

# GRADUATE STUDENT HANDBOOK



**2016-2017**

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

Welcome to the Graduate Program in Religious Studies at the University of California, Riverside!

Although not an official contract, this handbook serves as a guide for students: please read carefully to understand terms, requirements, and resources.

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

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## **I. The Graduate Program in Religious Studies: Overview**

The Graduate Program in Religious Studies was founded in Fall 2005, with its first class of students entering in Fall 2006. It is only the second graduate program in religious studies in the UC system (the other is at UC Santa Barbara). 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: the M.A. does not feed into the Ph.D. program (although see section 4.e 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 of our graduate seminars.

### **A. The 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 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 more specific doctoral degree program in religious studies upon graduation.

Following University of California regulations, students who already hold a master's degree in religious studies are ineligible for this program.

### **B. The 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 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.

Following University of California regulations, students who already hold a doctoral degree in religious studies are ineligible for this program.

## C. Faculty and Staff

The Department of Religious Studies is part of the College of Humanities, Arts, and Social Sciences (CHASS). The Department currently houses nine full-time faculty members and two staff members; there are occasional part-time instructors and staff.

### Faculty

*Michael Alexander, Professor, Associate Maimonides Endowed Chair in Jewish Studies, Faculty Graduate Advisor*

INTN 2038, (951) 827-3744, [michael.alexander@ucr.edu](mailto:michael.alexander@ucr.edu)

Ph.D., Yale University

Modern Jewish history; American religious history; religion and ethnicity

*Muhamad Ali, Assistant Professor*

INTN 2022, (951) 827-5111, [muhamad.ali@ucr.edu](mailto:muhamad.ali@ucr.edu)

Ph.D., University of Hawai'i

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

*Paul Chang, Acting Assistant Professor*

INTN 2016, (951) 827-6427, [paul.chang@ucr.edu](mailto:paul.chang@ucr.edu)

Ph.D. Candidate, Stanford University

Protest and repression events throughout the 1970s, state repression, movement development

*Matthew King, Assistant Professor*

INTN 2042, [matthew.king@ucr.edu](mailto:matthew.king@ucr.edu)

Ph.D., University of Toronto

History of Transnational Religion, Buddhist Scholasticism and Modernity, Transnational Social Movements

*Amanda Lucia, Assistant Professor*

INTN 2034, [amanda.huffer@ucr.edu](mailto:amanda.huffer@ucr.edu)

Ph.D., University of Chicago

Hinduism; transnational guru movements; women and religion

*Vivian-Lee Nyitray, Professor Emeritus*

(951)827-1251, [vivian-lee.nyitray@ucr.edu](mailto:vivian-lee.nyitray@ucr.edu)

Ph.D., Stanford University

Chinese religions, especially Confucian traditions and Mazu studies; feminist studies; historiography and memory; material culture of religion

*June E. O'Connor, Professor Emeritus*

(951) 827-3743, [june.oconnor@ucr.edu](mailto:june.oconnor@ucr.edu)

Ph.D., Temple University

Religious ethics; ethics of violence and nonviolence; human rights; contemporary Christian thought; ethics of death and dying; liberation theologies

*Douglas Parrott, Professor Emeritus*

(951) 827-3612, douglas.parrott@ucr.edu

Ph.D., Graduate Theological Union

Nag Hammadi texts; religion and science; history of Christianity

*Pashaura Singh, Professor, Dr. Jasbir Singh Saini Sikh and Punjabi Studies Endowed Chairholder, Department 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)

*Ivan Strenski, Professor Emeritus, Holstein Family and Community Endowed Chair holder*

INTN 2018, (951) 827-5986, ivan.strenski@ucr.edu

Ph.D., Birmingham University

Method and theory in the study of religion; cultural and intellectual history in the study of religion; phenomenology of religion; religion and nationalism; religious legitimations of economic formations

#### **D. Departmental Organization**

The Department of Religious Studies (INTN 2026) is located in the CHASS Interdisciplinary North Building (INTN). Faculty offices line the hallways of most of the second floor of INTN. Office hours and contact information are posted each quarter outside faculty members' doors. The Multidisciplinary Unit (MDU) which provides administrative support for the Department of Religious Studies, is located in INTS 3111. The MDU office is open Monday-Thursday from 9am-12 noon and 1pm-4pm and Friday from 9-11am. If students need to meet with a staff member after 4pm, they should contact the appropriate staff person ahead of time for availability.

The **Department Chair**, 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.

The **Faculty Graduate Advisor**, Michael Alexander, 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. He reports to the Department Chair and to the Dean of the Graduate Division. Any questions pertaining to the graduate program may be directed to him.

The **Financial & Administrative Officer**, 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 departments, including financial, human resources, academic support, contracts and grants, facilities management, and other operational matters. She provides support to the departments' academic personnel including Ladder Rank Faculty, Lecturers, Visiting Professors, Researchers, Associate Ins, and Teaching Assistants. The departments offer both undergraduate and graduate degree programs. As FAO, Diane manages the business, accountability, stewardship, publicity, and support functions in the departments 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 departments, including identifying objectives, developing strategies and policies, and functions. Any questions related to business, administrative or financial matters should be directed to her. Her office is in INTS 3111 and she can be reached at (951) 827-3741 and [diane.shaw@ucr.edu](mailto:diane.shaw@ucr.edu)

The **Graduate Student Affairs Officer**, Crystal Meza, is responsible for counseling and overseeing the graduate degree programs in close consultation with the Graduate Advisor. She 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. 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. Her office is in INTS 3117 and she can be reached at (951) 827-1584 and [crystal.meza@ucr.edu](mailto:crystal.meza@ucr.edu)

The **Budget & Financial Officer III**, Celeste Townsend, 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 the PI in the preparation and submission of Contract and Grant proposals. Celeste 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. Celeste 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 3111 and he can be reached at (951) 827-2130 and [celeste.townsend@ucr.edu](mailto:celeste.townsend@ucr.edu).

The **Program & Academic Recruitment Assistant**, Kristine Specht, administers the recruitment process for ladder-faculty and non-senate faculty, including Lecturers, Visiting Appointees, Associate Ins, 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, departmental 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 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. As Program Assistant, prepares course proposals, program changes, distributes keys, distributes payroll checks, and coordinates departmental webpage submissions, if necessary, with Kelvin Mac. Any questions regarding class or office resources should begin here. Her office is in INTS 3111 and she can be reached at 951-827-3111 and [kristine.specht@ucr.edu](mailto:kristine.specht@ucr.edu).

The **Accounting Assistant**, Diana Marroquin, provides accounting and administrative related services. She is responsible for all accounts payables and receivables, purchasing, travel, academic, and staff payroll functions. She processes all travel reimbursements, check requests, and purchase orders. She maintains financial records, researches open items to identify problems in payment/order receipt, return credit, and resolves misapplied credit discrepancies as needed. Diana serves as back-up to the Graduate Student Affairs Advisor and to the Unit's graduate programs. Her office is in INTS 3111 and she can be reached at (951) 827-6361 and [Diana.marroquin@ucr.edu](mailto:Diana.marroquin@ucr.edu).

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. Ryan assists in office coverage, answering phones, distributing mail, and maintaining bulletin boards. His office is in INTS 3111 and can be reached at (951) 827-6427 and [ryan.mariano@ucr.edu](mailto:ryan.mariano@ucr.edu).



## **II. The Masters of Arts (M.A.) Program**

The M.A. program should take, on average, two years (six quarters). The program consists of coursework (described in more detail below, but generally designed to be comparative in scope and breadth) 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.”

### **A. General Course Information**

There are four categories of courses at UCR:

*Lower division undergraduate* (course numbers 001-099): These are introductory courses, usually fulfilling undergraduate breadth requirements and populated primarily by freshmen 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 TAships (see below) are professional course credits.

M.A. 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. Undergraduate courses do not hold the same unit value for graduate students, so enrolling into undergraduate courses may require students to carry a higher course load to maintain full-time status. Students may also, after consultation with the Graduate Advisor, 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, M.A. students may, with the explicit prior approval of their faculty mentor and/or the Graduate Advisor, take graduate courses in other departments if related to their program of study.

Students may also enroll in graduate courses at other UC campuses, after approval of the Graduate Advisor, UCR faculty mentor, and faculty at the target campus. Forms for the Intercampus Exchange Program (IEP) are available through the Graduate Division [www.graduate.ucr.edu/pub\\_forms.html](http://www.graduate.ucr.edu/pub_forms.html), and must usually be filed several weeks before the quarter begins.

Students should be familiar with the following special graduate course numbers:

**RLST 290: Directed Studies:** 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 [www.graduate.ucr.edu/forms/290Petition.pdf](http://www.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 Coordination Areas:** Comprising a flexible number of units, M.A. students should enroll for at least 4 units of RLST 291 in both winter and spring quarters of their second year, to allow time to study reading lists in preparation for comprehensive exams. The instructor of record should be the chair of the comprehensive exam committee.

**RLST 292: Concurrent Studies in Religious Studies:** M.A. students are allowed, upon approval of the Faculty Graduate Advisor, to take some upper division undergraduate offerings in the Department of Religious Studies. 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 Faculty Graduate Advisor. Forms are available next to the graduate student message board in the MDU Advising Center.

**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, discrete research project. Students should submit a study plan for approval by the Faculty Graduate Advisor. Forms are available next to the graduate student message board in the MDU Advising Center.

***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 V. Financial Resources C. Teaching Assistantships.)

Other 300-level (professional courses) may be added at a future date.

## **B. Specific Course 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 may vary according to the instructor and, with permission from the Graduate Advisor, these courses may be repeated one time (assuming the syllabus varies significantly). These courses are designed to present to the graduate students 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 topics in professional development in the RLST 200A, RLST 200B, and RLST200C curriculum. Topics discussed typically 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. 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 explicit prior approval of the Graduate Advisor.

### 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 core courses.
- 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)

Be advised that undergraduate course units are worth "less" than graduate course units; a 4-unit undergraduate course is worth 3 graduate units. To keep up full-time enrollment, students must be enrolled in 12 graduate units.

### 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; in quarters where they are not working, 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 TAing) 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. 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 Faculty Graduate Advisor.

### **C. Language Requirements**

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), as approved by the Graduate Advisor.

FREN 009A-009B are offered most years in Winter and Spring quarters; GER 001R-002R are offered less frequently. Students enrolling in this sequence of courses

should be aware that they do not count toward the minimum graduate course unit requirements.

Students wishing to submit to a departmental examination (a timed translation exercise in the department with a dictionary) should notify the Graduate Advisor 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/](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 to qualify for the M.A. degree.

## **D. Registration Process**

### Choosing courses

It is recommended that each student make an appointment to meet with the Faculty Graduate Advisor 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 Faculty Graduate Advisor will make sure each student's planned courses meets academic needs and progresses toward a comprehensive course of study (leading, ultimately, to the comprehensive exams). During this meeting, the Faculty Graduate Advisor will also discuss the student's progress toward degree and answer any questions or concerns a student may have.

