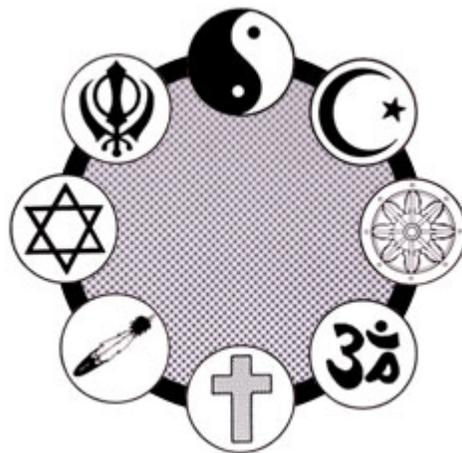


GRADUATE STUDENT HANDBOOK



2018-2019

**Department of Religious Studies
University of California, Riverside**

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Welcome to the Graduate Program in Religious Studies at the University of California, Riverside! We're glad to have you here, and we hope this handbook will help you to navigate through your time at UCR.

Although it's not an official contract, this handbook serves as a guide for students. Please read over it carefully to understand the terms, requirements, and resources that are relevant to your time here as a UCR student.

The handbook is a work in progress; feedback and input from current and prospective graduate students is more than welcome.

We wish you all the best with your studies, and we hope that you'll find this to be a supportive and even inspiring place to be.

Melissa M. Wilcox
Director of Graduate Studies
melissa.wilcox@ucr.edu

Pashaura Singh
Department Chair
pashaura.singh@ucr.edu

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**THE GRADUATE PROGRAM
IN RELIGIOUS STUDIES**

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A. Overview

The Graduate Program in Religious Studies at UCR was founded in Fall 2005, with its first class of students entering in Fall 2006. It was the second graduate program in religious studies to be founded in the UC system; the first was at UC Santa Barbara, and UC Davis began admitting Ph.D. students in 2013. The program offers two degrees: a terminal M.A. and a Ph.D. While some of the requirements for the two programs overlap, these are separate degree tracks, and the M.A. does not automatically feed into the Ph.D. program (although see Section 4.F on changing degree track).

The goal of both programs is to foster the critical study of specific religions as well as themes and methods prominent in the academic study of religions. The graduate program has a great deal of flexibility but also a particular focus on religion in the public sphere (representations, politics, inter-religious contacts, and so forth). This special focus of the program is inscribed not only in the required core courses, but also in the topics and methods of all our graduate seminars.

B. The Master of Arts (M.A.) Program

The M.A. program allows students to explore the academic study of religions broadly and is geared toward students who wish to expand their study of religions in an academic environment but may not (or not yet) wish to pursue a career in academia. A general background in religious studies is recommended, but in-depth knowledge of specific traditions or disciplinary methods is not expected upon matriculation. Students coming from related fields of study, such as anthropology or philosophy, may find the M.A. program a useful way to shift academic tracks or enrich their intellectual development.

Students will have the opportunity to pursue enough specific coursework in areas and traditions that they will be qualified to move on to a doctoral degree program in religious studies upon graduation, if they so wish, or to apply their advanced understanding of religion to careers in other areas such as journalism or public policy.

Per University of California regulations, students who already hold a master's degree in religious studies may not enroll in this program. This rule does not pertain to those holding advanced *applied* degrees in religion, such as degrees in theology (e.g., MTS) or ministry (e.g., M.Div., D.Min.).

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

The Ph.D. program prepares students to enter into academia as researchers and university instructors in a specific field of expertise. General background in the methods and discipline of religious studies is expected before matriculation, as well as a strong background in a specific area of study that will form the student's "major" field (including some background work in requisite histories, languages, and literatures). Prospective students should carefully examine the courses offered, and the faculty specializations, as well as cognate resources available throughout the College of Humanities, Arts, and Social Sciences (CHASS), to make sure that they will be able to pursue their desired area of study.

Per University of California regulations, students who already hold a doctoral degree in religious studies may not enroll in this program. This rule does not pertain to those who hold an *applied* doctoral degree in religion, such as a D.Min.

D. Faculty

The Department of Religious Studies is part of the College of Humanities, Arts, and Social Sciences (CHASS). The Department currently houses seven full-time faculty members. In addition, some faculty members from other departments serve as Cooperating Faculty in Religious Studies, which enables them to supervise Religious Studies graduate students.

Michael Alexander, Associate Professor, Maimonides Endowed Chair in Jewish Studies

INTN 2038, (951) 827-3744, michael.alexander@ucr.edu

Ph.D., Yale University

Modern Jewish history; American religious history; religion and ethnicity

Muhamad Ali, Associate Professor

INTN 2022, (951) 827-5111, muhamad.ali@ucr.edu

Ph.D., University of Hawai'i

Islam in Southeast Asia; Qur'anic exegesis; comparative Muslim societies; transmission of Islamic knowledge; religious pluralism; Islamic movements and politics

Ana Bajzelj, Associate Professor, Shrimad Rajchandra Endowed Chair in Jain Studies

ana.bajzelj@ucr.edu

Ph.D., University of Ljubljana

Jainism; Asian philosophy; Asian religions; history of philosophy; comparative philosophy; philosophy of religion; metaphysics; ethics and bioethics; philosophy of language; Sanskrit; Prakrits

Paul H. Chang, Assistant Professor

INTN 2016, (951) 827-6427, paul.chang@ucr.edu

Ph.D., University of Chicago

Global/World Christianity, Christianity in China, History of Christian thought, Missions

Matthew King, Assistant Professor

INTN 2042, matthew.king@ucr.edu

Ph.D., University of Toronto

Transnational Buddhism; Religion in Tibet and Mongolia; Buddhist Monastic Historiography; Buddhism and Politics, Science, and Economics; the Global Circulation of Knowledge about Buddhism and Buddhist Peoples

Amanda Lucia, Associate Professor

INTN 2034, amanda.lucia@ucr.edu

Ph.D., University of Chicago

Modern Hinduism; American Religions; New Religious Movements; Gender Theory; Immigration and Ethnicity; Transnationalism and Globalization; Postcolonial theory and Ethnographic methodology

Pashaura Singh, Professor, Dr. Jasbir Singh Saini Sikh and Punjabi Studies Endowed Chair

INTN 2046, (951) 827-6444, pashaura.singh@ucr.edu

Ph.D., University of Toronto

Textual criticism: canon formation and hermeneutics; historical analysis: historically-grounded critical method; Sikh studies: religion, history and society; Indian studies: religion in modern India; Punjabi language: modern and classical/scriptural (sacred language of the Sikhs)

Melissa M. Wilcox, Professor, Holstein Family and Community Chair

INTN 2046, (951) 827-7969, melissa.wilcox@ucr.edu

Ph.D., UC Santa Barbara

Queer and transgender studies in religion; gender and religion; religion and social power; intersectional gender, feminist, and queer theory; transnational religion and gender and queer politics; social scientific and cultural studies in religion; new religious movements; performance and ritual studies

E. Departmental Organization and Staff

The Department of Religious Studies is located in the CHASS Interdisciplinary North Building (INTN). Faculty offices line the south-facing hallways of the second floor of INTN. Office hours and contact information are posted each quarter outside faculty members' doors and, for some, on their websites. The Multidisciplinary Unit (MDU), which provides administrative support for the Department of Religious Studies, is in CHASS Interdisciplinary South Building (INTS) 3111. The MDU office is open Monday-Friday from 9am-12 noon and 1pm-4pm. Anyone needing to meet with a staff member after 4pm should contact that person ahead of time for availability.

The **Department Chair**, Dr. Pashaura Singh, is responsible for the overall academic operation of the department, including curricular and financial matters. He reports to the Dean of the College of Humanities, Arts, and Social Sciences. Any matters pertaining to academic departmental policy may be directed to him at (951) 827-1251 or pashaura.singh@ucr.edu.

The **Director of Graduate Studies**, Dr. Melissa Wilcox, is responsible for monitoring all aspects of the graduate program, from admissions and fellowships to review of student progress to processing Graduate Division petitions during and at the end of the degree program. She reports to the Department Chair and to the Dean of the Graduate Division. Any questions pertaining to the graduate program may be directed to her at melissa.wilcox@ucr.edu.

The **Financial, Administrative, and Student Unit Officer (FAO)**, Diane Shaw, provides oversight and coordination of the financial and administrative support functions of the

Multidisciplinary Unit. She has primary responsibility for providing management, coordination, and oversight of the daily operations of the department, including financial, human resources, academic support, contracts and grants, facilities management, and other operational matters. She provides support to the department's academic personnel including ladder rank (tenure-track and tenured) faculty, lecturers, visiting professors, researchers, postdocs, associate instructors, and teaching assistants. As FAO, Diane manages the business, accountability, stewardship, publicity, and support functions in the department to achieve department and College of Humanities, Arts, and Social Sciences (CHASS) goals and objectives in meeting the mission of the University. Diane has significant responsibility to organize work and achieve broadly stated goals for the department, including identifying objectives, developing strategies and policies, and functions. Diane's office is INTS 3111C, and she can be reached at (951) 827-3741 or diane.shaw@ucr.edu.

The **Graduate Student Affairs Officer**, Iselda Salgado, is responsible for counseling and overseeing the graduate degree programs in close consultation with the Director of Graduate Studies. Iselda assists in the scheduling of graduate courses and is responsible for graduate student employment and the interpretation of graduate student policies and procedures. She is the primary interface for all matters related to graduate student affairs, including course registration and fellowship disbursement. She prepares course proposals, program changes, and catalog reviews. In addition, she provides administrative, financial, and instructional support to the Chair, FAO, and faculty. **All questions pertaining to the graduate program should begin here.** Iselda's office is INTS 3108, and she can be reached at (951) 827-1584 or iselda.salgado@ucr.edu.

The **Budget Analyst**, Diana Marroquin, provides professional support in the areas of financial/budget analysis, fiscal management, contracts and grants, and administrative matters. She serves as the primary advisor to the FAO regarding all funding sources; performs complex budget analysis; makes recommendations for expenditures; designs and creates meaningful financial reports; provides comprehensive budget information to facilitate financial strategic short- and long-range planning of resources. She assists primary investigators (PI's) in the preparation and submission of Contract and Grant proposals. Diana is responsible for pre- and post-award management. She monitors the grant budgets in direct consultation with the PI and FAO. She ensures that planned activities are within budget and expenditures are appropriate. She is responsible for monthly, quarterly and annual reports of financial and programmatic activity, data collection and analysis, tracking encumbered expenses and reviewing posted expenses for accuracy. Diana also serves as the primary liaison between UCR central offices including the Dean's Office, Office of Research, Accounting, Purchasing, and the various funding agencies. Her office is in INTS 3111B, and she can be reached at (951) 827-1030 and diana.marroquin@ucr.edu.

The **Academic Personnel Coordinator**, Kristine Specht, administers the recruitment process for ladder-rank faculty and non-senate faculty (the latter including lecturers, visiting appointees, associate instructors, researchers, and other non-senate titles). Kristine has thorough knowledge of recruitment procedures as contained in the Affirmative Action Guidelines and related policies. Kristine works closely with search committee chairs, affirmative action monitors, department chairs, and the FAO in the process of faculty hiring, from creation of the recruitment plan

through the completion of the appointment file. Kristine prepares documents and ensures compliance with the Hiring Toolkit, Affirmative Action Guidelines, the Academic Personnel Manual (APM), Memorandum of Understanding (MOU), and other related policies. She also provides support to departments for a variety of personnel actions for Non-Senate appointees, including document preparation for assessments, Excellence Reviews, Merit Reviews, and Instructional Workload Course Equivalency (IWC) requests. Her office is in INTS 3121 and she can be reached at (951) 827-3111 and kristine.specht@ucr.edu.

The **Accounting and Payroll Specialist** (position currently unfilled) provides accounting and administrative related services. They are responsible for all accounts payables and receivables, purchasing, travel, academic, and staff payroll functions. They process all travel reimbursements, check requests, and purchase orders. They maintain financial records, research open items to identify problems in payment/order receipt, return credit, and resolve misapplied credit discrepancies as needed. They serve as back-up to the Graduate Student Affairs Officer and to the Unit's graduate programs.

