the associate dean of academic affairs and the registrar for submission to the Yale Divinity School Library.

**Specifications for length and printing:** double-spaced, footnotes at the bottom of each page, pages numbered, sources at the end, following a recognized citation style manual as agreed upon together with the first reader (e.g., *The Chicago Manual of Style*; *MLA Handbook for Writers of Research Papers*; *SBL Handbook of Style for Biblical Studies and Related Disciplines*). Printing may be single-sided or duplex, as the first reader prefers (STM theses are archived and thus must be printed single-sided). The length of manuscripts for the thesis or project will vary depending on the subject matter, but a one-term thesis or project is typically 30-50 pages long; a two-term thesis or project, typically 60-100.

## MAR/MDIV THESIS PROPOSAL

Name \_\_\_\_\_ Date: \_\_\_\_\_

Year:  second  third  other \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

Status:  Part-time  Full-time SID #: \_\_\_\_\_

Program:

MDIV  MAR comprehensive  MAR concentration in \_\_\_\_\_

A project or thesis is an option in the final year of the MDiv and MAR programs. Please submit your application by completing the appropriate section below and returning this document to the Registrar's Office by the last day of on-line registration as specified in the Academic Calendar.

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*Proposal for an*  MDIV  MAR  project or  thesis (please check appropriate boxes)

**Please register for REL 3899, MAR project/thesis or REL 3799, MDIV project/thesis**

Thesis/Project title: \_\_\_\_\_

Brief description of the thesis or project: \_\_\_\_\_

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Evidence of progress will be determined by (include timeline for milestones to be met):

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Number of semesters:  one  two

Number of credit hours:  three  six

First Reader's name and signature: \_\_\_\_\_

Second Reader's name and signature: \_\_\_\_\_

Academic Adviser's name and signature: \_\_\_\_\_

Please include a one-page proposal describing the thesis or project and a statement of support from the first reader (see reverse side of this form for details).

Approved: YNInitials \_\_\_\_\_ Date: \_\_\_\_\_