At the time of the meeting, the Faculty Graduate Advisor will also approve of any 290-level courses (Directed Studies, Concurrent Studies, Directed Research). Be advised that Directed Studies (RLST 290) must be approved by the Graduate Dean. Students may also propose to register for selected upper-division RLST courses, pending the agreement of the instructor and the approval of the Graduate Advisor. The student will then register for the undergraduate course and RLST 292 (Concurrent Studies in Religious Studies). Not all upper-division undergraduate courses are available for Concurrent Studies.

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) in Fall, Winter, and Spring quarters. Since the M.A. program is also designed to be broadly comparative, students should also seriously consider taking other RLST graduate seminars offered in a given quarter.

Enrollment in seminars offered by the Department should be a priority; however, students may also propose to take graduate-level courses in other Departments. The Faculty Graduate Advisor will contact the instructor in the target Department or, if the student is already on familiar terms with the instructor, the student may contact the instructor directly.

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.

### Registering for courses

General information about enrollment, including the dates for registration, can be found online at [www.registrar.ucr.edu](http://www.registrar.ucr.edu). All registration takes place online through Growl at [www.growl.ucr.edu](http://www.growl.ucr.edu). In order 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 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 Faculty Graduate Advisor, 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 enrolment system (Growl). Students familiar with the Growl system may enroll themselves during their appropriate enrollment period. 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 Growl, 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 the PERM PIN.

### **E. Comprehensive Exams**

Comprehensive exams are the capstone requirement of the M.A. degree, and should normally be taken in the sixth, and 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 Graduate Advisor and a designated director of the exams (a

professor in the Department of Religious Studies with whom the student has developed a productive working relationship). A committee of no fewer than three members of the Department will be appointed by the Graduate Advisor as a student's M.A. exam committee. (Students may, under special circumstances, petition to have an outside faculty member serve on their exam committee).

Students will sit for two (2) exams, both of which will draw substantially on an individual student's coursework and supplementary reading:

1. "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 of the study of religion, drawing on coursework in RLST 200A and RLST 200C. Such a topic could be framed 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 question 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 (Geertz, Asad).

2. "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 particular 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 tradition 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 course of the master's program. Subjects might be oriented around a comparative topic common to multiple religious traditions, or around a topic particular 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 men and women" in Christianity, Sikhism, and Buddhism.

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

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 exam, perhaps 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 Faculty Graduate Advisor early in the quarter to discuss topics and possible committee members for the comprehensive exams. Students may ask their chosen faculty members to serve on their committee, or the Faculty Graduate Advisor may act as intermediary. The committee, including determination of a committee chair, should be determined during fall quarter. The committee should have at least three members, all typically members of the Religious Studies department. The remainder of the quarter should be spent in "gathering" mode: gathering titles (books, articles, primary and second 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 as well as 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. Both reading lists and exam topics should be finalized by the beginning of the fifth quarter.

Winter and Spring Quarters. 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 on a regular schedule) with at least the chair of the exam committee, if not all members, in order 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 director finds most appropriate.



Students should then 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 chair and 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; however individual examiners may choose to decrease 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 copied and read 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 and a copy forwarded to the Graduate Division. The student is also encouraged to meet with the exam chair and/or the graduate advisor, 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, 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.

If a student receives a grade of "No Pass," he or she 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 Faculty Graduate Advisor to discuss rescheduling of the exams, either in the summer or the following quarter. A student who has failed his or her comprehensive examinations once may, under extraordinary circumstances, petition the Graduate Advisor and the Graduate Division to submit a thesis in place of the second round of comprehensive examinations. This route is not, however, encouraged.

In order 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 (usually the week following graduation--yes, a bit of a paradox, but that's how it works).

### **F. Graduation Procedures**

A student who plans to graduate in June of the second year must consult with Faculty the Graduate Advisor and Graduate Student Affairs Advisor 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 ([www.graduate.ucr.edu](http://www.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 make certain that requisite coursework will have been completed by the end of the quarter, as well as language and other requirements.

The student will be notified by Graduate Division 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 this time; they are usually available twelve weeks after 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. Applying to the Ph.D. Program**

The M.A. program is terminal, which means that students do not automatically progress to the Ph.D. level.

If a student wishes to enter into 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. If Central Fellowship funds have been received from the Graduate Division to support the M.A. program, the student is ineligible to receive additional funds should they apply to and be accepted into the Ph.D. program. The student may be eligible to work as a TA, but there would be no guarantee of financial support.
2. Breadth of experience is intellectually valuable. The more viewpoints a student can get in the academic formation, the stronger scholar the student will become. The graduate program at UCR has a particular "take" on 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 should find an academic environment that will encourage intellectual growth, not stifle it.

If a student wishes to continue on to doctoral work elsewhere she or his is encouraged to set up meetings with any and all members of the faculty, who will be happy to provide guidance in this endeavor.

### **III. The Doctor of Philosophy (Ph.D.) Program**

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 of the dissertation (especially if fieldwork is necessary).

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

1. 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 Faculty Graduate Advisor, and is subject to revision during this first stage of the program.

2. 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, the student is officially "advanced to candidacy" by the Graduate Division.

3. 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.

#### **A. General Course Information**

There are four categories of courses at UCR:

*Lower division undergraduate* (course numbers 001-099): These are introductory courses, usually fulfilling undergraduate breadth requirements and populated primarily by freshmen 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 TAships (see below) are professional course credits.

Ph.D. 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 concurrently enroll in RLST 292 (see below) and do work sufficient to raise the course to graduate level standards. Undergraduate courses do not hold the same unit value for graduate students, so enrolling into undergraduate courses may require students to carry a higher course load to maintain full-time status. Students may also, after consultation with the Faculty Graduate Advisor, 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 seminars offered by the Religious Studies department should be a priority; however, Ph.D. students are encouraged to take graduate courses in other departments if they relate to their program of study. Before enrolling for such courses, students must have the explicit approval of the Faculty Graduate Advisor and should check with the Graduate Student Affairs Officer to ensure proper procedures are followed. Students should also consult with the instructor of the course to discuss the possibility of enrollment. Different departments in CHASS have different procedures for enrolling students from other departments: do not assume you can just sign up and show up on the first day.

Students may also enroll in graduate courses at other UC campuses, after approval of the Graduate Advisor, UCR faculty mentor, and faculty at the target campus. Forms for the Intercampus Exchange Program (IEP) are available through the Graduate Division [www.graduate.ucr.edu/pub\\_forms.html](http://www.graduate.ucr.edu/pub_forms.html), and must usually be filed several weeks before the quarter begins.

Students should be familiar with the following special graduate course numbers:

*RLST 290: Directed Studies*: 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

<http://www.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:* Ph.D. students may enroll for a flexible number of units in the quarters leading up to their Qualifying Examinations; enrollment in this course, and the number of units, should be cleared with the Faculty Graduate Advisor before registration.

*RLST 292: Concurrent Studies in Religious Studies:* M.A. students are allowed, upon approval of the Faculty Graduate Advisor, to take some upper division undergraduate offerings in the Department of Religious Studies. 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 Faculty Graduate Advisor. Forms are available next to the graduate student message board in the MDU Advising Center.

*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, discrete research project. Students should submit a study plan for approval by the Faculty Graduate Advisor. Forms are available next to the graduate student message board in the MDU Advising Center.

*RLST 299: Research For the Dissertation:* After being advanced to candidacy and while still in residence at the University, Ph.D. students will automatically be registered for a number of units of RLST 299 that will keep them at full-time status.

*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 **V. Financial Resources C. Teaching Assistantships.**) Other 300-level (professional courses) may be added at a future date.

## **B. Specific Course Information**

### 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 may vary according to the instructor and, with permission from the Graduate Advisor, these courses may be repeated one time (assuming the syllabus varies significantly). These courses are designed to present to the graduate students 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 wish to enroll in Directed Studies (RLST 290), Concurrent Studies (RLST 292), or Directed Research (RLST 297) should seek the approval of the Faculty Graduate Advisor and the instructor with whom they wish to work.

### Professionalization

Graduate Division requires programs to train all graduate students in Professional Development. The Religious Studies department achieves this training by including topics in professional development in the RLST 200A, RLST 200B, and RLST200C curriculum. Topics discussed with typically 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 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.

### Major and Minor Focus

Since Ph.D. students typically enter the program with a much more focused area of interest (e.g., Sikh Studies or American 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 his or her 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 Faculty Graduate Advisor to count courses taken in other departments as long as these courses can be framed as part of an identifiable "major field." A course may not be counted as both a "major field" and "minor field" course.

### Duration of Coursework

Ph.D. students are required to sit for their qualifying examinations in the quarter following their completion for coursework. For many students, this will be in their seventh or eighth quarter although some students may choose to extend their coursework into their third year and sit for their exams in their ninth quarter of the program.

In the quarter or two quarters preceding the examination quarter, 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 for exams and beginning to do research and studying for their exams.

A student may 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).

### **C. 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. Students may petition to substitute another modern language of secondary scholarship if it is deemed 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 enrolling in this sequence of courses should be aware that they do not count toward the minimum graduate course unit requirements.

Students wishing to submit to a departmental examination (a timed translation exercise in the department with a dictionary) should notify the Graduate Advisor 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/](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 in which their primary source materials are written. Some of these languages may be offered at UCR, and students will be 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 Faculty Graduate Advisor 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).

#### **D. Registration Process**

##### Choosing courses

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

At the time of the meeting, the Faculty Graduate Advisor will also approve of any 290-level courses (Directed Studies, Individual Studies, Concurrent Studies). Be advised that Directed Studies (RLST 290) must be approved by the Graduate Dean. Students may also propose to register for selected upper-division RLST courses, pending the agreement of the instructor and the approval of the Graduate Advisor; the student will then register for the undergraduate course and RLST 292 (Concurrent Studies in Religious Studies). Not all upper-division undergraduate courses are available for Concurrent Studies.

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 three core courses (RLST 200A, 200B, 200C) in Fall, Winter, and Spring quarters as appropriate. Since the Ph.D. program requires students to fulfill a specific number of "major field" and "minor field" units, students should also be thinking of how to fulfill those requirements when they register.



Students may also propose to take graduate-level courses in other Departments; the Graduate Advisor will contact the instructor in the target Department or, if the student is already on familiar terms with the instructor, the student may contact the instructor directly.

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 schedule and that they are still registered for a full-time graduate course load.

### Registering for courses

General information about enrollment, including the dates for registration, can be found online at [www.registrar.ucr.edu](http://www.registrar.ucr.edu). All registration takes place online through Growl at [www.growl.ucr.edu](http://www.growl.ucr.edu). In order 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 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 Faculty Graduate Advisor, 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 enrolment system (Growl). Students familiar with the Growl system may enroll themselves during their appropriate enrollment period. 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 Growl, 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 the PERM PIN.