The **Administrative and Event Assistant**, Ryan Mariano, serves as the Event Coordinator; plans and executes events such as lectures, colloquia, conferences, luncheons, receptions, and meetings. Ryan arranges room scheduling, room set-up, media resources, catering, parking, and other event needs. He prepares general communication materials such as flyers, press releases, newsletters, and other promotional documents. He is responsible for storehouse purchasing, printing & reprographics, media resources, fleet services, equipment inventory, copier coordination, and serves as the Unit's Safety Coordinator. As Administrative Assistant, distributes payroll checks, and coordinates departmental webpage submissions, if necessary, with Kelvin Mac. **Any questions regarding class or office resources should begin here.** Ryan assists in office coverage, answering phones, distributing mail, and maintaining bulletin boards. His office is in INTS 3111 and he can be reached at (951) 827-6427 and ryan.mariano@ucr.edu.

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**THE MASTER OF ARTS (M.A.)
PROGRAM**

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A. General Program Information

The M.A. program should take, on average, two years (six quarters). Graduate Division rules state that “any student enrolled for one year past their program’s normative time must complete a timetable to completion. Their major professor and department must certify that they continue to make progress to their degree and support their continuation.” This requirement applies to any student who is enrolled in the M.A. program for more than three years.

The M.A. program consists of coursework and a set of comprehensive exams that constitute the capstone of the program. Because the Religious Studies M.A. culminates in exams, and not a thesis, it is officially designated a “Plan II M.A.”

B. Coursework Requirements

Core Courses

All M.A. students must enroll in the three core courses, preferably in their first year (if offered):

- RLST 200A: Religion, Politics, and Public Discourse
- RLST 200B: Representations, Interpretations, and Critical Histories
- RLST 200C: Religions in Contact

The specific topics of these courses vary according to the instructor; therefore, with permission from the Director of Graduate Studies, these courses may be repeated one time, provided the syllabus varies significantly. These courses are designed to present at the graduate level various methods and theories for the study of religion as a public social phenomenon.

Method and Theory Courses

All M.A. students must enroll in at least one of these Method and Theory courses, preferably in their first year (if offered):

- RLST 201: Thinking about Religion: Classic Theories in the Study of Religion
- RLST 202: Contemporary Theories and Theorists in the Study of Religion

Professionalization

The Graduate Division requires programs to train all graduate students in professional development. The Religious Studies department achieves this training by including professional development in the RLST 200A, RLST 200B, and RLST200C curriculum. Topics discussed commonly include professional publication; pedagogy and public speaking; grant, fellowship, and job application processes.

Other Courses

M.A. students are free to take any graduate-level RLST seminars offered without seeking the approval of the instructor. Like all graduate students, M.A. students who wish to take graduate level seminars in other departments or wish to enroll in Directed Studies (RLST 290), Concurrent Studies (RLST 292), or Independent Research (RLST 297) must have the prior approval of the instructor and the Director of Graduate Studies.

Units

M.A. students must complete a minimum of 36 units in order to qualify for their degree; 18 of those units must be 200-level courses. Students are responsible for making sure they are on track to completing the minimum requirements, keeping the following in mind:

- 12 of these 18 200-level units are already accounted for in the 200A-B-C series.
- The typical length of the M.A. program is six quarters, which means students acquire the minimum number of units simply by enrolling in 6 units per quarter.
- Full-time enrollment comprises 12 units of course work (typically 3 courses) each quarter.

Please note that most standard language courses do not count toward the minimum course unit requirement. To keep up full-time enrollment, students must be enrolled in 12 *graduate units*.

Undergraduate courses that are worth 4 units count for only 3 graduate-level units; therefore, when enrolling in an undergraduate course (typically only an upper-division class, numbered 100-199), graduate students must also enroll in RLST 292: Concurrent Studies in Religious Studies. For more information, see Section 4.F, under “Special Graduate Courses.”

Duration of Coursework

M.A. students should plan on taking their comprehensive exams (see below) in their sixth and final quarter. Students who hold fellowships and who take longer than six quarters to complete their M.A. degree requirements may no longer be eligible to receive departmental support.

Typically, students taking their comprehensive exams in the sixth quarter should plan on four quarters of full time classes (in quarters in which they are working as a TA, this will mean two graduate seminars plus the RLST 302 Teaching Assistant Practicum; in quarters where they are not TA'ing, three graduate seminars).

In their fifth quarter and sixth quarters, they should plan on taking at least one graduate seminar (two if they are not TA'ing) and registering for RLST 291 (“Individual Studies”). The work for RLST 291 will comprise compiling their reading lists for exams and beginning to do research and studying for their exams.

Master's students must demonstrate reading proficiency in either French or German, the languages in which much modern secondary scholarship in the discipline has been written (see below for more information on language requirements). Students may petition to substitute either another modern language of secondary scholarship or a language of primary scholarship if it is deemed more immediately relevant to their studies. Substitutions must be approved by the Director of Graduate Studies.

C. Language Requirements

This requirement can be fulfilled by passing a designated language course (FREN 009A-009B, GER 001R-002R), through a departmental examination, or by alternative certification (such as a diploma from a foreign language institute), as approved by the Director of Graduate Studies.

FREN 009A-009B are offered most years in Winter and Spring quarters; GER 001R-002R are offered less frequently.

Students wishing to take a departmental examination (a timed translation exercise in the department with a dictionary) should notify the Director of Graduate Studies and allow a few weeks to set up the examination. The student will be given a recent, untranslated article or book chapter related to her or his field of interest(s), and will be allowed 3 hours in the Department Library to translate at least 3 pages of text. The student may not use any computer-assisted translation software.

In lieu of departmental proctoring or passing FREN 009B/GER 002R, students may wish to take the UCR Foreign Language Placement Exams (http://placementtest.ucr.edu/foreign_lang/). The department will accept placement into FREN 015A as satisfaction of the French reading requirement and placement into upper-division German as satisfaction of the German reading requirement.

Language requirements must be met in order to qualify for the M.A. degree.

D. Comprehensive Exams

Comprehensive exams are the capstone requirement of the M.A. degree, and should normally be taken in the sixth, and/ or final, quarter of the program.

The purpose of the comprehensive examinations is to demonstrate that students have gained a thorough grounding in the methods and subjects of the academic study of religions, sufficient for them to go on to pursue a doctoral degree or teach religious studies at certain levels and institutions. Each set of exams will be tailored to the specific interests of the student.

In consultation with the faculty member or members with whom the student has developed a productive working relationship, the student will put together an M.A. exam committee of no fewer than three members, at least two of whom must be members of the department. Students may petition to have one faculty member from outside the department (at UCR or at another institution) as the third member of their exam committee or as an additional fourth member. The student should choose one departmental member of this committee to serve as the committee chair; they will work most closely with that committee member in preparing for the exams.

Students will sit for two exams, both of which will draw substantially on an individual student's coursework and supplementary reading:

Methods and Theories Exam

The questions on this exam will cover issues related broadly to the methods and theories deployed in the academic study of religions. Students are encouraged to draw on the themes and ideas explored in the three core courses to arrive at a topic, or set of topics, which engages their interest. Topics should be broad enough to engage a wide swath of the field, but should not be so broad as to make examination unwise. Students may also cluster similar theoretical ideas into one exam (remember that each exam will contain multiple questions).

Example One: A student may decide to explore political ideologies in the study of religion, drawing on coursework in RLST 200A and RLST 200C. Such a topic might be framed, for instance, as “Nationalism and the Study of Religion,” and might include Marxism and postcolonial theory as two related, but distinct, approaches to the study of religion.

Example Two: A student may decide to explore questions of religious performance and representation, drawing on coursework in RLST 200B and RLST 200C. Such a topic could be framed as “Ritual and Representation in the Study of Religion,” and might include ritual theory (ranging from Durkheim to Bell) and anthropology of religion (e.g., Geertz, Asad).

Subject Exam

The questions on this exam will cover issues related to one or more specific religious traditions. Students are encouraged to draw on the aspects of traditions (in isolation or comparatively) from topics covered in their coursework, supplemented by additional research. Topics should be broad enough to engage one or more religious traditions comparatively (either in contemporary or historical context), relying on both primary and secondary scholarship. Topics do not need to be as narrow as a dissertation area, but should show a growing interest in specific areas of study developing during the master’s program. Subjects might be oriented around a comparative topic common to multiple religious traditions, or around a topic specific to one religious tradition that nonetheless has broader historical or cultural ramifications.

Example One: A student may decide to look comparatively at questions of sainthood and representation, drawing on courses in multiple religious traditions. Such a subject might be framed as “Sainthood in Comparative Perspective” and explore “holy people” in Christianity, Sikhism, and Buddhism.

Example Two: A student may decide to explore the multiple uses of scripture, primarily in the Jain tradition but also (for comparison) in Judaism. Such a subject might be framed as “Scriptural Performance and Interpretation,” with a couple of questions on Jainism and an additional question on Hebrew Scriptures.

E. Recommended Exam Preparation Schedule

A rough schedule of exam-related events for M.A. students is as follows:

Summer before the second year

Students should determine a general focus for the subject and method/theory exams, ideally in consultation with faculty members with whom they have worked closely during their first year.

Fall quarter of the second year

Students should meet with the Director of Graduate Studies early in the quarter to discuss topics and possible committee members for the comprehensive exams. The committee, including the committee chair, should be determined during fall quarter. The remainder of the quarter should be spent in “gathering” mode: gathering titles (books, articles, primary and secondary sources) for the chosen topics in preparation of the reading lists.

Each reading list should comprise roughly twenty to twenty-five items, including primary sources (where applicable) and key secondary sources (books, articles, and essays). There should be a mixture of “classic” secondary texts and recent, up-to-date scholarship. The lists may draw substantially on sources already used in coursework, but should also be appreciably supplemented by new, and more thorough, research. In specific cases, non-textual media (films, documentaries, art) may comprise items on the “reading” lists. In extenuating circumstances, such as when a list includes as a single primary source a sacred corpus which entails a great deal more reading and study than a normal single text would entail, a list may be somewhat shorter than twenty to twenty-five items. In this case, the list should be accompanied by a brief (one-paragraph) justification for the shorter format. All reading lists and exam topics should be finalized and approved by all committee members by the beginning of the fifth quarter.

Winter and Spring quarters of the second year

Once the reading lists have been determined and exam topics set, students should enroll in at least 4 units of RSLT 291 each quarter to provide time to study for the exams. The chair of the exam committee should be the instructor of record for these RLST 291 courses. It is also recommended that students meet occasionally or even weekly with at least the chair of the exam committee, and ideally with all committee members, to discuss the topics and exams.

The committee chair and student should also agree on the specific aspects of the topics that will be covered in the exams. The specificity of these aspects will be negotiated between the student and exam committee, but should lie somewhere between broad rubrics (“Gender and Buddhist Monasticism”) and outlining actual questions (“Explain how contemporary Theravada monasticism approaches the question of female ordination, paying special attention to...”). Exams should have more than a single question but may be formatted in the manner the committee members consider most appropriate.

Students should spend the remainder of the fifth quarter and a significant portion of the sixth quarter making sure they understand and can speak to all of the items on their list. If asked a question on their chosen subject, they should be prepared to answer fully, in essay form, drawing on and referring to the literature on the reading lists.

At a designated date and time in during the sixth quarter, agreed upon by the exam committee members and the student by the beginning of the sixth quarter, students will receive their exam questions from the Graduate Student Affairs Officer via email (unless alternate arrangements have been made). The student will then have fifty-two hours to complete both exams and return them to the Graduate Student Affairs Officer. There is a maximum page limit set by the department of 15 pages (double spaced, 12-point font) for each exam; individual examiners may choose to decrease but not to increase that maximum page limit. Once the exams have been sent, the clock is ticking. Late exams will result in a grade of “No Pass.” It is advisable that students take their exams no later than the seventh week of the sixth quarter, in order to allow time for grading and processing of paperwork for graduation.

Once the exams have been submitted they will be reviewed by the exam committee, who will meet to decide on the grade for the exams. The results, which should post within two weeks of

the examination date, will be given in writing to the student, with a copy forwarded to the Graduate Division. The student is also encouraged to meet with the exam chair and/or the Director of Graduate Studies to discuss the exams in person and receive direct feedback.

Comprehensive exams will receive one of the following grades:

- Honors Pass (Exams are passed with distinction)
- Pass (Exams are passed with satisfaction)
- No Pass (Exams are not passed; they must be re-taken and a passing grade assigned in order to qualify for graduation)

A unanimous vote among the exam committee is required for a grade of honors pass or no pass, but not for a grade of pass.

A student who receives a grade of “No Pass” may repeat the M.A. exams once. According to Graduate Division regulations, a student may only attempt to pass the comprehensive examinations two times. A student who receives a “No Pass” grade should set up a meeting immediately with the exam chair and Director of Graduate Studies to discuss rescheduling of the exams, either in the summer or the following quarter. A student who has failed the comprehensive examinations once may, under extraordinary circumstances, petition the Director of Graduate Studies and the Graduate Division to submit a thesis in place of the second round of comprehensive examinations. This route is not, however, encouraged.

For a student to graduate in Spring Quarter, the exam must be completed and submitted to the exam committee by the last day of the quarter. Notice of a passing grade on the comprehensive exams must be submitted to Graduate Division according to the Graduate Division deadline.

F. Graduation

A student who plans to graduate in June of the second year must consult with the Faculty Director of Graduate Studies and the Graduate Student Affairs Officer and submit an Advancement to Candidacy application form by the first week of the spring quarter. The Graduate Student Affairs Officer will assist the student in completing the M.A. Advancement to Candidacy form available from the Graduate Division website (<http://graduate.ucr.edu>). This application should not be submitted unless the student is reasonably certain of the graduation date. The Graduate Student Affairs Officer will confirm that requisite coursework will have been completed by the end of the quarter, as well as language and other requirements.

The Graduate Division will notify the student of eligibility to participate in commencement exercises (usually held the second or third week in June), and what requirements must be fulfilled. Diplomas are not distributed at commencement; they are usually available twelve weeks after the official graduation date. The Registrar will send a notice by mail once diplomas are ready. Students must provide postage to have the diploma mailed to them.

If graduates require proof of graduation sooner, the Registrar will upon request provide a certificate of completion.

G. Graduation Checklist

Step 1:

Review your degree audit via R'Web (look for the Degree Audit icon under your authorized applications menu). Confirm that all requirements have been or will be completed by the end of the quarter in which you wish to graduate. Discuss any discrepancies with the Graduate Student Affairs Officer.

Step 2:

Fill out Master's Application for Candidacy form for the Plan II M.A. degree (found at http://graduate.ucr.edu/pub_forms), and submit the application to the Director of Graduate Studies for approval. The application for candidacy is due by the first day of instruction of the quarter in which you plan on graduating; you can find a chart of deadline dates for 2018-2019 below.

Step 3:

Apply to graduate via R'Web. The application will be available once registration begins for the quarter you wish to graduate. The deadline to apply is the **Monday of Week 4**. Again, see the chart of deadline dates below if you are graduating in 2018-2019.

Step 4:

Complete your comprehensive exams and confirm that the department has submitted the report of your successful completion to the Graduate Student Affairs Officer.

Description of Deadline	Fall 2018	Winter 2019	Spring 2019
Filing Fee Status	9/1/2018	12/1/2018	3/1/2019
Master's Application for Advancement to Candidacy (via R'Web)	9/27/2018	1/7/2019	3/27/2019
Graduation Application (via R'Web)	10/22/2018	1/28/2019	4/26/2019*
Rough Draft of dissertation	11/30/2018	3/5/2019	5/31/2019
Last day to complete all degree requirements by 5pm	12/14/2018	3/22/2019	6/14/2019
Between Quarter Deadline Information			
Last day to complete all degree requirements and avoid fees for the next quarter. No later than 5pm. Graduation date will reflect the next quarter.	9/21/2018 18F Grad Date	12/21/2018 19W Grad Date	3/26/2019 19S Grad Date

***3/27/19 if you wish to walk in commencement**

H. Applying to the Ph.D. Program

The M.A. program is terminal, which means that students do not automatically progress to the Ph.D. program. Students may change tracks from the M.A. program to the Ph.D. program during the course of the M.A.; however, this is best done by the early part of the second year so as to avoid studying for M.A. exams that will no longer be required. For more information on switching tracks, see Section 4.F.

If a student wishes to enter the doctoral program immediately following conferral of the M.A. degree, a Change of Degree Petition must be submitted with the approval of the faculty of the department.

If more than two years have passed since the M.A. degree was received, a student may reapply for admission to the doctoral program. Before deciding to reapply, however, the student should keep these two facts (one practical, one theoretical) in mind:

1. Students are only eligible for Graduate Division assistance one time. Students who have received Central Fellowship funds from the Graduate Division to support the M.A. program are ineligible to receive additional funds should they apply to and be accepted into the Ph.D. program (or should they switch tracks during the course of the M.A. program). Such students may be eligible to work as TAs, but there would be no guarantee of financial support.
2. Breadth of experience is intellectually valuable. The more viewpoints a student can get during their intellectual formation, the stronger scholar they will become. The graduate program at UCR has a particular approach to the study of religion which we find valuable and important, but it is not the only view of scholarship on religion that is available. Students are encouraged to find an academic environment that will support and broaden their intellectual growth.

Students who wish to continue on to doctoral work elsewhere are encouraged to set up meetings with any and all members of the faculty, who will be happy to provide guidance in this endeavor.



**THE DOCTOR OF PHILOSOPHY (PH.D.)
PROGRAM**

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A. General Program Information

The Ph.D. program should take, on average, six years, although time to degree may vary depending on the amount of coursework taken, the time between advancement to candidacy and writing of the dissertation, and the amount of research and writing time required for the dissertation (especially if fieldwork and/or additional specialized language training is necessary). Graduate Division rules, however, state that “any student enrolled for one year past their program’s normative time must complete a timetable to completion. Their major professor and department must certify that they continue to make progress to their degree and support their continuation.” In Religious Studies, the designated normative time to degree for Ph.D. students is six years; this requirement therefore applies to any student enrolled for more than seven years.

The Ph.D. program is divided into three major components:

Coursework

Students entering the Ph.D. program with a recent, relevant M.A. degree in religious studies should expect to take at least six quarters of coursework total before sitting for qualifying exams. A student entering directly from a B.A. should expect to take seven or eight quarters of coursework. A tentative schedule of coursework should be established at the beginning of the program with the Director of Graduate Studies, and is subject to revision during this first stage of the program.

Qualifying Examinations

After coursework, the Ph.D. student must sit for three qualifying examinations (details below) followed by an oral defense of the written exams. Once these exams are passed and all other requirements completed save for the dissertation, the student is officially “advanced to candidacy” by the Graduate Division. At this stage, students who entered the program without an M.A. in religious studies may petition to receive an M.A.; this is recommended for anyone who may be seeking teaching positions outside of UCR, such as at a community college or California State University campus, before completing the Ph.D. Receiving the M.A. is also a good insurance against the vicissitudes of life; if unforeseen circumstances prevent a doctoral candidate from completing the degree, it is far better to walk away with an M.A. than with nothing at all.

Prospectus and Dissertation

After advancing to candidacy, the Ph.D. student must present a formal prospectus for a dissertation (details below) and is then responsible for producing a dissertation, which is the capstone requirement of the Ph.D. program. The student should expect this stage of the program to take at least two years, perhaps more depending on research and writing time.

B. Coursework Requirements

Core courses

All Ph.D. students must enroll in the three core courses, preferably in their first year (if offered):

- RLST 200A: Religion, Politics, and Public Discourse

- RLST 200B: Representations, Interpretations, and Critical Histories
- RLST 200C: Religions in Contact

The specific topics of these courses vary according to the instructor; therefore, with permission from the Director of Graduate Studies, these courses may be repeated one time, provided the syllabus varies significantly. These courses are designed to present at the graduate level various methods and theories for the study of religion as a public social phenomenon.

Method and Theory Courses

In addition to completing two core courses, all Ph.D. students must complete two Method and Theory courses:

- RLST 201: Thinking about Religion: Classic Theories in the Study of Religion
- RLST 202: Contemporary Theories and Theorists in the Study of Religion

Ph.D. students are free to take any graduate-level RLST seminar offered without seeking the approval of the instructor. Students who wish to take graduate level seminars in other departments, or who wish to enroll in Directed Studies (RLST 290), Concurrent Studies (RLST 292), or Directed Research (RLST 297) should seek the approval of the Director of Graduate Studies and the instructor with whom they wish to work.

Professionalization

The Graduate Division requires programs to train all graduate students in professional development. The Religious Studies department achieves this training by including professional development in the RLST 200A, RLST 200B, and RLST200C curriculum. Topics discussed commonly include professional publication; pedagogy and public speaking; grant, fellowship, and job application processes.

Other Courses

In order to help focus their studies, but also ensure diverse grounding in religious studies, all Ph.D. students are required to focus their coursework geographically. In other words, they must take at least 6 courses (24 units) in either Western Religions or Asian Religions, and at least 3 courses (12 units) in Asian Religions or Western Religions.

Other Course Notes

Although it's generally inadvisable to take a course on a Pass/No Credit basis, graduate students are allowed to do so for courses that do not fulfill graduation requirements as long as the option is available for that specific course. However, please be aware that a B is required for a Pass at the graduate level. Earning a B- or lower in a P/NC class will result in a grade of No Credit.

Incompletes are also inadvisable except in severe and unavoidable extenuating circumstances. If you find that you're struggling to keep up in your classes, consider dropping one. If dropping is not an option, then seek out the advice of your professors and/or the advice of the Director of Graduate Studies on how to better manage the workload so that you can complete your courses on time.

Undergraduate courses that are worth 4 units count for only 3 graduate-level units; therefore, when enrolling in an undergraduate course (typically only an upper-division class, numbered 100-199), graduate students must also enroll in RLST 292: Concurrent Studies in Religious Studies. This course adds one credit, bringing the course back to 4 graduate credits total. For more information, see Section 4.F, under “Special Graduate Courses.”

C. Major and Minor Focus

Since Ph.D. students typically enter the program with a focused area of interest (e.g., Sikh Studies or U.S. Evangelicalism), the requirement to take six courses in a broader, “major” field is intended to make sure the student not only does a significant amount of coursework in the specific field of study, but also appreciates the broader context of that field. Likewise, the “minor” field focus gives students a necessary comparative vantage point on their studies. Students may petition the Director of Graduate Studies to count courses taken in other departments, as long as these courses can be framed as part of an identifiable “major field” or “minor field.” A course may not be counted as both a “major field” and “minor field” course.

D. Duration of Coursework

Ph.D. students are required to take their qualifying examinations in the quarter following their completion of coursework – keeping in mind that studying for exams is a form of coursework. Most commonly, students take their exams in the ninth quarter of their program.

In the quarter or two quarters preceding the examination quarter, and during the examination quarter itself, students may combine their graduate seminars with a flexible number of units of RLST 291 (Individual Studies). The work for RLST 291 will comprise compiling their reading lists, studying for their exams, and possibly conducting initial research to prepare for writing the prospectus (see below).

A student may also petition to defer the qualifying exams, especially if their research necessitates travel away from campus or precisely scheduled research time (e.g., fieldwork or restricted access to archives).

E. Language Requirements

Ph.D. students must demonstrate reading proficiency in both French and German, the languages in which much modern secondary scholarship in the discipline has been written. At the discretion of their committee chair and of the Director of Graduate Studies, students may petition to substitute another modern language of secondary scholarship if it is more relevant to their studies. This proficiency must be demonstrated before the student is advanced to candidacy (i.e., before completing their qualifying examinations). This requirement can be fulfilled through a departmental examination, by passing a designated language course (FREN 009A-009B, GER 001R-002R), or by alternative certification (such as a diploma from a foreign language institute). FREN 009A-009B are offered most years in Winter and Spring quarters; GER 001R-002R are offered less frequently.

Students wishing to take a departmental examination (a timed translation exercise in the department with a dictionary) should notify the Director of Graduate Studies and allow a few weeks to set up the examination. The student will be given a recent, untranslated article or book chapter related to her or his field of interest(s), and will be allowed 3 hours in the Department Library to translate at least 3 pages of text. The student may not use any computer-assisted translation software.

In lieu of departmental proctoring or passing FREN 009B/GER 002R, students may wish to take the UCR Foreign Language Placement Exams (http://placementtest.ucr.edu/foreign_lang/). The department will accept placement into FREN 015A as satisfaction of the French reading requirement and placement into upper-division German as satisfaction of the German reading requirement.

Ph.D. students are also expected to develop sufficient mastery of the languages used by their primary sources. Some of these languages may be offered at UCR, and students are encouraged to register in the highest possible level of those language courses (if the subject of a language or literature course is close enough to the “major” or “minor” field, students may petition to have these courses count toward the coursework requirements). Be advised that students may also have to make special arrangements, through summer travel or Intercampus Exchange Program (IEP), in order to study the languages needed for research.