## **E. Qualifying Exams**

### Advisor and Committee

By the end of coursework (which should last from six to nine quarters), 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 through their qualifying exams and dissertation. Qualifying exams should be completed within three years from matriculation; 12 quarters is the limit set by Graduate Division.

In preparation for the qualifying exams, the Faculty Graduate Advisor, in consultation with the student and their mentor/advisor, will put together a Qualifying Examination Committee of at least five members. This committee should be formed 3 quarters before the exams will be taken. One of these members, per Graduate Division rules, must be from outside the Department of Religious Studies. The outside member is there to ensure fairness and does not have to participate in the writing or grading of written exams; he or she need not be from a related discipline or field.

Members of the committee must typically be full-time faculty members of the Department (except for the outside member, who must be a full-time faculty member of her or his own department at UCR); adjuncts and lecturers who hold Ph.D.s in relevant fields may be permissible, but a strong case must be made. UC faculty from other campuses may also be eligible to sit on the committee, providing they can be present for the oral defense.

Once the student and Faculty Graduate Advisor have agreed upon a committee, the Graduate Advisor will forward the committee slate to the Graduate Dean for approval using Form 2 (available at [www.graduate.ucr.edu](http://www.graduate.ucr.edu)). This approval must be filed no fewer than two weeks before the scheduled oral defense of the exams (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 Faculty Graduate Advisor).

This committee and the student's advisor will take responsibility for supervising reading lists (these lists should be approved 3 quarters prior to the exams), establishing exam topics with the student, devising and reading the written exams, and conducting the oral exam.

### Written Exams

In consultation with the student's advisor and the Faculty Graduate Advisor, students should begin establishing their bibliographies for the examination subjects as soon as the committee is formed. Students are required to take three exams:

1. 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., "Monasticism in Chinese Buddhism" or "Scripture and Performance in Sikhism"). The reading lists should comprise relevant secondary literature (both recent and "classic") as well as primary sources (in the original languages where applicable).

2. 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--"Ascetic Impulses in Christianity and Buddhism"--or historical--"Islam and Hinduism in the Mughal Empire."

3. Critical Studies. This exam will comprise two parts: one on methods of religious studies scholarship (e.g., Anthropology of Religion, Fieldwork, Literary Analysis) and another on theories of religion (e.g., Marxism, Postcolonial Theory, Durkheimians). The kernel of their reading lists may derive from their core courses (taken in their first year), but should be significantly enhanced by later coursework as well as individual study in preparation for their exams.

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, rigorous research they will pursue once they have advanced to candidacy and begun work on their dissertations.

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 and 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 that maximum page limit. Once one examination has been turned in, the next one may be picked up, 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, they are allowed to remotely participate. A Petition for Remote Participation must be submitted in advance and approved by the Graduate Dean. The Chair / Co-Chairperson to of the student's committee must be physically present and cannot remotely participate. The structure of the oral exam will be agreed upon by the members of the committee, with the student's advisor taking the lead. Typically, the following components should be included:

a. An opportunity for the student to comment on her or his written exams (including corrections, explanations, and elaborations she or he feels necessary).

- b. An opportunity for every member of the committee to ask questions and receive answers to their satisfaction.
- c. Discussion of how the student's exams may profitably lead to a dissertation area or project, and suggestions on how this might proceed.

Students may not be provisionally passed on one or more of their three exams; the oral exam must either recommend "pass" or "no pass" (this is according to Graduate Division regulations). A student may not pass her or his qualifying examinations if more than one member of the committee votes to fail.

If the committee recommends the student not pass her or his exams, the student must be allowed to sit for exams a second time, ordinarily not given until at least three months after the original exam. The committee, in consultation with the graduate advisor, will decide whether or not 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 dissertation) have been met, a petition is filed with the Graduate Division to advance the student to candidacy.

#### **F. Prospectus Defense**

Within a reasonable amount of time after sitting for qualifying examinations (typically not more than three months, although it is possible that reasonable circumstance, such as archival or field work, may cause a delay), the candidate shall prepare a dissertation prospectus for her or his dissertation committee.

A dissertation committee should number no fewer than three faculty members, the major of whom should be faculty members of the Religious Studies department. The dissertation committee does not need to comprise the same members as the Qualifying Examination committee, but it must also be nominated by the Graduate Advisor and appointed by the Graduate Dean. Normally, one member of the committee will act as Chair, assuming primary responsibility for supervising and mentoring the candidate in her or his research and writing.

The prospectus should outline the topic, thesis, methods and resources for the completion of the written dissertation. This prospectus must be circulated and approved by all the candidate's dissertation committee members before the student can begin work on the dissertation itself. A formal meeting of the dissertation committee, along with the student, should address the concerns of the committee members and provide guidance for the student. Once completed, the dissertation committee chair should file a form with the Graduate Advisor attesting to the confidence of the committee.

## **G. 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. Major changes in the scope or direction of the dissertation should be cleared with the dissertation committee chair.

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." Students should count on spending roughly two years of writing and research, especially if they are also teaching or otherwise working.

Students should check in with the members of their committee regularly in order to show their progress, providing written chapters and drafts on an agreed-upon schedule. The dissertation, when written, must follow the format guidelines of the Graduate Division (available at [www.graduate.ucr.edu](http://www.graduate.ucr.edu)), and should also follow the standards and protocols of the discipline.

## **H. Dissertation Defense and Graduate Procedures**

Once the student has completed, or neared completion of, the dissertation, she or he may schedule the dissertation defense. It is recommended that all members of the committee have read sufficient drafts of the dissertation to agree that a defense is warranted: this is the capstone requirement of the doctoral program and a stage not 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 to remotely participate and receive approval before the scheduled dissertation presentation.

If all members of the committee vote to approve, the appropriate forms are signed and submitted to the Graduate Dean for final approval. 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 [www.graduate.ucr.edu](http://www.graduate.ucr.edu).

In order to participate in commencement exercises (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 in commencement must also complete the "Commencement Ceremony Petition." Both forms are available at [www.graduate.ucr.edu](http://www.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 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."

#### **IV. Policies and Procedures**

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 find out the difference. Students should always be prepared to consult with the Graduate Student Handbook prepared by the Graduate Division ([www.graduate.ucr.edu](http://www.graduate.ucr.edu)) and also with the Faculty Graduate Advisor 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.

##### **A. 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:

1. GRE scores of a certain level (usually at least 300 [new scoring rubric]/1100 [former scoring rubric] Verbal and Quantitative)
2. A sufficient junior-senior year GPA (usually at least 3.20)
3. Three letters of recommendation (these should be academic recommendations)
4. Transcripts from all colleges and universities attended
5. A statement of purpose outlining the student's background, interests, and goals in the program

International students must meet additional practical requirements.

All application materials and requirements can be found online at the Graduate Division website ([www.graduate.ucr.edu](http://www.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. The program admits very few students (typically fewer than 10 total), and will begin putting together admission packages (including financial awards) in February.

If an applicant does not hear from the Department, they should feel free to check in with the Faculty Graduate Advisor. 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. Selected 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 Faculty Graduate Advisor and an *ad hoc* committee of faculty members appointed yearly. Final admission decisions, including financial awards, are made by the Graduate Division.

Students are admitted either to the M.A. or Ph.D. program; only under extraordinary circumstances will a student be allowed to change degree track.

### **B. Annual Review of Student Progress**

Once admitted, students must maintain strong academic progress toward their degree. To this end, each year the Faculty Graduate Advisor compiles and submits progress reports to the Graduate Division. These reports are based on the numerical data of the student (grade point average, course completion, number of incomplete grades) and also on the evaluation of the faculty members who have taught them. These progress reports are submitted simultaneously to the Graduate Dean, the Department Chair, and the student; students are encouraged to meet with the Faculty Graduate Advisor 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 through the various stages of the degree (coursework, examinations, prospectus, and dissertation) may be held to be making unsatisfactory progress. A report will be filed with the Graduate Dean, and students making unsatisfactory progress may be ineligible for fellowships, readerships, and TA positions.

In order 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 Faculty Graduate Advisor 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.

### **C. Residence and Registration Requirements**

#### Residence

“Residence” is a technical term used by the Graduate Division to signal presence on a University campus. Status as a California resident is usually granted after the first year of study for students moving from out-of-state, by various means: registering a car, getting a new driver's license, registering to vote, and so forth; establishing in-state residence for some students reduces tuition obligations and is worth looking into. 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).

For Ph.D. students, the minimum period of residence is two years (six quarters); one year of that (three quarters) must be accomplished by continuous presence (three straight quarters) 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 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, and should not be common.

If a student does not maintain graduate student status, his or her spot in the program may be lost and he or she may need to reapply.

#### Continuous Registration

In addition to maintaining residence, graduate students must be continuously registered, that is, they are expected to enroll for every academic session (Fall, Winter, Spring) for a full-time slate of courses (at least 12 units, normally) until the final requirements for the degree are met (for M.A. students, this means 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 (currently, \$50).

Note: Students whose fees are being paid through the University (by fellowship or TA position or other funds) should register for a minimum amount of units (at least six) 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 (M.A. students: comprehensive exams; Ph.D. students: 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 (just over \$160).

Students may only pursue this option:

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

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

### 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 two weeks before fees are due, and a good rationale must be provided (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 Graduate Advisor and the Graduate Division are required.

### **D. 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 his or her program and needs time off to do so). Students may also petition for a leave of absence in order 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 if 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 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. Students should keep in mind that readmission is not guaranteed and must be approved by the Graduate Division as well as the Department. Students who withdraw who have paid fees, even after the beginning of the quarter, may be eligible to get a partial or complete refund.

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

### **E. Changing Major or Degree Track**

Once admitted to UCR by the Graduate Division, all graduate students have the option of changing their degree track or even their major (i.e., the department in which they are enrolled as a student). Any petition to switch major or degree track (from M.A. to Ph.D., or vice versa) should be cleared with the Faculty Graduate Advisor 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 should speak to the Faculty Graduate Advisor as soon as possible, and should be warned that switching degree tracks will only be granted in extraordinary circumstances. At present, the Department has devised an internal application process to facilitate this venture; speak to the Faculty Graduate Advisor for more information.

Ph.D. students who wish to leave the program early with an M.A. should also consult with the Faculty Graduate Advisor; 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 to receive another M.A. by Graduate Division.

Students may also pursue the option of switching to another Department, although this privilege is granted very rarely and requires the approval of both the Faculty Graduate Advisor in Religious Studies and the Graduate Advisor of the target Department (as well as a petition approved by the Graduate Dean).

### **F. Misconduct and Grievance Policies**

It is the responsibility of all students to be aware of the policies with respect to student conduct, including sexual harassment, cheating, and plagiarism. Students who wish to file a complaint in any of these areas can speak confidentially to the Faculty Graduate Advisor, Department Chair, or MSO. No action will be taken

against a complainant; the responsible party (Advisor, Chair, FAO) will cooperate with the proper administrative parties to resolve any conflicts. It is recommended that all students consult the most recent copy of the University's Graduate Student Handbook (available from the Graduate Division website: [www.graduate.ucr.edu](http://www.graduate.ucr.edu)) to familiarize themselves with the conduct and grievance policies of UCR and the University of California.

## **V. Financial Resources**

It is the intention of the Graduate Program 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 affirmed by the Graduate Division at the time of admission, and should be included with the original offer of admission. The financial assistance package included with the admission offer should be considered a contract by both student and Department, although continued financial awards depend on a student remaining in good standing.

To interpret an award letter (attached to the acceptance letter):

Left-most column: the time period of award (an Academic Year or summer period)

Money received:

- 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 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 paid by the student to the University:

- Misc Campus Fees to be paid by student: Minor fees to be paid by the student directly to the registrar. Note: 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 paid for that student.
- NRT to be paid by student: This column is almost always blank, as Graduate Division pays non-resident tuition.

### **A. 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 Graduate Division 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 receive some form of paid financial assistance.

Students are only eligible to receive Graduate Division Funds once; 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 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 [www.graduate.ucr.edu/fin\\_aid.html](http://www.graduate.ucr.edu/fin_aid.html).

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

## **B. Department Funds**

At present, most of the Departmental Funds that can be allocated to graduate student financial assistance 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 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 payment of graduate fees.

Some faculty members may have research funds, from University or external sources, which allow them to pay for a full-time Graduate Student Researcher. A 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.

Technically, students are not supposed to receive additional work if they are already TAing and receiving fellowships. Exemptions are granted if, for instance, a student is receiving a modest fellowship in one quarter but also wishes to TA, or is already working as a TA but also wants to do a few extra hours a week as a research assistant for a faculty member. The hiring faculty member and student should give the Faculty Graduate Advisor as much information as possible to allow her or him to appeal to Graduate Division for the exemption.

In the past, the Department has been able to grant modest monetary awards to assist students who are presenting papers at conferences such as WECSOR or AAR. Occasionally, money may be available for summer study, particularly for language training not available at UCR, or for dissertation research. As such funds are available; announcements will be made to all students.

### **C. Teaching Assistantships**

The primary mode of financial assistance offered by the department is Teaching Assistantships. A TA position is a half-time employment (this means that the average time worked should not exceed twenty hours per week). TA responsibilities include: attending the undergraduate class for which they are an assistant; grading and course management; regular meetings with the instructor; and three weekly meetings (three discussion sections) with students.

Every TA has three discussion sections which they are responsible for (each discussion meets weekly). 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. Ideally, students will be notified by the Graduate Student Affairs Advisor in the Spring quarter of the previous year (or in the summer for new students) as to which quarters and courses they will be TAing. Given recent staffing issues and procedural changes in the Dean's office, however, timing is uncertain and may extend into summer. Additional TAships may become available during the year and will be allocated on the basis of graduate student willingness 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. Note: 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](http://atyourservice.ucop.edu/employees/policies/local_contracts/ase/index.html)

In the quarters that students serve as TAs, they should be aware that the “miscellaneous fees” are not paid by the University (although all other registration fees are paid, along with the Graduate Student health insurance plan) and must be paid by the student to the registrar by the deadline (these fees and their due dates will be noted in Growl).

All new TAs are required to go through the "Teaching Assistance Development Program" (TADP); some components of TADP are offered throughout the year, and should be completed prior to the quarter in which a student TAs. Other components, however, are offered only in the beginning of Fall quarter. Even if students are not TAing 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 [www.tadp.ucr.edu](http://www.tadp.ucr.edu).

In the quarters in which students serve as a TA, they are expected to register for RSLT 302, "Teaching Practicum" (or in ENGL 302 if TAing for a course approved for Writing Across the Curriculum). 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 his or her 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 Graduate Division to put a student on probation or revoke his or her status as a TA.

Students whose course of study extends beyond their award offer may still be eligible for TAships, but these will only be offered if they are available and on a merit basis. Graduate students cannot serve as a TA for more than 12 quarters without permission from Graduate Division, and are never allowed to serve as a TA for more than 18 quarters.

Students are also free to apply for TAships in other Departments, or in the College or University programs that use TAs (such as the University Writing Program). The Department considers this a valuable teaching experience, especially once a student has advanced to candidacy.

#### **D. External Funding Opportunities**

Students are always strongly encouraged to seek outside sources of fellowship funding, particularly if they relieve students from the burden of work during their graduate program. Some of these fellowship opportunities are listed on the Graduate Division website, and the Graduate Advisor will pass any notices of fellowship opportunities on to the graduate students.

### **E. Teaching Opportunities**

The Department is often in a position to hire part-time lecturers, during the regular school year and during the summer. If these positions are open to a general search, qualified graduate students in the department (normally Ph.D. students who have advanced to candidacy) are welcome to apply for them: keep in mind these are competitively offered positions, and cannot be handed to graduate students. Current students hired as lecturers in the Department are given the title "Associate-Instructors" (or "Associate-Ins").

The local community colleges also often hire part-time lecturers, and the Department will remain in close contact with them in order to be able to pass on job opportunities to qualified graduate students.

Students, especially doctoral candidates in the dissertation stage, should always be careful not to overburden themselves with so much outside work that their own research and writing languish.

## **VI. Departmental and Campus Resources**

### **A. Libraries and Research**

The UCR library system is an ever-improving 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 on the UCR libraries homepage (see: Connect From Home).

Students should become familiar with Interlibrary Loan, which offers access to books and articles not found in UCR's collection.

The Department also has a faculty library liaison (at present it is Muhamad Ali); 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.

### **B. Computing**

A trusty computer will be essential to the writing, reading, and teaching tasks that will take up much of graduate student life. Students who do not have a good computer upon arrival can often get one for a nice price at the University computer store (located in the basement of the main bookstore). In addition, there are several microcomputer clusters on campus for student use; maps and information about them can be found here:

[www.cnc.ucr.edu/index.php?content=student\\_services/computer\\_labs](http://www.cnc.ucr.edu/index.php?content=student_services/computer_labs)

Finally, computers and printers are located in the Department Library, to which all graduate students will have access. For now the Department will cover the cost of toner, but students must provide paper.

### **C. Departmental Library**

The department library, located across from the main Department office in INTN 2009, contains a modest (but often surprising) collection of donated volumes in the academic study of religion, a conference table, and two computers and printers for student use. The library may be used for small departmental functions. When it is not in scheduled use, it can function as a gathering place for the graduate students, who will be given keys to the INTN building and to the library. Graduate student mailboxes are also found here. At the time of this printing, plans are in process to provide graduate students with key access to the kitchen adjoining the departmental seminar room.

Should the graduate students wish to reserve the library for their own use (a meeting of some sort), they should check with the Administrative Assistant.



## **D. Photocopying**

The one photocopier in the Department office is reserved for the administrative, teaching, and research needs of the department. Students who are acting as TAs or research assistants may be given copier codes to make photocopies; otherwise, students should use the photocopiers found across campus and in the libraries.

## **E. Grad Success**

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

## **VII. Graduate Student Life**

### **A. 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: [www.gsa.ucr.edu](http://www.gsa.ucr.edu).

### **B. Housing**

On-campus and family housing is extremely limited: first-year students may have difficulty acquiring a room in on-campus housing.

The housing office, however, does maintain lists of available apartments as well as a posting board on which students can seek roommates, available rooms, and post other queries.

UCR Housing Office home page: [www.housing.ucr.edu/](http://www.housing.ucr.edu/)

UCR Housing Office information for graduate students:  
[www.housing.ucr.edu/housing-options/default.aspx](http://www.housing.ucr.edu/housing-options/default.aspx)

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

### **C. General Information on Riverside and the Inland Empire**

From the UCR website: [www.ucr.edu/about/riverside.html](http://www.ucr.edu/about/riverside.html)

Riverside County, with a population of over 1.3 million people, 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.

The City of Riverside, once known for its many citrus groves, palm lined avenues, and a wide array of subtropical shade trees, remains a pleasant oasis in the inland region of Southern California. Its "Mediterranean image" derives from the many examples of fine architecture in the California Mission Revival and Spanish Colonial styles that dot its landscape. One of the most famous of these landmarks is the Mission Inn, built between 1902 and 1932 by Frank A. Miller and his partner Henry Huntington. This splendid old hotel—with its rich decor, fine dining, marvelous chapel, and other amenities—continues to draw visitors and guests from around the world, evoking a slower, more livable time in California when rows of orange trees and palms caressed its sprawling landscape.

The city was founded in 1870 by John W. North and the Southern California Colony Association. The land had long been inhabited by Native Americans, but was later divided into several large Spanish land grants that gave way to gradual settlement by other Europeans, Chinese, and Mexicans. The region became famous for its citrus and horticultural industries that over time gave way to military and industrial growth, and education.

Today, the city is a vibrant, culturally diverse center of commerce, finance, industry, and education in the Inland Empire. It has libraries, art and history museums, theaters, concert venues, a convention center, fine restaurants, quaint shops, modern shopping malls, and a wide variety of sports and other recreation activities that make living here comfortable and fun. Its people reflect the same cultural and ethnic diversity found throughout Southern California, giving the city a rich, cosmopolitan feel.

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.

Information about the City of Riverside: [www.riversideca.gov](http://www.riversideca.gov)

Information about Riverside County: [www.countyofriverside.us](http://www.countyofriverside.us)

The city of Riverside has also recently composed a "Student Guide," found here: [www.riversideca.gov/sg/](http://www.riversideca.gov/sg/)

While it appears to be primarily geared toward the larger undergraduate population, there may still be some useful bits of information to be gleaned about life in Riverside.

## **Dissertation/ Thesis Filing Checklist**

- I. Advance to Candidacy
  - i. Master's students must file an application for advanced to candidacy no later than the first day of the quarter in which they plan to graduate. Candidacy forms can be found on "Advanced to Candidacy Forms" at [www.graduate.ucr.edu](http://www.graduate.ucr.edu).
  
- II. Review the Format Guide
  - i. Reviewing the format guide ( located on Grad Division website) is the first step in preparing your manuscript for submission.
  - ii. It explains all aspects of the submission and graduation requirements.
  - iii. Please read it carefully and review the sample pages. Your preliminary pages must match the samples.
  - iv. For additional formatting help and information, including templates and samples, visit: Filing Resources (Grad Division website)
  
- III. Attend a Format Workshop
  - i. 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 on Filing Resources (Grad Division website).
  
- IV. Review the Deadlines
  - i. The last day to file is typically the last business day of the quarter. Deadlines for the current year are posted on "Deadline Dates" page. (Grad Div.). The final version of the dissertation/ thesis and all additional paperwork, including original completed "Signature Approval" page and Final Defense form, must be submitted by 5:00pm on the deadline date.
  