No formal examination of research languages is required, but the Director of Graduate Studies and the committee chair will closely monitor the language progress of Ph.D. students, in coursework and out of it, in order to make sure they do not advance to candidacy without requisite language proficiency. In some cases, a student’s language of research may also be a language of secondary scholarship (e.g., Arabic or Punjabi).

F. Qualifying Exams

Advisor and Committee

By the end of the second year, students should have identified and completed a significant amount of coursework in both a major and minor field of study, and should have some idea of the specific subject area they will pursue in their dissertation. It is hoped that they will also have identified the faculty member in the Department of Religious Studies who will serve as their mentor and advisor (also known as their committee chair) through their qualifying exams and dissertation. Qualifying exams should be completed within three years from matriculation; 12 quarters is the limit set by the Graduate Division.

At least three quarters before the exams will be taken – ideally by the end of the second year – the student will put together a Qualifying Examination Committee. This committee, which should be chaired by a faculty member with whom the student has worked closely and ideally who would be a good choice to chair the dissertation committee as well, must consist of five members in total, at least three of whom must be faculty members or designated Cooperating Faculty in the Department of Religious Studies. At least one member, per Graduate Division rules, must be from outside the department. The outside member is there to ensure fairness and

does not have to participate in the writing or grading of written exams; they need not be from a related discipline or field.

Members of the committee must typically be full-time, ladder-rank faculty members; adjuncts and lecturers who hold Ph.D.'s in relevant fields may be permissible, but a strong case must be made. Faculty who hold the official status of "Cooperating Faculty" with the Religious Studies Department may also serve as committee members, including as committee chair. UC faculty from other campuses may also be eligible to sit on the committee, providing they can be present for the oral defense, but they may not serve as the committee chair.

Once the student has selected a committee and a chair (there may also be two co-chairs instead of a single chair), and all potential committee members as well as the Director of Graduate Studies have approved the selections, the Director of Graduate Studies will forward the committee slate to the Graduate Dean for approval using Form 2 (available at <http://graduate.ucr.edu>). This approval must be filed no fewer than two weeks before the scheduled oral defense of the exams. However, since our Qualifying Exams have a written component, this should in reality be done several months beforehand, with a tentative date for the oral defense filed; if necessary, that date can be easily changed in consultation with the Director of Graduate Studies.

The committee, including the committee chair or co-chairs, will take responsibility for approving and supervising reading lists, establishing exam topics with the student, devising and reading the written exams, and conducting the oral exam.

Written Exams

In consultation with their advisor and the Director of Graduate Studies, students should begin establishing their reading lists for the examination subjects as soon as the committee is formed; these lists should be approved by the qualifying exam committee three quarters prior to the anticipated date of the written exams. Each reading list should comprise roughly thirty-five to forty items, and while it is the student's responsibility to compile each list, this task should be undertaken in consultation with the faculty member supervising each exam and with the committee chair. In specific cases, non-textual media (films, documentaries, art) may comprise items on the "reading" lists. In extenuating circumstances, such as when a list includes as a single primary source a sacred corpus which entails a great deal more reading and study than a normal single text would entail, a list may be somewhat shorter than thirty-five to forty items. In this case, the list should be accompanied by a brief (one-paragraph) justification for the shorter format.

Students are required to take three exams:

Major Field Studies

In this exam, students will demonstrate mastery over specific aspects of a religious tradition or subdiscipline of religious studies (e.g., "Sikh Traditions" or "Mayahana Buddhism"). In preparing the reading lists and topics for questions, students should try to develop specific areas of their major field on which they will concentrate (e.g., "Scripture and Performance in Sikhism" or "Monasticism in Chinese Buddhism"). The reading lists should comprise

relevant secondary literature (both recent and “classic”) as well as primary sources (in the original languages where applicable).

Comparative Studies

In this exam, students will draw their major field into intellectual conversation with their “minor field” as articulated during coursework. The goal is to demonstrate facility with comparative approaches to the academic study of religion (or, should students find it advisable, to question or problematize certain comparative approaches). The comparative subjects elucidated in reading lists and chosen for exam questions should allow students to broaden their knowledge of multiple religious traditions while still pursuing the topics and idea central to their own work. Topics might be thematic, such as “Ascetic Impulses in Christianity and Buddhism,” or historical, such as “Islam and Hinduism in the Mughal Empire.”

Critical Studies

This exam will be comprised of two parts: One on methods of religious studies scholarship (e.g., ethnography, textual analysis, historical methods) and another on theories of religion (e.g., Marxism, postcolonial theory, feminist theory). The heart of the reading list may derive from the core courses, but the bibliography should be significantly enhanced by later coursework as well as individual study in preparation for the exam.

All three exams should be framed in such a way as to allow students to demonstrate their overall mastery of the subjects and approaches, but they should also be focused enough to prepare students for the more narrow and rigorous research they will pursue once they have advanced to candidacy and begun work on their dissertations. In studying for these exams, it is recommended that students meet occasionally even weekly with the committee member supervising each exam to discuss the topics under study.

Students will take the exams over a period of no more than three weeks in the designated quarter. Students will receive each exam, in turn, from the Graduate Student Affairs Officer via email (unless other arrangements have been made), and will have no more than 28 hours to complete each examination. There is a maximum page limit set by the department of 20 pages (double spaced, 12-point font) for each exam; however, individual examiners may choose to decrease but not to increase that maximum page limit. Once one examination has been turned in, the next one may be sent, until all three are completed.

Oral Defense of the Exams

After the written examinations are completed, and the committee has had a chance to read them, students must present themselves for an oral examination, the contents of which will be based on the written examinations just completed.

The oral exam is not public, and all members of the committee must be present for the duration of the oral exam. If one committee member cannot be physically present, that person may remotely participate; a Petition for Remote Participation must be submitted in advance and approved by the Graduate Dean. However, the committee chair or the co-chairs must be physically present and cannot participate remotely. The structure of the oral exam will be agreed upon by the members of the committee, with the committee chair taking the lead.

With the assistance of the committee chair, the student should work with all committee members to schedule the oral exam, ideally before the written exams are scheduled and before Form 2 is filed (but recall from above that if needed, Form 2 can be filed with a tentative date for the oral exams, and changed later). Once the entire exam committee has confirmed the day and time, the student should contact the Graduate Student Affairs Officer to request that a room be reserved for the exam. Remember the saying, “organizing faculty members is like herding cats” – it is advisable to begin at least a few months in advance when attempting to set a schedule for orals.

The student will need to prepare Form 3 (available at <http://graduate.ucr.edu>) and provide it to the committee chair prior to the start of the oral exam.

Typically, the following components should be included in the oral exam:

- An opportunity for the student to comment on the written exams (including any corrections, explanations, and elaborations they feel necessary).
- An opportunity for every member of the committee to ask questions and receive answers to their satisfaction.
- Discussion of how the student’s exams may profitably lead to a dissertation area or project, and suggestions on how this might proceed.

Per Graduate Division regulations, students may not be provisionally passed on any of their exams; the exam committee must either recommend “pass” or “no pass” overall at the end of the oral exam. A student may not pass the qualifying examinations if more than one member of the committee votes to fail.

If the committee recommends the student not pass the qualifying exams, the student must be allowed to retake the oral exam, ordinarily at least three months after the original exam. The committee, in consultation with the Director of Graduate Studies, will decide whether the student should also prepare new written exams before the second oral examination.

Graduate Division regulations do not allow a student a third attempt at qualifying examinations.

Once students have passed the qualifying examinations, and providing all other requirements for the degree (apart from the prospectus and dissertation) have been met, Form 3 is filed with the Graduate Division to advance the student to doctoral candidacy (C.Phil.). This form indicates the committee’s final decision for the student’s oral exam and nominates the student’s dissertation committee; it needs to be submitted to the Graduate Student Affairs Officer no more than 48 hours after the completion of the exam.

A dissertation committee should number no fewer than three faculty members, the majority of whom should be faculty members or designated Cooperating Faculty of UCR’s Religious Studies department. The dissertation committee does not need to comprise the same members as the Qualifying Examination committee, but it must also be approved by the Director of Graduate Studies and formally appointed by the Graduate Dean. Normally, one member of the committee will act as committee chair, assuming primary responsibility for supervising and mentoring the

candidate in her or his research and writing. In exceptional cases, two co-chairs may be nominated.

G. Prospectus

Upon completing qualifying exams, students should turn their attention as soon as possible to the dissertation. In close consultation with all of their dissertation committee members, the student should prepare a prospectus – essentially, a proposal – for the dissertation project. Except in cases where preliminary archival or field research is required in order to frame the prospectus, students should present a finalized prospectus to their committee members **within approximately three months** of completing their qualifying exams. *Remember that for most forms of research involving human beings, data collected without an Institutional Review Board approval cannot be used in any publication.* It's wise to allow at least three months between submission of an IRB application and the anticipated start of your research; even more time may be required if summer or winter break comprise part of the time window. For more information, see <https://research.ucr.edu/ori/committees/irb.aspx>.

Because the accepted format for research proposals differs somewhat in the different areas of religious studies, students should consult with each member of the dissertation committee regarding expectations for the prospectus. As a general guideline, however, the prospectus should be between fifteen and twenty-five pages in total (double-spaced and in 12-point standard font). It should thoroughly review existing secondary literature that addresses the project's main topics and/or questions, and should also review secondary literature relevant to the project's methods. This literature review should be in essay form, discussing the current state of the field with regard to the dissertation's topic, research questions, and methods, and identifying existing gaps and/or weaknesses in the literature – particularly as those gaps and/or weaknesses may be addressed by the proposed project. The prospectus should also describe the proposed project and identify key research questions. It should then describe the research methods in careful detail, delineating what is to be done, where, how, and why. If the research methods require special access (to out-of-the way archives, to specific communities, and the like), specific language abilities, or other specialized tools or skills, these should be noted along with the student's possession of those tools or skills or specific plans for acquiring them. The prospectus should contain a bibliography, a proposed (tentative) outline for the dissertation, and a proposed (tentative) timeline for research, writing, and completion of the project. Unless otherwise indicated by the student's dissertation committee chair(s), the prospectus should be written in Chicago style.

The completed prospectus must be approved by all of the candidate's dissertation committee members before the student can begin work on the dissertation itself; after receiving committee approval, those conducting human subjects research that is subject to IRB review (see <https://research.ucr.edu/ori/committees/irb.aspx>) may submit an IRB proposal. No one may begin human subjects research until the formal committee approval *and* the IRB approval are issued. While initial committee approval can take place over email in extenuating circumstances, as soon as possible a formal meeting should take place between the dissertation committee and the student in order to address any concerns the committee members may have and to provide guidance for the student.

H. Dissertation: Expectations and Goals

The prospectus should act as a guide and template for the dissertation rather than a contract. It is understood that the dissertation itself will grow and evolve in the course of research and writing; it is the nature of research to tell you where it should go rather than the other way around. However, major changes in the scope or direction of the dissertation should be cleared with the dissertation committee chair and, in the case of human subjects research, with the IRB committee.

The dissertation should be a substantial piece of original research and writing that can, with sufficient post-graduation work, be turned into a book. Students shouldn't think of it as "a long paper," but rather like "several papers (chapters) united by an overarching thesis." There are no hard-and-fast requirements as to length, but it may help as a ballpark figure to know that many publishers today are seeking books around 80,000 to 95,000 words in total (including things like the notes, bibliography, appendices, and front matter). As a general rule, though, a good length is the length that is required to cover your topic comprehensively. While that can be frustrating advice, students who work closely with their chairs should be able to determine when the dissertation is appropriately comprehensive and therefore is of an appropriate length.

Students should count on spending at least two years on research and writing of the dissertation, especially if they are also teaching or otherwise working or if they are conducting fieldwork, where a minimum of a year of research is the disciplinary standard (though this may be a year spread out over different field sites, or totaled over several visits, depending on the nature of the project and in consultation with the student's committee). During both research and writing, it is important for students to check in regularly with each member of their committee in order to report on their progress, providing written chapters and drafts to each committee member on an agreed-upon schedule during the writing phase and informal updates on the research process during the research phase. The dissertation, when written, must follow the format guidelines of the Graduate Division (available at <http://graduate.ucr.edu>), and should also follow the standards and protocols of the discipline. Unless otherwise indicated by the student's dissertation committee chair, all dissertations should be written in Chicago style.

I. Dissertation Defense and Graduation Procedures

Once the student has completed (or neared completion of) the dissertation, they may schedule the dissertation defense, typically during the academic quarter.

It is recommended that all members of the committee have read sufficient drafts of the dissertation in advance of scheduling the defense to agree that a defense is warranted: this is the final, public, capstone requirement of the doctoral program and is not a stage to be taken lightly.

Following Graduate Division regulations, the oral defense of the dissertation is public and open to all members of the academic community. The student should be ready to defend the quality and significance of the work. The committee members should be prepared not only to evaluate

said quality and significance but to offer suggestions for further development of the dissertation project (into a book, articles, or other form). All committee members must be present for the student's dissertation defense. If one committee member cannot physically attend, they are allowed to petition to remotely participate. The student must submit a petition for remote participation, and receive approval, before the scheduled dissertation presentation. The defense typically consists of a brief (approximately 15 minutes) formal presentation of the research by the doctoral candidate, followed by questions from the committee members and the audience on the presentation and the dissertation. Following a private vote of the committee, the remainder of the defense typically consists of a more informal discussion of the candidate's future plans for publication, research, and career.

If all members of the committee vote to approve the dissertation, the appropriate forms are signed and submitted to the Graduate Dean for final approval. The Graduate Student Affairs Officer directs and assists with this process. Dissertation defenses should normally take place during the regular academic quarter, and the student officially graduates with a Doctor of Philosophy degree on the final day of that quarter. Students should pay close attention to dissertation filing deadlines and procedures (both the intent to graduate, and the signed approval of the dissertation) in order to avoid paying additional fees. Deadlines are published on the Graduate Division's web site at <http://graduate.ucr.edu>.

In order to participate in commencement exercises, which are usually held the second or third week in June, students who plan to finish their degree in Spring or Summer quarter must submit a Notice of Intent to Complete a Ph.D. to the Graduate Division by the published deadline. This form is not required for graduation, but is only necessary for students who want to participate in commencement. Students who will complete the Ph.D. degree in summer and wish to participate ("walk") in commencement must also complete the Commencement Ceremony Petition. Both forms are available at <http://graduate.ucr.edu>, along with other important information such as the commencement schedule, rental or purchase of regalia, and hooding procedures.

Diplomas are not distributed at this time; they are usually available twelve weeks after the official graduation date. The Registrar will send a notice by mail once diplomas are ready. Students must provide postage to have the diploma mailed to them.

If graduates require proof of graduation sooner, the Registrar will upon request provide a certificate of completion.

J. Ph.D. Graduation Checklists

Ph.D. Graduation Procedures

Step 1:

Review your degree audit via R'Web (see the Degree Audit icon under your authorized applications menu) and review your advancement to candidacy letter that you received from Graduate Academic Affairs at the time of advancement. Confirm that all requirements have been or will be completed by the end of the quarter in which you wish to graduate. Discuss any discrepancies with the Graduate Student Affairs Officer.

Step 2:

Apply to graduate via R'Web. The application will be available once registration begins for the quarter you wish to graduate. The deadline to apply is the Monday of Week 4. See chart of deadline dates below if you plan to graduate in 2018-2019.

Step 3:

Review the Dissertation Filing Checklist below for detailed instructions regarding submission of the dissertation for format review and finalizing the manuscript.

Description of Deadline	Fall 2018	Winter 2019	Spring 2019
Filing Fee Status	9/1/2018	12/1/2018	3/1/2019
Master's Application for Advancement to Candidacy	9/27/2018	1/7/2019	3/27/2019
Graduation Application (via R'Web)	10/22/2018	1/28/2019	4/26/2019*
Rough Draft of dissertation	11/30/2018	3/5/2019	6/14/2019
Last day to complete all degree requirements by 5pm	12/14/2018	3/22/2019	6/14/2019
Between Quarter Deadline Information			
Last day to complete all degree requirements and avoid fees for the next quarter. No later than 5pm. Graduation date will reflect the next quarter.	9/21/2018 18F Grad Date	12/21/2018 19W Grad Date	6/14/2019 19S Grad Date

*3/27/19 if you wish to participate in commencement

Filing Checklist from the Graduate Division (<http://graduate.ucr.edu/dissertation.html>)

- Review the Format Guide

Reviewing the format guide (<http://graduate.ucr.edu/forms/FormatGuide2016.10.10.pdf>) is the first step in preparing your manuscript for submission; this guide explains all aspects of the submission and graduation requirements. Please read it carefully and review the sample pages, because your preliminary pages must match the samples. For additional formatting help and information, including templates and samples, visit <http://graduate.ucr.edu/filingresources.html>.

- Attend a Format Workshop

The Graduate Academic Affairs office holds workshops each quarter, typically in Week 5, to help students understand the requirements. Check your R'Mail for announcements. Past workshop presentations can be found at <http://graduate.ucr.edu/filingresources.html>.

- Review the Deadlines

The last day to file is typically the last business day of the quarter. Deadlines for the current year are posted at <http://graduate.ucr.edu/graduation.html>. The final version of the dissertation and all additional paperwork, including the original completed "Signature

Approval” page and Final Defense form, must be submitted by 5:00 pm on the deadline date.

- Submit the Dissertation for Format Review

Every student planning to file and graduate must submit the dissertation for format review at least two weeks prior to the final filing deadline. The format review is uploaded via the ProQuest ETD Website located at <http://www.etsadmin.com/ucr>. Graduate Division staff will review your submission and identify any formatting issues. We will communicate with you via email regarding necessary changes to the document. If a second upload is required, you will be notified once the formatting has been approved and no further changes are needed. This is an important step to ensure your document is ready by the final filing deadline. Please do not be concerned that submitting this rough draft to ProQuest will result in it being published. You will have the opportunity to submit a final version. The Graduate Division staff will submit the approved and final version to ProQuest once all graduation procedures are complete.

- Participate in a Final Defense and Get Signatures of Approval (Form 5)

Your entire dissertation committee must attend your dissertation defense and sign the Form 5. If one committee member is unable to attend your dissertation defense, that person may participate through a video conferencing service such as Skype. However, the committee chair, or both co-chairs, must be in attendance in person. If one of your committee members is planning to videoconference in, please communicate this with the Graduate Student Affairs Officer as far in advance as possible, since the Petition for Remote Participation must be filled out and approved before your defense.

- Get the ENTIRE Committee to Sign the Signatures Approval Page

The signature approval page is a critical part of your final document. On this page, your committee gives their final approval of the written dissertation. Please make sure you allow enough time to obtain all of the signatures prior to 5:00 pm on the final filing deadline. **All committee members must sign on the same signature page.** Graduate Division will NOT accept signature pages that do not have all members’ “wet” signatures on the same page. Be aware of your committee members’ schedules, plan ahead to accommodate this requirement, and be sure to make at least one photocopy or scan of the form for your own records before submitting it. Submit this form on paper to the GSAO, who will submit it to the Graduate Academic Affairs office in the Graduate Division. The signature approval page in your digital dissertation will be blank (without signatures).

- Complete any Additional Paperwork

In addition to the Form 5 and the Signature Approval page, Ph.D. students are expected to submit two exit surveys and the Acknowledgement of Previously Published Material. Both surveys can be completed online. All additional paperwork is due by 5:00 pm on the submission deadline.

- Submit the Final Version of your Document on or before the Deadline

After uploading your dissertation for a format review to the ProQuest ETDT Website, you will receive an email from the Graduate Academic Affairs Office. The email will include a review of the requirements for graduation and final submission. You should receive the email within 24 hours of uploading your dissertation for review. If you do not receive this email, please check your junk email folder or contact Graduate Academic Affairs.

Complete any changes requested in the format review and by your committee. When the document is complete, return to the ProQuest ETST Website to submit the final version of your dissertation. When logging back in, choose the “revise” option. Once you submit the final version, you will not be permitted to make additional changes to the document.

Please be aware of filing deadlines and be sure to file your dissertation, the signature page, and the final defense form in plenty of time to meet the deadline for the quarter in which you expect to receive your degree. **Deadlines are strictly enforced.**

- Submit the Post-Graduation Dissertation Submission Survey

About one month after you have completed the requirements for your degree, you will be sent an electronic survey asking your opinion of UCR’s dissertation resources and the submission process. Please consider participating in this survey in order to help the Graduate Division improve the system for future students.

- Participate in the Commencement Ceremony

Students wishing to walk in the commencement ceremony must be eligible and verify intent to participate. Information for graduate students regarding Commencement and the requirements for participation can be found on the Graduate Division’s Commencement Information page at <http://graduate.ucr.edu/commencement.html>. The main UCR commencement page at <http://www.commencement.ucr.edu/> has information about the schedule of ceremonies, tickets, and much more.

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POLICIES AND PROCEDURES

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A. Overview

The University of California is a sprawling and magnificent beast, delicately designed and often baffling in its complexity. The policies and procedures outlined below (some of which have been treated in the first three sections of this Handbook) are meant to give students a general idea of what can be done, what cannot be done, and how to determine the difference. Students should always be prepared to consult the Graduate Student Handbook prepared by the Graduate Division (<http://graduate.ucr.edu> – by this point in your reading of this handbook, you should know that you need to bookmark that website!) and also with the Director of Graduate Studies and Graduate Student Affairs Officer, as well as the Student Affairs office in the Graduate Division. Usually any question that might be asked has been asked before, and an answer is to be had.

B. Admissions

To be admitted to the Graduate Program in Religious Studies, a student must hold a B.A. degree in a field related to religious studies, and have significant background in the discipline. A student applying for the Ph.D. program must also demonstrate significant background (including requisite languages and histories) in the major field of study. A religious studies B.A. degree is not required.

Students must also fulfill the requirements of the Graduate Division:

- GRE scores of a certain level (usually at least 300 [new scoring rubric]/1100 [former scoring rubric] Verbal and Quantitative) – no subject exam is required
- A sufficient junior-senior year GPA (usually at least 3.20)
- Three academic letters of recommendation
- Transcripts from all colleges and universities attended
- A statement of purpose outlining the student's background, interests, and goals in the program

International students must meet additional practical requirements such as a minimum TOEFL score for those from educational institutions whose primary language is not English.

All application materials and requirements can be found online at the Graduate Division website (<http://graduate.ucr.edu>).

The deadline to be considered for admission with financial assistance is usually in early January, and all components of the application must be received by the department by the deadline. The program admits very few students (typically fewer than 8 in total), and will begin putting together admission packages (including financial awards) by the beginning of February.

If an applicant does not hear from the department, they should feel free to check in with the Director of Graduate Studies. Under usual circumstances, if the applicant hasn't heard anything, this means their file is still under consideration. Decisions are usually made by the beginning of April. Admitted applicants are required to inform the graduate programs to which they have been admitted of their decisions by April 15, although more timely decisions are always appreciated.

Admission recommendations are made by the Graduate Program Committee of the Department of Religious Studies. Final admission decisions, including financial awards, are made by the Graduate Division.

Students are admitted either to the M.A. or the Ph.D. program but may petition either to switch from the M.A. track to the Ph.D. track or to exit the Ph.D. program by receiving an M.A. (see Section 4.F below).

C. Annual Review of Student Progress

Once admitted, students must maintain strong academic progress toward their degree. To this end, each year the Director of Graduate Studies compiles and submits progress reports to the Graduate Division. These reports are based on the evaluation of the faculty members who have taught each student, and will be shared with the student for comment and input prior to submission. Students are encouraged to meet with the Director of Graduate Studies if they have questions or concerns about their annual review.

Typically, students who complete their coursework and show progress toward their degree goal (comprehensive exams or qualifying exams and dissertation) will be making good progress. Students whose GPAs fall below 3.0, who carry more than 12 units of incomplete grades, who fail to pass required exams after two attempts, or who do not progress in normative time through the various stages of the degree (coursework, examinations, prospectus, and dissertation) may be held to be making unsatisfactory progress unless there are extenuating circumstances involved. In cases of unsatisfactory progress a report will be filed with the Graduate Dean; students making unsatisfactory progress may be ineligible for fellowships, readerships, and TA (Teaching Assistant) positions.

To be eligible for TA and GSR (graduate student researcher) positions, students must maintain a GPA of at least 3.0. Students must also maintain a GPA of 3.0 in order to continue receiving fellowship funds.

Students are encouraged to keep the Director of Graduate Studies apprised of any work in the field conducted outside of the classroom: papers delivered, conferences attended, articles submitted. The annual report will take as complete a picture as possible, and students should contribute everything they can to this picture.