- V. Submit the Dissertation/ Thesis for Format Review
  - i. Every student planning to file and graduate must submit a dissertation/ thesis for format review at least two weeks prior to the final filing deadline. The format review is uploaded via the "ProQuest ETD Website" ( link can be located on Grad Div Website). 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.
  
  - ii. Please do not be concern 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.

- VI. Participate in a Final Defense and Get Signatures of Approval (Form 5)
- i. If your program requires a final defense, you must submit proof of its completion to the Graduate Academic Affairs office in the Graduate Division by the final filing deadline.
  - ii. If your final defense has been waived, you must submit proof of that as well. The graduate program coordinator in your academic department can assist you with the Form 5: Report of Final Examination for Ph.D.; while the Report of Final Defense for master students.
  - iii. Since the Department of RLST requires a dissertation presentation, students must have Form 5 filled out by all committee members.
  - iv. Your ENTIRE Committee must attend your Dissertation Presentation. If ONE committee member is unable to attend your dissertation research presentation they can participate through a video conference (ex. Skype). However, the chair and or co- chairperson MUST BE in attendance. If one of your members is planning to conference in, please communicate this with the Graduate Student Affairs Officer immediately.
  - v. The Petition for Remote Participate must be filled out and approved in advanced.
- VII. Get the ENTIRE Committee and Get Signatures Approval Page
- i. 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/ thesis. Please make sure you allow enough time to obtain all the signatures prior to 5:00pm 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 member’s schedule and plans to accommodate this requirement. This form will be submitted on paper directly to the Graduate Academic Affairs office in the Graduate Division, University Office Building 140. The signature approval page in your digital dissertation/ thesis will be blank without signatures.
- VIII. Complete any Additional Paperwork
- i. In addition to the Final Defense form and 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. Master’s students will submit the Final Defense form, Signature Approval page, and the Acknowledgement of Previously Published Material. All additional paperwork is due by 5:00pm on the submission deadline.
- IX. Submit the Final Version of your Document on or before the Deadline
- i. After uploading your dissertation/thesis 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. If you do not receive this email, please check your junk email folder or contact Graduate Academic Affairs.

- ii. Complete any changes request 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/ thesis. 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.
- iii. Please be aware of filing deadlines to be sure that you file your dissertation/ thesis document, 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.**

- X. Submit the Post-Graduation Dissertation/ Thesis Submission Survey
  - i. 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/thesis resources and the submission process. Please consider participating in this survey in order to help the Graduate Division improve the system for future students.
- XI. Participate in the Commencement Ceremony
  - i. 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 Commencement Information page. The main UCR commencement page has information about the schedule of ceremonies, tickets, and much more.

## Commonly Used Forms

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

## II. **Ph.D. Committee Nomination Forms and Final Defense Forms**

### A. **Nomination for Oral Qualifying Exam Committee (Form 2)**

- i. Used to nominate the oral qualifying exam committee ( contact the Graduate Advisor if you want a sixth member)

### B. **Report of Oral Qualifying Exam & Nomination of Dissertation Committee (Form 3)**

- i. Used to report the results of the oral qualifying exam and nominate a dissertation committee.

### C. **Nomination of Dissertation Committee**

- i. Use same Form 3

### D. **Report of Final Exam (Final Defense/ Presentation) for Ph.D. (Form 5)**

- i. Used to report the results of the final defense/ presentation of the Ph.D.

### E. **Petition for Remote Participation**

- i. 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.

### III. **Timetable Forms**

These forms are used when students pass their “normative” time frame. The purpose of these forms is to check on the student to ensure they have a plan to finish up their 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 it timetable has been received.

- A. **Timetable to Completion of Ph.D. Oral Qualifying Exam**
  - i. 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.
  
- B. **Timetable to Oral Exam (Revised)**
  - i. To be used if you already filed a timetable to your oral exams, but they have been delayed.
  
- C. **Timetable to Completion of Ph.D. Degree (1)**
  - i. To be used by a Ph.D. student who has been enrolled one year pas their program’s normative time to degree and has never filled out a timetable before.
  
- D. **Timetable to Completion of Ph.D. (2)**
  - i. To be used by a Ph.D. student who has been enrolled one year pas their program’s normative time to degree and has filled out a timetable before



*PETITION FOR DIRECTED STUDIES (290)*

Name: \_\_\_\_\_ SID: \_\_\_\_\_ Major: \_\_\_\_\_

Quarter/Year of Course: \_\_\_\_\_ Number of Units: \_\_\_\_\_

**Please read the guidelines below and determine that the course you plan to undertake is an appropriate use of a 290 prior to submitting this form. If you find that the course you plan to take falls under one of the other course numbers, please work with your academic department to enroll in that course. It is only necessary to submit a petition to the Graduate Division for a 290 course.**

**290 Description**

Courses numbered 290 (Directed Studies) are intended to provide an opportunity for qualified students to undertake advanced work in a topic (or topics) appropriate to the student's special interests and needs, which is not covered in a regularly offered course on campus. Research and creative activity that is intended for publication/performance/etc. should **not** be used as the basis for a 290. Such activity should be classified as 297/299 depending on whether or not it is related to a student's thesis. Studying for exams, even if (for example) this involves individual work with a faculty member to develop a coherent reading list, should not be used as the basis for a 290. Instead students should enroll in 291 units.

**Other Courses in the 290-299 Range**

**291-Individualized Study in Coordinated Areas.** Normally PhD and Master's students cannot use this course to meet any unit or course requirements but is simply taken to reflect that the student is studying for their exams.

**292-Concurrent Analytical Studies.** This course is paired with a 100-level course. Students register in and attend the 100-level course and use the 292 to reflect additional work done at the graduate-level. Typically it will be 1 or 2 units.

**297-Directed Research.** Normally used by PhD students prior to advancement to candidacy.

**299-Research for the Thesis or Dissertation.** Normally used by master's candidates and advanced PhD students doing research towards their master's thesis or PhD dissertation. Master's students pursuing the comps plan may not use these units.

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**If you are certain that 290 is the correct course, please answer the following questions:**

1. What are the specific topics and materials to be studied?
  
  
  
  
  
  
  
  
  
  
2. What is the final form that this work will take (i.e., term paper, examination, book reviews)?

3. What are your reasons for taking this Directed Studies?
  
  
  
  
  
  
  
  
  
  
4. Is this same work available in a regularly offered course on campus?  
If yes, what is the course number and why do you propose to do this work through a Directed Studies?
  
  
  
  
  
  
  
  
  
  
5. Please list the dates and times you plan to meet with the instructor for this course.
  
  
  
  
  
  
  
  
  
  
6. Please list the assignments you will complete in this course and their due dates.

**Next Steps:**

- 1. Attach a detailed syllabus for this specific course that includes the place, time, and content of each intended meeting.**
- 2. Submit the completed petition to the Graduate Division no later than the first day of the quarter in which you plan to take the course.**
- 3. Note, this petition does not enroll you in the course; it only provides approval of course content.**
- 4. Please sign indicating that you have read this entire form.**

\_\_\_\_\_  
Student Signature and date

\_\_\_\_\_  
Instructor name and department

\_\_\_\_\_  
Instructor Signature and Date (your signature indicates approval)

\_\_\_\_\_  
Graduate Advisor name

\_\_\_\_\_  
Graduate Advisor Signature and Date (your signature indicates approval)

## Religious Studies 291/292/297/

291- Individual Study in Coordinated Areas (1 - 12 units)

292 - Concurrent Studies in Ethnic Studies (1 -4 units)

297 - Directed Research (1- 6 units)

*Graded Satisfactory (S) or No Credit (NC) – Course is repeatable.*

*Complete form, obtain necessary signatures and return to Graduate Student Affairs Officer.  
Upon signed submission, you will be enrolled in the course.*

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

Quarter: \_\_\_\_\_

Year: \_\_\_\_\_

SID #: \_\_\_\_\_

Major: Religious Studies

Number of Units: \_\_\_\_\_

Instructor: \_\_\_\_\_

PROPOSED PROGRAM OF STUDY:

Student Signature: \_\_\_\_\_

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

Approved: \_\_\_\_\_

Instructor

\_\_\_\_\_  
Graduate Advisor

**APPLICATION FOR FILING FEE  
FOR THE DEGREE OF DOCTOR OF PHILOSOPHY**

*This petition must be filed with the Graduate Division (UOB Room 140) no later than  
September 1 (for Fall Quarter); December 1 (for Winter Quarter);  
March 1 (for Spring Quarter); June 1 (for Summer)*

A student who has completed all degree requirements, except for filing the dissertation and the final defense, may use Filing Fee status in their final quarter instead of paying full registration fees. When a student is on Filing Fee status, it is expected that a full draft of the dissertation has been read and approved by the dissertation committee, that only minor revisions need to be made, and that no more than 12 hours of faculty time will be required.

After the application for Filing Fee is approved, tuition and fees are removed and the Filing Fee is assessed (approximately \$170). Students on Filing Fee status do not pay regular tuition and fees, nor do they enroll in coursework. Therefore, they are not entitled to University student privileges or use of University facilities except for the Library. Also they may NOT be employed with any student employment title such as GSR, TA or Associate-In or receive University fellowships/loans. Students on Filing Fee status are not enrolled in the medical insurance program but may purchase Health Insurance (albeit at a higher rate) if enrolled in GSHIP the previous quarter. To enroll, contact The Student Health Insurance Office at 951-827-5683.

**Only one quarter of Filing Fee status will be approved.** Students who fail to complete their programs during the quarter on Filing Fee status must enroll and pay full fees the following quarter.

Name: \_\_\_\_\_ SID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Quarter of Filing Fee: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

=====

**REQUIRED SIGNATURES INDICATING APPROVAL:**

Dissertation Chair: \_\_\_\_\_ Graduate Advisor: \_\_\_\_\_

International Services (if foreign): \_\_\_\_\_ Graduate Dean: \_\_\_\_\_

## *Instructions/Information*

### **Registration/Filing Fee Status**

During the quarter in which you graduate you must be either registered or on Filing Fee status. The Summer Session may be an exception--see below. Filing Fee applications are available at [http://graduate.ucr.edu/pub\\_forms.html](http://graduate.ucr.edu/pub_forms.html). Students on Filing Fee do not enroll in coursework and pay one-half of the Student Services Fee. After the Filing Fee application is approved, tuition and fees are adjusted to reflect the correct payment amount (approximately \$170). Since students on Filing Fee do not enroll in course work or pay registration fees, service as a TA, GSR or any other student employment title is prohibited. Eligibility for any student privileges or the use of University facilities (except for the Library) is also restricted. **When a student is on Filing Fee status it is expected that a full draft of the dissertation has been read and approved by the committee, that only minor revisions need to be made, and that no more than twelve hours of faculty time will be required.**

### **Summer Session**

To file during the summer months free of charge, you must have been registered every quarter of the previous academic year. If you were not, i.e., were on leave or withdrawn for one or more quarters, you can use Filing Fee. If you have already used Filing Fee you will be required to register for 2 units in Summer Session.

### **Ph.D. Candidates**

Notice of graduation intent does not need to be filed before the completion of your dissertation. Submitting a rough draft of your dissertation for format review lets the Graduate Division know you are ready to graduate. When the rough draft is reviewed, you will receive instructions regarding the necessary paperwork you are required to file for graduation.

### **Commencement Ceremony**

The Commencement Ceremony is held once a year at the end of Spring quarter. In March, the Office of Event Management and Graduate Academic Affairs will send out notification to all eligible students. Check <http://commencement.ucr.edu> for updated information.

### **Transcript & Diplomas**

The degree will be posted on your transcript by the Registrar's Office 6-8 weeks after the degree conferral date. Diplomas are not available for at least 5 months after the last day of the quarter in which you graduate. The Registrar's Office will notify you by email once the diploma is available. If you would like the diploma mailed to you, please contact the Registrar's Office at [reghelpdesk@ucr.edu](mailto:reghelpdesk@ucr.edu). Make sure to always update your address on GROWL if you move.

### **Certificate of Completion**

Once you have completed all requirements for the degree a certificate of completion will be provided.

**GRADUATE STUDENT GENERAL PETITION**

Name: \_\_\_\_\_ SID: \_\_\_\_\_

Major: \_\_\_\_\_ Phone: \_\_\_\_\_

**ACTION REQUESTING:**

**Transfer (Backdate) Units:**

Course \_\_\_\_\_ Qtr/Yr \_\_\_\_\_ University \_\_\_\_\_

Course \_\_\_\_\_ Qtr/Yr \_\_\_\_\_ University \_\_\_\_\_

**Waive Coursework** – Explain: \_\_\_\_\_

\_\_\_\_\_

**Substitute Coursework** – Explain: \_\_\_\_\_

\_\_\_\_\_

**Extend Time Limit for Removal of Incomplete Grade** for:

Course No: \_\_\_\_\_ Quarter taken: \_\_\_\_\_ Extend "I" to: \_\_\_\_\_  
Indicate month/day/year

Instructor: \_\_\_\_\_ Course Title: \_\_\_\_\_

Reason for extension \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other** (explain) \_\_\_\_\_

\_\_\_\_\_

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**REQUIRED SIGNATURES**

Instructor Signature (approval) required to Extend an Incomplete: \_\_\_\_\_

Student Signature & Date: \_\_\_\_\_

Graduate Adviser Approval & Date: \_\_\_\_\_  
(This is not necessarily the student's faculty adviser)

Graduate Dean Approval & Date: \_\_\_\_\_

## TRANSFER OF CREDIT

Petitions for transferring credit will be considered only when the work is necessary to fulfill degree requirements. The total number of units which students will be allowed to transfer onto their graduate record at UCR from other institutions cannot exceed one half the number of units needed for the graduate degree.

Units from **another University of California** campus may be used to satisfy one of the three quarters of the residence requirement and may be counted for up to one-half the total units required for the UCR Master's degree. Department and Graduate Division approval must be obtained before such units can be accepted for credit. Work from an institution where a degree was received cannot be transferred.

A maximum of eight-quarter units from **institutions outside the University of California** may be counted toward the Master's degree at UCR. All transfer work must have been completed in graduate standing with a minimum grade of "B." Department and Graduate Division approval must be obtained before these units can be accepted for credit. These units must be from an institution of recognized standing and cannot be used to reduce the minimum residency requirement or minimum requirement in 200 series courses taken at this University. These courses must apply to the graduate program in which the student is registered. Unit credit only is posted on the UCR transcript (grade points are not transferred). Work from an institution where a degree was received cannot be transferred.

UCR undergraduates who have no more than two courses or eight units of course work remaining in their bachelor's programs and who have been admitted to graduate status may begin course work for their advanced degrees at the beginning of the final quarter of undergraduate study. **Bringing Forward Units from Undergraduate Status** requires that the students inform their College Offices before beginning the course work in question and that they petition the Graduate Division for credit once they are enrolled as a graduate student.

Students may apply **Summer Session course work from any University of California campus** toward their graduate degree requirements if they have prior approval of their departments and of the Graduate Dean. Indicate the campus you will attend, the course(s) to be taken, the instructor(s), and if you wish to have the work appear on the UCR transcript. Once the course is completed, it is the student's responsibility to have a transcript sent to the Graduate Division.

**UCR Extension** is considered an outside institution, but because "concurrent enrollment" courses (prefix XRC) are regularly offered UCR courses, students may transfer up to eight units of concurrent enrollment credit if a grade of "B" or better was received. However, students must have taken these units before their enrollment as graduate students. Matriculated graduate students may not use the University Extension concurrent enrollment mechanism. Graduate students who withdraw before completing their program objectives are required to wait one year before applying XRC courses to their degrees. (Please note that a student could transfer in eight additional units from the category "non-UC campuses" described above.)

**Graduate Petition for Half-Time Status  
and Reduced Fees**

Name \_\_\_\_\_ SID \_\_\_\_\_

E-mail address: \_\_\_\_\_ Current Major \_\_\_\_\_  
Degree Objective    PhD    Master's

Requested Quarter(s)      Fall      Winter      Spring      Full Academic Year  
   Due Sept 1    Due Dec 1    Due Mar 1

Indicate reason(s) for applying or half-time status:

**OCCUPATION**

1.      Name and address of your employer
  
  
  
  
  
  
  
  
  
  
2.      Telephone number (for verification):
  
  
3.      Do you work 40 or more hours per week?      Yes      No\*  
            \*If not, please explain the limitation on your studies:

**FAMILY RESPONSIBILITIES OR HEALTH**

Explain the limitations on your studies:

Applicant's Signature      X \_\_\_\_\_      Date: \_\_\_\_\_

Graduate Adviser's Signature X \_\_\_\_\_      Date: \_\_\_\_\_  
(Not your faculty adviser)

Graduate Dean's Signature: X \_\_\_\_\_      Date: \_\_\_\_\_



## GUIDELINES:

In most circumstances, completion of an advanced degree at UCR requires full-time study. However, the University of California recognizes the legitimate need for half-time study opportunities and is committed to providing those opportunities wherever possible. With the recommendation of your graduate program and the approval of the Dean of the Graduate Division, you may be granted half-time status under the following conditions:

1. It is the judgment of the faculty in your degree program that half-time study is academically feasible.
2. You are making acceptable progress toward the degree. Half-time students will accrue time toward the degree at one-half the rate of full-time students.
3. **Half-time status is approved only for students who cannot attend full-time for reasons of occupation (full-time employment outside the University), unusual family responsibilities, or poor health. Students are not approved for part-time status simply because they do not want to enroll in more than one class or want a fee reduction.**
4. You are a citizen or permanent resident of the United States. Federal regulations governing student visa status require full-time attendance for most international students.
5. You are NOT employed on campus and do not hold a University fellowship.
6. You enroll in no more than **SIX UNITS** (including physical education classes) during the quarter for which you are approved for half-time status. If you exceed this limit of units, you will not receive the half-time study fee refund for that quarter or for any subsequent quarter until you submit and receive approval of another petition for half-time study.
7. If a doctoral student, you are NOT advanced to candidacy. Under the Normative Time Policy, all Ph.D. students advanced to candidacy are considered full-time and are not eligible for half-time status. If you are approved for half-time study and advance to candidacy during the same quarter, you will be billed back one-half of the Tuition and one-half of the Nonresident Supplemental Tuition (if applicable).

Please be advised that, in most instances, if you are approved for half-time status, you may no longer be eligible for deferment of student loan repayment obligations.

## PROCEDURES:

- Discuss half-time study with both your faculty adviser and Graduate Adviser. The Graduate Adviser must give his/her approval on your petition.
- Submit the Graduate Student Petition for Half-time Status and Fee Reduction to the Dean of the Graduate Division by September 1 (for Fall quarter), December 1 (for Winter quarter) and March 1 (for the Spring quarter) if you wish the money to be removed from your bill. If you do not file your application by that date, you will have the money refunded to you. **In no case, may you file a petition after the third week of the quarter for which you are applying.**

- Half-time status may be requested on a quarter basis or for the entire academic year. **You must reapply each academic year.**
- If you enroll in more than SIX units, you will be billed back one-half of the Tuition and one-half of the Nonresident Supplemental Tuition (if applicable).

(Revised 6/13/2012)

**REQUEST FOR *IN ABSENTIA* REGISTRATION**

Students may apply for *in absentia status* if the following criteria are met: the research or coursework is of a nature that makes it necessary to be completed outside of the state of California for at least one full academic term; the work away from the UCR campus is directly related to the student’s degree program as evidenced by faculty approval; the work involves only indirect supervision (correspondence or review of written work) from UCR faculty during the *in absentia* period; the work involves no significant collaboration with UCR faculty during the *in absentia* period. Doctoral students who want to register *in absentia* for a second academic year must reapply. The health insurance fee, non-resident tuition (if applicable), and professional school fees (if applicable), and reduced Educational and Registration Fees are charged to all students registered *in absentia*.

All applications must be submitted to the Graduate Division by **September 1** for Fall, **December 1** for Winter and **March 1** for Spring. Please contact the Graduate Academic Affairs Office of the Graduate Division with any questions: 951-827-3315.

NAME: \_\_\_\_\_ SID: \_\_\_\_\_

MAJOR: \_\_\_\_\_  Master’s  PHD

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

*In Absentia* is requested for the following quarters:      Fall 20                      Winter 20                      Spring 20

Have you ever registered for *in absentia* before? If so, when? \_\_\_\_\_

Location (state or country) and address during absence: \_\_\_\_\_

Emergency contact information: \_\_\_\_\_

I will be supported by  own funds  UC Fellowship  GSR  Other source: \_\_\_\_\_

Briefly state research/coursework plans:

I certify that I am eligible and will be outside the state of California for the entire quarter(s) of *in absentia* registration:

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dissertation/Thesis Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

International Education: \_\_\_\_\_ Date: \_\_\_\_\_

*See page 2 for Eligibility Criteria*

*In Absentia* status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs *outside of California*. Students registered for *in absentia* are assessed full health insurance fees and 15% of the combined University Educational and Registration Fees. Students are also assessed non-resident tuition and/or professional school fees if applicable.

### **Eligibility Criteria**

The student must be enrolled full-time (12 units). Students in self-supporting programs or exchange programs are not eligible for *in absentia* registration.