D. Residence and Registration Requirements

Residence

“Residence” is a technical term used by the Graduate Division to signal presence on a University campus. By “residence,” the Graduate Division means presence on campus for a minimum period of time. To be “in residence” in a given quarter, a student needs only to be enrolled in 4 units (usually one class). Status as a California resident, which is different from being “in residence on campus,” is usually granted after the first year of study for students moving from out of state, and is established by various means: registering a car, getting a new driver’s license,

registering to vote, and so forth. Establishing in-state residence reduces tuition for some students, and therefore is worth considering.

For Ph.D. students, the minimum period of residence on campus is two years (six quarters); one year of that (three quarters) must be accomplished by continuous presence (three quarters in a row) on the UCR campus. For M.A. students, the minimum period of residence is one year (three quarters); two of those quarters must be continuous presence on the UCR campus.

There are various exceptions and extensions of the residence policy, including transfer units from other University of California campuses. Such exceptions are rare, however.

If a student does not maintain graduate student status, their spot in the program may be lost and they may need to reapply.

E. Leave of Absence and Withdrawal

Students who cannot maintain continuous registration but who do not wish their graduate student status to lapse may petition the Graduate Division for a leave of absence. Typically, a leave of absence will only be granted for serious medical, financial, or professional reasons (for instance, if a student must work apart from their program and needs time off to do so). Students may also petition for a leave of absence to conduct research related to their dissertation, and should ask their advisors for a letter attesting to this need.

Students on leave are ineligible for University services, financial assistance, and University employment reserved for graduate students (such as TA or GSR positions). Students living in University housing should check with the housing office to see whether they will be required to vacate their housing during a leave.

In extraordinary circumstances, students may request that a leave of absence begin retroactively after the beginning of a quarter. Students may also petition to have a leave of absence extended beyond three quarters.

Students who have already used their leave of absence, or who wish to leave the university without a leave of absence, may petition to withdraw and apply for readmission when they wish to resume graduate study. Readmission is not guaranteed, and must be approved by the Graduate Division as well as the department. Students who have paid fees and who then withdraw, even after the beginning of the quarter, may be eligible to receive a partial or complete refund.

Forms for withdrawal and leaves of absence are available from the Graduate Division website.

F. Changing Major or Degree Track

Once admitted to UCR by the Graduate Division, all graduate students have the option of changing their degree track (from M.A. to Ph.D., or vice versa) or even their major (i.e., the department in which they are enrolled as a student). Any petition to change major or degree track must be approved by the Director of Graduate Studies before being submitted to the Graduate

Division. Students should be aware that switching degree track or major may result in the forfeit of any fellowship package promised at admission.

M.A. students who wish to switch to the Ph.D. track need to complete the Petition to Change Degree Objective form and have it approved by the Director of Graduate Studies. Changing degree track must also be approved by the Graduate Division. It is recommended that students who apply for a change from the M.A. to the Ph.D. program have no outstanding incomplete grades and have a GPA in the program above 3.2.

Ph.D. students who wish to leave the program early with an M.A. should also consult with the Director of Graduate Studies; they may be required to sit for comprehensive exams. Students who already hold an M.A. in religious studies will likely not be granted permission from the Graduate Division to receive another M.A.; however, holding an applied degree in religion such as the MTS, M.Div, D.Min., and the like does not prevent students from attaining the M.A. in religious studies.

Students may also pursue the option of switching to another department, although this change requires the approval of both the Director of Graduate Studies in Religious Studies and the Director of Graduate Studies of the target department, as well as a petition approved by the Graduate Dean.

G. Misconduct and Grievance Policies

The Department of Religious Studies deeply values an equal and inclusive learning and working environment for all; thus, it takes misconduct by faculty, staff, and students very seriously. It is the responsibility of all faculty, staff, and students to be aware of UCR policies with respect to conduct, including sexual harassment, cheating, and plagiarism, and to abide by those policies.

For student conduct policies see <http://conduct.ucr.edu>, http://graduate.ucr.edu/academic_affairs.html, and http://graduate.ucr.edu/academic_integrity.html; for faculty conduct policies see http://senate.ucr.edu/about/faculty_code_of_conduct.html; for general employee conduct policies (also applicable to student employees) see <https://hr.ucr.edu/policies/policiesworkplaceconduct.html>.

For informal resolution of concerns about the conduct of another student (except in cases related to Title IX – see below), students can speak confidentially to the Director of Graduate Studies, Department Chair, or FAO. No action will be taken against a complainant; the responsible party (DGS, Chair, FAO) will cooperate with the proper administrative parties to resolve any conflicts. Students who wish to file a formal complaint about another student, whether undergraduate or graduate, should start with the student conduct office at <http://conduct.ucr.edu> (but note that graduate student academic integrity issues only are handled by the Graduate Division; see http://graduate.ucr.edu/academic_integrity.html).

In the case of complaints that fall under Title IX (sexual misconduct and domestic/dating violence), please be aware that most faculty and staff are mandated named reporters by federal

law – that is, they are required by law to report any campus-related incidents that they become aware of, and the names of those who were reportedly involved. For confidential services, contact CAPS (Counseling and Psychological Services) at (951) UCR-Talk or (951) 827-5531 or online at <http://counseling.ucr.edu>. For confidential reporting and for education around Title IX issues, contact the campus CARE office at (951) 827-7070 or <http://titleix.ucr.edu>.

In the case of student grievances against faculty or staff, if appropriate a student may raise these concerns with the Director of Graduate Studies, the Department Chair, the FAO, or the Dean of CHASS, who can assist with attempting to resolve the problem informally. An Ombudsperson also exists on campus to address conflict resolution; that office can be reached at (951) 827-3213 or <http://ombudsperson.ucr.edu>. For TA concerns, students should also consider consulting with their union representative. In cases related to Title IX, it bears repeating that most faculty and staff are mandated named reporters by federal law; see the notes in the previous paragraph for information about confidential resources and reporting options.

An important resource for all students facing challenges, be it the misconduct of another student or a faculty member or other academic or life situations, is the Campus Case Manager. Their website is at <http://deanofstudents.ucr.edu/emergencycrisis/casemanager.html>.

F. Registration

General Course Information

- Lower division undergraduate (course numbers 001-099): These are introductory courses, usually fulfilling undergraduate breadth requirements and populated primarily by first-years and sophomores. In the Department of Religious Studies, most of these are large lecture courses for which many of our graduate students can expect to serve as Teaching Assistants.
- Upper division undergraduate (course numbers 100-199): These are more advanced disciplinary courses, principally populated by juniors and seniors. Most of these courses fulfill undergraduate major requirements. Occasionally, depending on the size of the course, these classes may provide opportunities for graduate students to be hired as readers.
- Graduate (course numbers 200-299): These are the courses designed specifically for graduate study; no numerical or content distinction is made between M.A. and Ph.D. courses at UCR.
- Professional (course numbers 300-399): These are courses designed to give professional instruction for life after graduate school. Some courses are worth few units, but address key topics of professional life, such as giving a professional address, applying for grants or jobs, and teaching. The course units for TAs (see below) are professional course credits.

Students should make every effort to enroll only in graduate level courses. Students may also enroll in upper division undergraduate courses in the Department of Religious Studies, but must enroll concurrently in RLST 292 (see below) and do work sufficient to raise the course to graduate level standards. Students may also, after consultation with the Director of Graduate

Studies, enroll in relevant, upper-division courses in other CHASS departments, as long as they also enroll in a 292 (Concurrent Enrollment) course in that department.

Enrollment in courses offered by the Religious Studies department should be a priority; however, students may, with the approval of their faculty mentor and/or the Director of Graduate Studies, take graduate courses in other departments if such courses contribute to their program of study.

Students may also enroll in graduate courses at other UC campuses, with the approval of the Director of Graduate Studies, their UCR faculty mentor, and the professor teaching the course at the target campus. Forms for the Intercampus Exchange Program (IEP) are available through the Graduate Division www.graduate.ucr.edu/pub_forms.html, and must usually be filed several weeks before the quarter begins.

Special Graduate Courses

Students should be familiar with the following special graduate course numbers, all of which have flexible units:

- RLST 290: Directed Studies. These are individually designed, quarter-long courses arranged between a faculty member and one or more students. Should students wish to pursue a specialized topic with a faculty member, they must set up a course of study for the quarter and submit a study plan for approval by the department and the Graduate Division. Forms are available from the Graduate Division website at <http://graduate.ucr.edu/forms/290Petition.pdf>. RLST 290 courses should involve regular meetings between the student and faculty member; if the time will be used primarily for independent research, students should register for RLST 297 instead (see below).
- RLST 291: Individual Studies in Coordinated Areas. This course is designed for graduate students, both M.A. and Ph.D., who are preparing for qualifying exams. The instructor of record for RLST 291 should be the chair of the comprehensive exam committee.
- RLST 292: Concurrent Studies in Religious Studies. Graduate students are allowed, upon approval of the Director of Graduate Studies, to take upper division undergraduate offerings in the Department of Religious Studies that are taught by ladder-rank faculty (Acting Assistant Professor, Assistant Professor, Associate Professor, or Professor). In order to bring these courses up to the graduate level, the student must also enroll in RLST 292 (worth one extra unit) and arrange with the instructor to accomplish graduate-level work during the course of the quarter. As with RLST 290, students must submit a study plan for approval by the Director of Graduate Studies.
- RLST 297: Directed Research. Students may choose to pursue an individual research project under the supervision of a faculty member. This may involve local fieldwork, expansion of an existing research project (article, essay, translation, and so forth), or laying the groundwork for a new research project. Students should submit a study plan for approval by the Director of Graduate Studies.
- RLST 299: Research for the Dissertation. Only Ph.D. students who have advanced to candidacy – that is, those who have passed their qualifying examinations and all other requirements for graduation other than their dissertation – may enroll in this course. The dissertation committee chair should serve as instructor of record for this course.

- RLST 302: Teaching Practicum. This course is designed for students serving as Teaching Assistants in the Department of Religious Studies. This flexible course is typically worth 4 units. For more on TA positions, see section VIII.C.

Continuous Registration

In addition to maintaining residence, graduate students must be continuously registered; that is, they are expected to enroll in every quarter of the main academic year (Fall, Winter, and Spring) for a full-time slate of courses (at least 12 units) until the final requirements for the degree are met (for M.A. students, this means completion of the comprehensive exams; for Ph.D. students, this means the oral defense and submission of the dissertation). Failure to register for courses may lead to lapsed status. Even if students have paid fees, this does not mean they are enrolled; they must enroll in courses by the last add/drop date, or else petition the Graduate Division for late enrollment and pay a fee.

Note: Students whose fees are being paid through the University by fellowship or TA position or other funds should register for at least six units during pre-registration (in the summer before matriculation, or during the previous quarter for enrolled students). If they are not enrolled for at least 6 units by the time fees are due, usually two weeks prior to the beginning of the quarter, this will cause a bureaucratic nightmare.

Filing Fee

Students who have fulfilled all but the final requirements for their degree (for M.A. students, the comprehensive exams; for Ph.D. students, the oral defense of the dissertation) may pay a Filing Fee in lieu of registering for courses and paying the fees for the quarter. The filing fee is usually half of the registration fee.

Students may only pursue this option:

- In the quarter in which they intend to fulfill the final requirement for their degree;
- If all other requirements for the degree have been met in previous quarters;
- Once.

Students who pay a filing fee instead of registering for the quarter are ineligible for University services except for the library. Students on filing fee status are not eligible for financial assistance, or employment as a TA or GSR. Student health insurance in that quarter must be purchased separately.

Students who do not successfully complete all requirements by the deadline will be required to register for a full 12 units the following term. Plan wisely, and be sure your committee members are in agreement that you are one quarter away from finishing when you select this option!

Half Time Registration

Although full time registration is the norm at UCR, students may petition the Graduate Division to be enrolled half time (no more than 6 units per quarter). A petition must be submitted to Graduate Division at least two weeks before fees are due, and a good rationale must be provided (e.g., full time work, poor health, family responsibilities). Students registered half time are ineligible for fellowship or TA funds. Students cannot register for more than 6 units to be enrolled half time, so this will typically involve one class per quarter.

In Absentia Registration

Ph.D. students who have advanced to candidacy and are actively researching their dissertation outside of California may petition to register *in absentia* and receive a reduction in the registration fee. Approval of the Director of Graduate Studies and the Graduate Division are required.

Selecting Courses

It is recommended that each student make an appointment to meet with the Director of Graduate Studies before registering for the next quarter's classes (new students who have not yet relocated to Riverside by the registration date may confer by email or telephone). The Director of Graduate Studies will make sure each student's planned courses meet academic needs and progress toward a comprehensive course of study leading, ultimately, to the comprehensive exams. During each meeting, the Director of Graduate Studies will also discuss the student's progress toward the degree and will answer any questions or concerns the student may have.