The research or coursework must meet the following criteria:

- Must be of a nature that makes it necessary to be completed outside of California for at least one full academic term
- Must be directly related to the student's degree program
- Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance from UCR faculty during the *in absentia* period.
- Must involve no significant studying or in-person collaboration with UCR faculty during the *in absentia* period

Doctoral students must meet the following criteria:

- Must be advanced to candidacy by the time *in absentia* period begins
- May only use *in absentia* registration for a maximum of 6 quarters. Student may apply for only one year at a time

Master's only and graduate professional (e.g. MBA) students must meet the following criteria:

- Must have completed at least one year of course work by the time the *in absentia* period begins
- May only use *in absentia* registration for a maximum of three quarters

Students may apply for and receive University fellowships and research assistantships, but not teaching assistantships or serve as readers or tutors.

All applications are due by **September 1** for Fall Quarter, **December 1** for Winter Quarter and **March 1** for Spring Quarter.

Please contact the Graduate Academic Affairs office with any questions at 951-827-3315 or [amanda.wong@ucr.edu](mailto:amanda.wong@ucr.edu).

UC Intercampus Exchange Program Application

This program is for graduate students in state-supported programs who seek opportunity for contact with scholars, fields of study, and facilities not available on her/his home campus. Intercampus exchange students may not be given the same privileges as students in the host campus's department.

**Instructions:** Please submit this form to your home campus Graduate Division / Graduate Studies Office at least FOUR WEEKS prior to the beginning of the school term for which you are applying. Separate applications are required for each term. You should register and pay fees at your home campus by the regular deadlines. Penalty fees for late enrollment may apply. If you do not enroll in the Intercampus Exchange Program, please notify both your home campus and the host campus to cancel your application.

**Applicant Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ University ID # \_\_\_\_\_ Email \_\_\_\_\_

Home Campus \_\_\_\_\_ Home Major \_\_\_\_\_ Degree Objective \_\_\_\_\_

Please give specific reasons for participating in the Exchange Program

**Host Campus (campus of exchange course)**

Campus Name \_\_\_\_\_ Campus Major Program \_\_\_\_\_

Faculty Contact \_\_\_\_\_ I would like to attend during: Term \_\_\_\_\_ Year \_\_\_\_\_

I previously applied or was admitted to graduate school at the host campus.

I previously attended the host campus through the Intercampus Exchange Program from:

Term \_\_\_\_\_ Year \_\_\_\_\_ to Term \_\_\_\_\_ Year \_\_\_\_\_

**Proposed Enrollment for the Term** *You must be enrolled in full-time study (includes both campuses)*

HOME CAMPUS

Subject	Course #	Units

HOST CAMPUS

Subject	Course #	Units

**Signatures**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Home Department Chair/Graduate Advisor \_\_\_\_\_ Date \_\_\_\_\_

**Collected by the Graduate Division/Graduate Studies Office:**

Home Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_

Host Department Chair/ Graduate Advisor \_\_\_\_\_ Date \_\_\_\_\_

Host Graduate Dean (not required for UCLA) \_\_\_\_\_ Date \_\_\_\_\_

**Graduate Petition for Late or Retroactive Enrollment Adjustment**

*This form is required if requesting a change after the campus deadlines and  
Incomplete forms will be returned to your department*

Name \_\_\_\_\_ SID \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Major \_\_\_\_\_ Degree \_\_\_\_\_

**DEADLINES:**  
ADDS: (includes adding units) –This form required after week 3  
DROPS: (includes reducing units) this form required after week 6  
CHANGE IN GRADING BASIS: This form required after week 8

**Student Section:**

**REQUIRED:** please explain why you are requesting the changes listed on the enrollment adjustment form **after** the posted deadline.

\_\_\_\_\_  
Signature of Student Date \_\_\_\_\_

**For Instructor to complete if student is adding a class or changing the grading basis late**

Course Number: \_\_\_\_\_ Qtr \_\_\_\_\_

HAS STUDENT BEEN ATTENDING ALL QUARTER?  YES  NO

If NO, explain how the student will make up missed work:

\_\_\_\_\_  
Signature of instructor for student adding a class or adding units to a directed research or directed studies class  
Date \_\_\_\_\_  Recommend  Not Recommended

**For Instructor to complete if student is dropping a class late**

Course Number: \_\_\_\_\_ Qtr \_\_\_\_\_

INDICATE DATE WHEN STUDENT STOPPED ATTENDING: \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
Signature of instructor for student dropping a class  
Date \_\_\_\_\_  Recommend  Not Recommended

**Graduate Advisor's Signature is required for ALL requests:**

\_\_\_\_\_  
Graduate Advisor's Signature Date \_\_\_\_\_  Recommend  Not Recommended

# GRADUATE ENROLLMENT ADJUSTMENT FORM

To be used beginning third week of the quarter

Please print firmly in blue or black ink

Student ID

Year

Fall

Winter

Spring

Summer

Last name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Program \_\_\_\_\_

Procedure

1. To change only the grading basis or unit value of a course, use Change section.
2. Indicate units in variable unit courses only.
3. Obtain correct course numbers from the current Schedule of Classes.
4. Present to the Office of the Registrar. Fee assessed after the date printed in the Schedule of Classes.
5. To withdraw completely from the university, see the Graduate Division.

I wish to change my enrollment as follows:

WITHDRAW from a course	CALL NUMBER	SUBJECT AREA	COURSE NUMBER	SECTION NUMBER	GRADING BASIS	NUMBER OF UNITS	INSTRUCTOR SIGNATURE NOT REQUIRED TO DROP A COURSE
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	INSTRUCTOR'S APPROVAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	INSTRUCTOR'S APPROVAL FOR VARIABLE UNITS ONLY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	INSTRUCTOR'S APPROVAL FOR VARIABLE UNITS ONLY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Number of units BEFORE \_\_\_\_\_ AFTER \_\_\_\_\_ change

X \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED (IF REQUIRED) EFFECTIVE DATE \_\_\_\_\_

APPROVED (IF REQUIRED)

\_\_\_\_\_  
Graduate Division \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Departmental Graduate Advisor (NOT Faculty Advisor) \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTION:  
Registrar pink  
Student green

REGISTRAR ONLY  
Fee Assessed \$ \_\_\_\_\_  
Deputy \_\_\_\_\_

CASHIER USE ONLY

**GRADUATE PETITION FOR LEAVE OF ABSENCE OR WITHDRAWAL**

TYPE OF REQUEST:  LEAVE or EXTENSION OF LEAVE  WITHDRAWAL from UCR

*If you have paid fees for the quarter and instruction has begun, your refund of fees is based upon the date this form is received by the Graduate Division even if the request is for the entire quarter (see next page for refund schedule).*

Leave of Absence Deadlines: Fall Quarter: 9/15/15 Winter Quarter: 12/15/15 Spring Quarter: 3/13/16

**FOR STUDENT TO COMPLETE:**

Name: \_\_\_\_\_ SID: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Major: \_\_\_\_\_ Email: \_\_\_\_\_

Indicate if you are requesting a leave of absence or a withdrawal from the University \_\_\_\_\_  
 Are you requesting a withdrawal from courses for the current quarter? \_\_\_\_ Yes \_\_\_\_ No *(If yes, see refund policy)*  
 If you are requesting a leave, which quarters do you want? \_\_\_\_ Fall 2015 \_\_\_\_ Winter 2016 \_\_\_\_ Spring 2016  
 If you are requesting a leave, which quarter & year will you re-enter? \_\_\_\_\_  
 Are you a foreign student? \_\_\_\_ Yes \_\_\_\_ No Visa Type \_\_\_\_\_ *(If foreign, obtain International Service's signature)*  
 Are you receiving Financial Aid? \_\_\_\_ Yes \_\_\_\_ No *(If yes, obtain Financial Aid Office's signature)*

Please indicate why you are requesting a leave or withdrawing:

**Please sign that you understand that a Leave of Absence is subject to the following conditions:**

1. Graduate students on Leave of Absence forfeit the use of University facilities and faculty time.
2. Graduate students must have at least 1 quarter of residency at UCR and have at least a 3.0 GPA to be eligible.
3. Graduate students cannot work in a job or occupation related to their degree nor can they work on any UC campus.
4. Graduate students cannot take qualifying exams, or receive credit for academic course work taken while on Leave.
5. Graduate students on Leave are not eligible for financial aid or fellowships.

X Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DEPARTMENT TO COMPLETE:**

*Please explain why you approve this request and provide any additional information that might be helpful:*

X Approval of Graduate Advisor \_\_\_\_\_ Date: \_\_\_\_\_

X International Education (If International Student) & Date \_\_\_\_\_

X Financial Aid Office (if student receiving Financial Aid) & Date \_\_\_\_\_

Graduate Division Approved \_\_\_\_\_ Effective Date: \_\_\_\_\_



**LEAVE OF ABSENCE:**

A Leave of Absence is intended to allow the temporary interruption of a student's academic program and is granted for the following reasons:

- Serious illness or other temporary disability
- The need to concentrate on a job or occupation not directly related to the degree program
- Family responsibilities

To be eligible for a Leave of Absence, students must have the approval of their Graduate Advisor, be in good standing, and have been enrolled for at least one quarter. All leaves require a justification from the Graduate Advisor of the student's department.

Since students on Leave do not pay fees, they may not use University facilities or make demands on faculty time. Students on Leave are ineligible for fellowships, research grants, or financial aid. A graduate student on Leave may not work on any UC campus nor can they take qualifying examinations or receive credit for academic work done during the leave period.

Leaves are not granted for more than three quarters with the exception of childbearing cases. In such cases, students may be considered for additional quarters of leave.

Students on Leave are not automatically enrolled in the University's Health Insurance Program (GSHIP). If you were enrolled in GSHIP the previous quarter, you are eligible to enroll in the GSHIP on a voluntary basis. Students applying for three consecutive quarters of leave are eligible to enroll in the GSHIP on a voluntary basis for a maximum of two consecutive quarters. For more information or assistance, please call the Student Health Insurance Office at 951-827-5683.

**WITHDRAWAL:**

Students who wish to cancel their registration prior to the first day of classes should contact the Graduate Division. They will receive a full refund of fees minus processing fee. Thereafter, the amount of the refund is determined by the date on which a withdrawal form is filed with the Graduate Division.

Refunds of the Graduate Student Health Insurance fee vary; contact the Campus Health Center at (951) 827-5683.

**REFUND SCHEDULE:** Based on calendar days beginning with the first day of classes.

Days	New Students Receiving Federal Financial Aid	All Other Students	Fall 2015	Winter 2016	Spring 2016
2-7	90%	90%	09/25-09/30	01/05-01/10	03/29-04/03
8-14	80%	50%	10/01-10/07	01/11-01/17	04/04-04/10
15-18	70%	50%	10/08-10/11	01/18-01/21	04/11-04/14
19-21	70%	25%	10/12-10/14	01/22-01/24	04/15-04/17
22-28	60%	25%	10/15-10/21	01/25-01/31	04/18-04/24
29-35	50%	25%	10/22-10/28	02/01-02/07	04/25-05/01
36-42	40%	0%	10/29-11/04	02/08-02/14	05/02-05/08
43 or more	0%	0%			

### Nomination for Qualifying Examination for the Degree of Doctor of Philosophy

This form must be filed at least **two weeks** (preferably one month) prior to the oral examination. Exams that occur without an approved committee may not be considered valid.