At the time of the meeting, the Director of Graduate Studies will also approve any 290-level courses (Directed Studies, Concurrent Studies, Directed Research). Be advised that Directed Studies (RLST 290) must also be approved by the Graduate Dean. After this initial meeting, it is the responsibility of the student to acquire and fill out all appropriate forms with the assistance of the Graduate Student Affairs Officer.

First-year students should expect to enroll in the core courses (RLST 200A, 200B, 200C) and the theory and method courses (RLST 201, 202) as soon as they are offered.

Enrollment in seminars offered by the department should be a priority; however, students may also take graduate-level courses in other departments with the approval of the Director of Graduate Studies. Students wishing to take courses outside the department should be sure to contact the course instructor to obtain approval.

French and German for Reading courses are typically offered in Winter and Spring quarters; if students wish to take these courses, they should make sure they fit their schedules and that they are still registered for a full-time graduate course load (recall that language courses do not count toward this full-time load).

Registering for Courses

General information about enrollment, including the dates for registration, can be found online at <http://registrar.ucr.edu>. All registration takes place online through R'Web at <http://rweb.ucr.edu>. To receive funding (fellowship or TA funding), students must be registered for a minimum course load of 12 units. If a hold has been placed on a student's account by the Graduate Division, Student Business Services, or Financial Aid, the issue must be resolved and the hold must be removed in order to register. If the student does not have the hold removed, that student will be dropped from any courses for which he or she has registered when accounts are reconciled at the beginning of every quarter.

After meeting with the Director of Graduate Studies students should arrange a meeting with the Graduate Student Affairs Officer, who will assist with identifying the correct call numbers so

that students may enroll through the online enrollment system (R'Web). Note: Some courses are not published in the online course listing, so students will need to consult with the Graduate Student Affairs Officer to find the call numbers for those courses. These may include faculty section numbers for any 290-level courses as well as for RLST 302 (Teaching Practicum).

Through R'Web, students may regularly look up grades, view financial aid status for any quarter, view current billing account status, confirm courses, view/accept financial aid awards, verify Student ID, set privacy restrictions, and change their PERM PIN.

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FINANCIAL RESOURCES

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A. Overview

It is the intention of the Graduate Program Committee to admit all students, both M.A. and Ph.D., with some financial assistance so they can maintain full-time student status without having to take on significant work responsibilities outside of school. Any financial package is issued by the Graduate Division at the time of admission, and is included with the original offer of admission. The financial assistance package included with the admission offer should be considered a contract by both the student and the department, although continued financial awards depend on a student remaining in good standing.

B. Interpreting the Award Letter

Award letters come attached to the acceptance letter. The far left column indicates the time period of the award, usually an academic year or summer period.

Money the student will receive

- Stipend: Fellowship money (usually from Central Fellowship funds)
- Value TA/GSR salary \$\$: Salary received for work as a Teaching Assistant or Graduate Research Assistant.

Money that will be paid on the student's behalf

- Fees Paid by Award (includes health insurance): The annual fees required of all students
- NRT Paid by Award: Non-resident tuition required of non-California residents

Money to be paid by the student to the University

- Miscellaneous campus fees to be paid by the student: Minor fees to be paid by the student directly to the registrar.

Note: For any quarter in which the annual fees are paid by a TAship, the student must pay the miscellaneous fees by September 15 (for Fall quarter), December 15 (for Winter Quarter), or March 15 (for Spring quarter). For any quarter in which a student receives a stipend, those miscellaneous fees are covered by the stipend and do not need to be paid by the student.

- NRT to be paid by student: This column is almost always blank, as Graduate Division pays non-resident tuition if the student stays within normative time frame.

C. Graduate Division Funds

Every year, the Graduate Division makes available a predetermined amount of funds to each graduate program to be distributed among prospective applicants. In making admissions decisions, departments decide how to allot this money among an entering class of students for Graduate Division fees and stipends. Many students receive a portion of these funds in the form of fee fellowships and/or stipends in their first year or two. The cohort of students, whether M.A. or Ph.D., entering in a particular year will not necessarily all receive the same or similar award amounts.

Students with exceptional academic records, and desirable out-of-state students, are also eligible for additional funds directly from the Graduate Division.

Applicants should pay close attention to the type of funding received in a given year from the Graduate Division, as outlined in the award letter. Usually a stipend will be paid out in the quarter (or quarters) in which the student is not working as a Teaching Assistant. In the first two years, most students receive a combination of stipend and Teaching Assistantship.

The goal of every award is to combine Graduate Division funds with department funds (see below) so that students do not have to pay the major fees (more than \$3000/qtr.) and, if at all possible, in every quarter to offer students some form of paid financial assistance.

Students are only eligible to receive Graduate Division funds for one program of study; students who receive funds for the M.A. program and then reapply for the Ph.D. program will not be able to receive any stipend or fees money from the Graduate Division.

The Graduate Division also awards fellowships to students nearing the completion of their doctoral program in the form of dissertation grants; these grants are competitive and often limited in number. More information about funding opportunities is available at http://graduate.ucr.edu/fin_aid.html.

Some additional university funds are also available from the Graduate Student Association.

D. Department Funds

At present, most of the departmental funds that can be allocated to graduate student financial aid are in the form of instructional money, i.e., TAships (see below). In better budget times, the department granted small supplements to the stipends; if and when fiscal conditions permit, this practice will resume, with amounts awarded shown in the Financial Award Package in a separate column.

A limited amount of funds is also available for smaller paid positions in the department, such as readers for courses or part-time research assistants. These are hourly positions that, most of the time, do not carry with them benefits and the payment of graduate fees. Keep in mind that the Graduate Division limits the amount of hours a student may work on campus during any given quarter to 20 hours per week. A TAship constitutes a 20 hour per week commitment, so it cannot be combined with any other on-campus work except with approval of a petition by the Director of Graduate Studies and the Graduate Division.

Some faculty members may have research funds, from University or external sources, which allow them to pay for a Graduate Student Researcher. A “full-time” GSR is a half-time job (like a TAship) that pays a salary and covers fees and benefits for a graduate student. Such funds are very limited in the Department of Religious Studies, and at present no student has been offered a guaranteed GSR. It is possible that, as faculty are able to make research funds available for this purpose, some students may have their TAship replaced with a GSR position.

Graduate Education and Research Activity (GERA) Grants

The Religious Studies Department has a limited budget available to support our graduate students' education and research activities, such as attending summer language institutes, attending conferences, traveling to research sites, and the like. Requests for funding are reviewed once per quarter during the regular academic year by the Graduate Program Committee.

Requests are due by 5:00 p.m. on the Monday after the start of classes (the Monday of Week 2) in fall, winter, and spring quarters; in most cases, applicants will be notified by the Monday of Week 4 of whether or not they have been awarded funding.

In your application, please include:

- A cover letter explaining the purpose of your request and its importance to your education and your future career goals. Please also indicate whether other sources of funding are available, whether you have applied for them (and why not, if you haven't), and what the outcome of those applications was, if known.
- If relevant and available, a copy of the letter indicating your acceptance to the conference, language school, or other event.
- A detailed budget that clearly indicates the requested amount and the purposes to which it will be put.

If you are requesting funds for more than one purpose in the same quarter, please submit one application for each activity.

Applications will be accepted as far in advance as needed. If you are planning to attend the AAR Annual Meeting in November, for instance, you should apply at the beginning of the previous spring quarter. Applications will not be turned down just because the event is imminent, but if there are insufficient funds available it may be difficult to fund a last-minute application.

In order to support as many people as possible with a limited budget, applications may at times be funded at levels lower than those requested. Funding decisions will be made based on the importance of an activity to the student's education and future career goals, on the availability of other funding sources, and on the number and amount of previous awards, with the goal being not equality of funding but equality of opportunity (attending a language institute costs more than attending the AAR in San Diego, for instance, but each may be equally critical to different students' future careers).

If you have questions about these grants or about how to apply for them, please contact the Graduate Program Director, other members of the Graduate Program Committee, or the faculty member(s) with whom you work most closely.

E. Teaching Assistantships

The primary mode of financial assistance offered by the department is Teaching Assistantships. A TA position is half-time employment; this means that the average time worked during a

quarter should not exceed twenty hours per week. TA responsibilities include: attending the undergraduate class to which the TA is assigned; grading and course management; regular meetings with the instructor; and three weekly meetings (three discussion sections) with students.

Every TA is responsible for three discussion sections, each of which meets weekly throughout the quarter. This responsibility includes grading and monitoring as well as other responsibilities outlined by the supervising instructor. TAs must also hold at least two hours of office hours per week during the quarter (shared office space is provided by the department).

Students may be assigned between one and three quarters of TAship in a year. The Graduate Program Committee makes every effort to give students an initial indication of which quarters and which courses they expect to be able to offer to each student, but please note that these projections can change subject to enrollment and no TAship is finalized until a contract is issued and signed. Additional TAships may become available during the year, and these will be allocated on the basis of graduate student interest and availability, need for breadth of exposure to subject matter, desire to repeat a given course, faculty requests to work with particular students, student requests to work with particular faculty, and other factors that may arise. Ph.D. students do not have an automatic edge over M.A. students for selection for TAships.

TAs are members of a collective bargaining agreement between CASE/UAW and the University of California, which can be accessed here:

http://atyourservice.ucop.edu/employees/policies/local_contracts/ase/index.html

In the quarters in which students serve as TAs, the university pays all registration fees except the “miscellaneous fees”; it also pays for the Graduate Student Health Insurance Plan during these quarters. Please be aware that in such quarters the miscellaneous fees must be paid by the student to the registrar by the deadline. These fees and their due dates will be noted in R’Web.

All new TAs are required to go through the “Teaching Assistant Development Program” (TADP); this program should be completed prior to the quarter in which a student TAs. Even if students are not TA’ing in the Fall quarter of their first year, they should be prepared to go through TADP Orientation and the first two “Prep Courses” in the first week of Fall quarter (usually before instruction begins). If students miss these events, they must register for make-up events: consult the TADP website at <http://tadp.ucr.edu>.

In the quarters in which students serve as a TA, they may register for RLST 302, “Teaching Practicum.” This course is an ungraded (i.e., Satisfactory/No Credit) set of units that allows students to TA while maintaining full-time enrollment status. Note, however, that if a student fails to perform required TA duties, it is possible to fail this course.

Even if a student is guaranteed a TA salary in their award letter upon admission, any University employment is predicated upon maintaining adequate progress toward degree. A lapse in GPA, too many incomplete grades, or other red flags may cause the Graduate Division to put a student on probation or revoke their status as a TA.

Students whose course of study extends beyond their award offer may still be eligible for TAs, but these will only be offered if they are available and on a merit basis. Graduate students cannot serve as TAs for more than 18 quarters in teaching title codes (TA, Teaching Fellow, Associate In).

Students are also free to apply for TAs in other departments, or in the College or University programs that use TAs, such as the University Writing Program. The department considers such positions to be valuable teaching experience, especially once a student has advanced to candidacy. TAs are also usually available over the summer, and are assigned on the basis of both merit and need.

F. External Funding Opportunities

Students are always strongly encouraged to seek outside sources of fellowship funding, particularly if such funding relieves students from the burden of work during their graduate program. Some of these fellowship opportunities are listed on the Graduate Division website, and the department also makes an effort to pass on any additional opportunities they hear about.

G. Teaching Opportunities as Instructor of Record

Although graduate students generally cannot be hired as instructors of record (the title for graduate students is Associate Ins) during the academic year, for reasons having to do with the relative strength of the unions involved, they can hold such positions over the summer. The Graduate Program Committee will request applications to serve as summer Associate Ins as soon as the availability of summer classes is confirmed, usually at the beginning of winter quarter. Appointments are made largely on the basis of merit and seniority.

The local community colleges and schools in the California State University system also often hire part-time lecturers, and the department will pass on any notifications of job opportunities it receives in this regard.

Balancing income and study is often extremely challenging in graduate school. While recognizing that no research can be conducted without housing, food, and health security for oneself and (when relevant) one's family, the department also advises students, especially doctoral candidates in the dissertation stage, not to overburden themselves with so much outside work that their own research and writing languish. There will always be time to obtain more teaching and publishing experience after finishing the dissertation. After caring for yourself and your family, your second highest priority should be completing your studies, which will provide the foundation for the rest of your career development.

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**DEPARTMENTAL
AND CAMPUS RESOURCES**

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A. Libraries and Research

The UCR library system is an ever-expanding combination of paper and electronic resources, which students will get to know extensively in the first year of classes. Many of the electronic resources, which are available through institutional subscription, can be accessed from home using a proxy client, details about which can be found at <https://library.ucr.edu/using-the-library/technology-equipment/connect-from-off-campus>. Please note that some e-books are available on restricted-user contracts; that is, only a limited number of users (sometimes only 1-3) can electronically check out the book at once. If you are using e-books for your classes, be sure to access them well in advance of the class meeting time.

Students should become familiar with Interlibrary Loan, which offers access to books and articles not found in UCR's collection, and with Melvyl, which allows students to access physical copies of books housed at other UC campuses.

The department also has a faculty library liaison; should students have specific requests for items they think should be added to the primary university collections in religious studies, they can pass that information on to the departmental library liaison or to the Director of Graduate Studies.

B. Computing

A reliable computer is essential to the writing, reading, and teaching tasks that will take up much of graduate student life. Students who do not have a functioning computer upon arrival can check out a portable laptop for two hours at a time from the Rivera Library, the Science Library, Student Computing Services in the Highlander Union Building (the HUB), or the computer lab in Watkins Hall. In addition, there are several computer labs on campus for student use. For more information, see Student Computing at <http://cnc.ucr.edu/scs/>.

C. Departmental Library, Conference Room, and Kitchen

The department has a small library room that is located in INTN 2020. The department conference room is in INTN 2009; it contains digital projection equipment, a collection of donated books on religious studies, and a large conference table, and is available for graduate student use any time when other classes or meetings are not scheduled. The department shares a kitchen in INTN 2045 with Gender and Sexuality Studies, whose faculty occupy the north side of INTN's second floor. In the kitchen are a refrigerator, sink, microwave, and electric kettle for shared use. Please label your refrigerator and freezer items and wash your dishes! No one cleans or maintains this kitchen except our department and Gender and Sexuality Studies.

D. Photocopying and Printing

There is an aging photocopier in INTN 2019 for the administrative, teaching, and research needs of the department, and most TA offices contain printers. Students who are acting as TAs or research assistants will be given copier codes to make photocopies, and can use the printers in the TA offices for handouts, quizzes, and the like. If the photocopier or the printers aren't

working, please contact the Graduate Program Director, who will try to get them repaired or will tell you how to do so. At UCR such things can take months, but no one should have to use their own money for job-related expenses. For their own research and class purposes, students should use the photocopiers and printers found across campus and in the libraries, or their own equipment.

E. GradSuccess

GradSuccess provides a variety of services to meet the needs of UCR's diverse graduate student population. Housed in the Graduate Division, GradSuccess offers programs, workshops, seminars, and consultations by appointment and on a drop-in basis. GradSuccess supports graduate students at every stage of their study and is concerned with helping students become successful professionals. Visit <http://graduate.ucr.edu/success.html> for a complete list of support programs and a calendar of quarterly events.

F. Graduate Student Life

Graduate Student Association (GSA)

The Graduate Student Association at UCR is a valuable resource for advocacy, social events, and academic support. Please note especially the availability of (modest) mini-grants and conference travel grants. More information is available at <http://gsa.ucr.edu>.

Housing

On-campus and family housing is extremely limited, and first-year students may have difficulty acquiring a room in on-campus housing. In some years the housing office sets aside a certain number of apartments for newly admitted graduate students; watch your email for a message from the GSAO in this regard.

UCR Housing Office home page: <http://housing.ucr.edu/>

UCR Housing Office information for graduate students: <http://housing.ucr.edu/housing-options/default.aspx>

UCR Housing community living listing service (available only to enrolled UCR students): <http://housing.ucr.edu/get-housing/default.aspx>

G. General Information on Riverside and the Inland Region of Southern California

About the Region

Riverside County, with a population of over 2.3 million people in 2014, borders densely populated Los Angeles, Orange, San Diego, and San Bernardino Counties. The county was formed in 1893 from almost 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains that extend from within 14 miles of the Pacific Ocean to the Colorado River.

Located in the ancestral lands of the Tongva people (also known as the Gabrielino tribe), the city of Riverside is a vibrant, multicultural, and multireligious place with over 300,000 inhabitants. Once known for its many citrus groves, today the city's palm-lined avenues, wide array of subtropical shade trees, and many parks and open spaces make it an enjoyable place to live. Riverside is within a 60- to 90-minute drive of the many museums, tourist attractions, and cultural performances that are part of the greater Los Angeles area and is approximately 90 minute by car from San Diego. Those seeking the outdoors will find the ocean less than an hour away, mountains reaching over 10,000 feet in elevation within about an hour's drive, and the famous Joshua Tree National Park about 90 minutes away. Sports fans will likewise find plenty to do in this area. Artistic and intellectual resources include three other UC campuses within easy driving distance (UC Irvine, UC Los Angeles, and UC San Diego), as well as several California State University campuses and numerous private colleges and universities; the Huntington Library; the Getty Museum; numerous archives and collections of art and rare books and manuscripts, including the ONE National Gay and Lesbian Archives. Opportunities for field-based research and teaching on religion abound in this richly diverse metropolitan area.

In 1907, Riverside became home to the University of California Citrus Experiment Station, sponsoring wide-ranging research that greatly benefited agriculture in the region. In 1954, the site was established as a campus of the University of California, and by 1959 it had grown to become a general campus, offering a broad range of graduate and professional studies. Along the way, UCR has earned a reputation as one of pre-eminent teaching and research institutions in the world.

UCR has information about the region here: <https://www.ucr.edu/about/region.html>

Transportation

Public transportation in Southern California has improved markedly in the past several decades. However, the region is still dominated by a "car culture." Public transit in the Riverside area is provided by buses; schedules and other information can be found at <https://riversidetransit.com/>. Getting to other parts of the region involves the regional transit system known as Metrolink, which can be found here: <http://metrolinktrains.com>. Closer to the L.A. area there is a subway system called the Metro; information on that system and on other Los Angeles County public transit is here: <https://www.metro.net/>. Riverside also has an Amtrak station and a Greyhound station.

If you get to campus by car, you should expect to pay for a parking permit or to be extremely creative about parking and open to walking some distance to campus. Information on campus parking is available at <http://parking.ucr.edu>. Many of Riverside's main thoroughfares have bicycle lanes, so cycling is also a transportation option; please ride defensively, though, as Southern Californians are notoriously aggressive and inattentive drivers.

Other Links

Information about the City of Riverside: <http://riversideca.gov>

Information about Riverside County: <http://countyofriverside.us>

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APPENDICES

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Appendix A: Directory of Non-Academic Student Resources at UCR

CONFIDENTIAL RESOURCES

Note that even confidential services are limited by law in what they may keep confidential; they may be required to report suspected imminent harm to self and others, child abuse, and the like.

UCR Counseling and Psychological Services (CAPS)

(951) 827-5531 or (951) UCR TALK

<http://counseling.ucr.edu>

CARE: Advocates for victims/survivors of sexual violence, sexual harassment, domestic abuse, and other forms of intimate partner violence

(951) 827-6225

<http://care.ucr.edu>

Office of the Ombuds: Conflict resolution

(951) 827-3213

<http://ombudsperson.ucr.edu>

Title IX: Official complaints regarding campus-related gender inequities, including but not limited to sexual misconduct, domestic abuse, and other forms of intimate partner violence

(951) 827-7070

<http://titleix.ucr.edu>

OTHER RESOURCES

Many of these offices offer confidential support for a wide range of concerns, but they are subject to Title IX mandatory reporting laws in addition to the other mandatory reporting laws that the resources above are beholden to.

Student Crisis Assistance: The starting point for crisis support ranging from food insecurity to family emergencies to mental health concerns.

<http://deanofstudents.ucr.edu/emergencycrisis/index.html>

UCR Police (non-emergency; in an emergency, dial 911)

(951) 827-5222

<http://police.ucr.edu>

Resource Centers

UCR's Costo Hall, just a short walk from the CHASS Interdisciplinary Buildings, houses a range of resource centers that serve undergraduate and graduate students through programming, support groups, and the like. These include African Student Programs, Asian Pacific Student Programs, Chicano Student Programs, the LGBT Resource Center, the Middle Eastern Student Center, Native American Student Programs, and the Women's Resource Center. A directory of these centers and offices can be found at

http://www.ucr.edu/students/ethnic_gender.html.

UCR also has a Student Disability Resource Center, also housed in Costo Hall, which serves students with both temporary (e.g., from a recent injury or temporary medical condition) and permanent disabilities.

(951) 827-3861

<http://sdrc.ucr.edu/>

UCR's International Student Resource Center offers a wide variety of online and in-person resources.

(951) 827-4113

<http://internationalcenter.ucr.edu/>

Veterans

Information on support and services for students who are former or current members of the U.S. military is available at <http://studentlife.ucr.edu/veterans/index.html>.

Food Pantry

UCR has a significant number of students who experience food insecurity, and the campus runs a food pantry specifically for students called R'Pantry.

(951) 827-9355

<http://deanofstudents.ucr.edu/emergencycrisis/food.html>

Appendix B: List of Commonly Used Forms

(N.B.: many petitions are submitted online via R'Grad (click on the R'Grad icon in your R'Web menu).)

General Petitions for Graduate Students

- **291/292/297/299**
Must meet with Graduate Student Affairs Officer to receive the form and enroll
291 Individualized Study in Coordinated Area
292 Concurrent Analytical Studies
297 Directed Research
299 Research for the Thesis or Dissertation
- **290 Petition (Petition for Directed Studies)**
Petition for one on one independent study (not for research)
- **Filing Fee Petition - Ph.D. Students**
Used for Ph.D. students to apply for Filing Fee status
- **General Graduate Student Petition**
Transfer or waive units or coursework
Extend time limit for the removal of Incomplete grades
- **Half-Time Status and Reduced Fees Application**
For those students who cannot attend more than half time due to a full-time job or for medical or personal reason
- **In-Absentia Registration Application**
For graduate students whose research or study required them to remain outside of California for the duration of a quarter.
- **Intercampus Exchange Application**
For those seeking to take classes at another University of California
- **Late or Retroactive Enrollment Adjustment Form**
Used if adding or dropping units after the deadline
- **Graduate Enrollment Adjustment Form**
Form must be picked up from Graduate Student Affairs Officer
Form must be used alongside Late or Retroactive Enrollment Adjustment Form
Used to add a course, drop a course, or change grading basis
- **Graduate Petition for Leave of Absence or Withdrawal**
Used by students who want to withdraw from the University or take a 1-3 temporary leave of absence

Ph.D. Committee Nomination Forms and Final Defense Forms

- **Nomination for Oral Qualifying Exam Committee (Form 2)**
Used to nominate the oral qualifying exam committee (contact the Director of Graduate Studies if you want a sixth member)
- **Report of Oral Qualifying Exam & Nomination of Dissertation Committee (Form 3)**
Used to report the results of the oral qualifying exam and nominate a dissertation committee.
- **Change of Dissertation Committee**
Use Dissertation Committee Nomination/Change Form
- **Report of Final Exam (Final Defense/ Presentation) for Ph.D. (Form 5)**
Used to report the results of the dissertation defense.
- **Petition for Remote Participation**
Used to request that one member of the oral qualifying exam committee of the thesis/dissertation committee be permitted to participate in the exam remotely.
- **Timetable Forms**
These forms are used when students exceed the “normative” time frame (in the Department of Religious Studies, 2 years for M.A. students and 6 years for Ph.D. students). The purpose of these forms is to ensure that the student has a plan to finish all requirements. If you received notification from Graduate Division, it is important to provide them with a timetable. Students who receive a timetable requirement will not be eligible to register until the timetable has been received.
- **Timetable to Completion of Ph.D. Oral Qualifying Exam**
To be used by a Ph.D. student who has been enrolled for four years and has not taken their oral qualifying exams. First timetable submission only.
- **Timetable to Oral Exam (Revised)**
To be used if you already filed a timetable to your oral exams, but they have been delayed.
- **Timetable to Completion of Ph.D. Degree (1)**
To be used by a Ph.D. student who has been enrolled for one year past their program’s normative time to degree and has not filled out a timetable before.
- **Timetable to Completion of Ph.D. (2)**
To be used by a Ph.D. student who has been enrolled for one year past their program’s normative time to degree and has filled out a timetable before.