Name of Student \_\_\_\_\_ SID \_\_\_\_\_

Address \_\_\_\_\_

Department/Program \_\_\_\_\_

Field of Study \_\_\_\_\_

To the Dean of the Graduate Division:

The student named above is ready to proceed to the Qualifying Examinations for the degree of Doctor of Philosophy. The subjects upon which the student is to be examined are: \_\_\_\_\_

The department nominates the following persons to serve as the qualifying committee for the examination which will be held (date): \_\_\_\_\_\*

**Names of Members**

**Department Affiliation and Academic Title\*\***

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Outside Member

\_\_\_\_\_ Department

\*If exact date of exam is not indicated or it changes, the Graduate Division is to be informed no less than 24 hours before the oral examination is held.

\*\*Indicate departmental affiliation if nominee is not in student's department; indicate academic title if nominee is not an Academic Senate member.

Approved: \_\_\_\_\_  
Graduate Advisor or Department Chairperson

\_\_\_\_\_ Date

Approved: \_\_\_\_\_  
Dean of the Graduate Division

\_\_\_\_\_ Date

Report on Qualifying Examination for the Degree of  
Doctor of Philosophy & Nomination of Dissertation Committee

NAME OF CANDIDATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ SID \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ FIELD OF STUDY \_\_\_\_\_

To the Dean of the Graduate Division:

The qualifying committee in charge reports that the candidate has been given a series of qualifying examinations (oral and written), the last of which was completed on:

\_\_\_\_\_ Date of Written

\_\_\_\_\_ Date of Oral

The committee reports on these examinations as follows:

<u>Members</u> (type or print names)	<u>Signatures of Members</u>	<u>Approved</u> (Y/N)
_____ Chairperson	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____ Outside Member	_____	_____

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

Accepted: \_\_\_\_\_  
Dean of the Graduate Division Date

**The finding of the committee must be reported within 48 hours to the Graduate Division.**

Re-examination in the event of failure:

Recommended: \_\_\_\_\_  
Signature of Committee Chair

Permitted: \_\_\_\_\_  
Graduate Dean Date

Not Recommended: \_\_\_\_\_  
Signature of Committee Chair

Accepted: \_\_\_\_\_  
Graduate Dean Date

The department nominates the following persons to serve as the dissertation committee: (this committee should be appointed at the time the exams are reported – must report at least the chair of the committee to be advanced to candidacy)

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Department Chairperson or Graduate Advisor

Approved: Graduate Dean Date

## Report on Final Examinations for the Degree of Doctor of Philosophy

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Program: \_\_\_\_\_ SID: \_\_\_\_\_

To the Dean of the Graduate Division:

The Committee in charge of the dissertation and final examination reports upon the candidate's final examination on \_\_\_\_\_ as follows:  
Date

Faculty Member Name	Pass (yes/no)	Pass with Revisions* (yes/no)	Exam Waived**	Signature of Member
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Accepted: \_\_\_\_\_  
Dean of the Graduate Division Date

\*Pass with Revisions: Student has 120 days from date of exam to file the dissertation with the Graduate Division. If a student's 120 days extends into another quarter, they must be paid/enrolled or on filing fee in order to file the dissertation.

\*\*A waiver MUST be accompanied by a memo of justification from the chair of the dissertation committee.

### Petition for Remote Participation

For both the PhD Oral Qualifying Exam and Dissertation/Thesis Defense all committee members must be physically present. If that is not possible, ONE member of the examining committee may participate remotely (e.g. Skype or other video conferencing technology). The committee chairperson, co-chairperson, or outside member *may not* participate remotely. Remote participation must be approved by the Graduate Dean prior to the exam.

Committee members nominated from outside the UC Academic Senate who participate remotely must have qualifications comparable to a UC Academic Senate member and submit a letter of intention and CV. In addition, strong academic justification for inclusion on the committee must be provided by the Graduate Advisor.

For the Oral Qualifying Exam, every attempt must be made to find a suitable replacement for the member that cannot attend before remote participation will be considered. For the Dissertation/Thesis defense, the option of a proxy member must be ruled out before remote participation can be considered.

Name \_\_\_\_\_ SID \_\_\_\_\_

Major \_\_\_\_\_

1. Exam Type (check one) \_\_\_ Oral Qual Exam \_\_\_ Master's Thesis Defense \_\_\_ PhD Dissertation Defense

2. Name and role of committee member who will participate remotely: \_\_\_\_\_

3. For the Oral Qualifying Exam, provide detailed explanation as to why a replacement cannot be found for the absent member.

4. For the Master's Thesis or PhD Dissertation Defense, provide detailed explanation as to why a proxy cannot attend for the absent member.

5. Is the remote committee member a UC Academic Senate member? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered "No" above, attach the following information:

- a) Copy of the nominee's current CV.
- b) Letter of intent from the nominee. The letter of intent should detail what the nominee's involvement in and contribution to the exam will be.
- c) A memo from the Graduate Advisor. The memo should establish that the non-senate nominee is qualified to serve on the committee, describe how the student will benefit from the addition of the nominee, and confirm that no UCR Academic Senate member has this same expertise

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**REPORT OF PROGRESS & TIMETABLE  
TO PhD ORAL QUALIFYING EXAMS**

*Please complete and return to Graduate Division, University Office Building, Room 140  
For questions, contact Kara Oswood, 951-827-3387*

Name \_\_\_\_\_ SID \_\_\_\_\_

Major \_\_\_\_\_ Major Professor \_\_\_\_\_

1. What course work remains to be completed before you can take your oral qualifying exams and when will you take these courses?

Course: \_\_\_\_\_ Qtr. to Take: \_\_\_\_\_ Course: \_\_\_\_\_ Qtr. to Take: \_\_\_\_\_

Course: \_\_\_\_\_ Qtr. to Take: \_\_\_\_\_ Course: \_\_\_\_\_ Qtr. to Take: \_\_\_\_\_

2. What written exams remain to be completed and when will you complete them?

Exam: \_\_\_\_\_ Date to Take: \_\_\_\_\_

Exam: \_\_\_\_\_ Date to Take: \_\_\_\_\_

Exam: \_\_\_\_\_ Date to Take: \_\_\_\_\_

3. What language exams remain to be completed and when will you complete them?

Exam: \_\_\_\_\_ Date to Take: \_\_\_\_\_

4. What other work remains to be completed before you can take your oral qualifying exam, such as research papers, dissertation prospectus, readings, etc.? Please list approximate dates for completing these requirements.

5. Tentative oral qualifying exam date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Major: \_\_\_\_\_

**GRADUATE ADVISOR/FACULTY ADVISOR COMMENTS:**

1. Do you consider the student to be making adequate academic progress?
  
2. Do you recommend the student be allowed to continue to register? If not, please explain.
  
3. What do you think of the student's proposed schedule?
  
4. When do you recommend the student take their orals qualifying exams?
  
5. Do you have any comments to make about the student's progress or timeline?

After the Graduate Advisor signs, a copy should be retained in the department and one given to the student for their files. Then forward this form to the Graduate Division.

\_\_\_\_\_  
Required:      Signature of Student      Date

\_\_\_\_\_  
Optional:      Signature of Faculty Advisor (if requested by Graduate Advisor)      Date

\_\_\_\_\_  
Required:      Signature of Graduate Advisor      Date

\_\_\_\_\_  
Required:      Graduate Dean      Date



***REPORT OF PROGRESS & TIMETABLE  
TO PhD ORAL QUALIFYING EXAMS (Revised)***

*Please complete and return to Graduate Division, University Office Building, Room 140  
For questions, contact Linda Scott, 951-827-3387*

Name \_\_\_\_\_

SID \_\_\_\_\_

Major \_\_\_\_\_

Major Professor \_\_\_\_\_

1. What courses, language exams, or written exams remain to be completed before you can take your oral exams and when will you complete them?
  
  
  
  
  
  
  
  
  
  
2. What other work remains to be completed before you can take your oral exams? Please list approximate dates for completing these requirements.
  
  
  
  
  
  
  
  
  
  
3. If you have filled out a timetable before why were you unable to take your oral exams as planned?
  
  
  
  
  
  
  
  
  
  
4. What progress have you made since your last timetable?
  
  
  
  
  
  
  
  
  
  
5. What is your tentative oral exam date now?

Student Name: \_\_\_\_\_

Major: \_\_\_\_\_

**GRADUATE ADVISOR/FACULTY ADVISOR COMMENTS:**

1. Do you consider the student to be making adequate academic progress?
  
2. Do you recommend the student be allowed to continue to register? If not, please explain.
  
3. What do you think of the student's proposed schedule?
  
4. When do you recommend the student take their orals qualifying exams?
  
5. Do you have any comments to make about the student's progress or timeline?

After the Graduate Advisor signs, a copy should be retained in the department and one given to the student for their files. Then forward this form to the Graduate Division.

X \_\_\_\_\_  
Required:      Signature of Student      Date

X \_\_\_\_\_  
Optional:      Signature of Faculty Advisor (if requested by Graduate Advisor)      Date

X \_\_\_\_\_  
Required:      Signature of Graduate Advisor      Date

X \_\_\_\_\_  
Required:      Graduate Dean      Date



Student Name: \_\_\_\_\_

Major: \_\_\_\_\_

**DISSERTATION COMMITTEE CHAIR COMMENTS:**

1. Please comment on the student's progress, research, timetable, and objectives:
  
  
  
  
  
2. Please comment on the student's professional development (i.e., presentations at conferences, publishing) this past year:
  
  
  
  
  
3. Do you consider the student to be making adequate academic progress? \_\_\_\_\_  
If not, please explain.
  
  
  
  
  
4. Do you recommend the student be allowed to continue to register? \_\_\_\_\_  
If not, please explain.

X \_\_\_\_\_  
Signature of Dissertation Chair Date

X \_\_\_\_\_  
Signature of Graduate Advisor Date

X \_\_\_\_\_  
Signature of Student Date

***REPORT OF PROGRESS & TIMETABLE FOR COMPLETION OF THE  
DOCTORAL PROGRAM (2)***

*Please complete and return to Graduate Division, University Office Building Room 140*

*For questions, contact Linda Scott, 951-827-3387*

To be completed by any student who has been enrolled for more than one year past their program's normative time to degree. This form is to be used by students who have filled out a timetable to completion before.

Name \_\_\_\_\_ SID \_\_\_\_\_

Major \_\_\_\_\_ Dissertation Chair \_\_\_\_\_

1. What is your dissertation topic (in layman's terms)?

2. Itemize the remaining requirements for your dissertation and propose a timetable with approximate dates for completing them. Please be as specific as possible. If you need a sample timetable, please access the Graduate Division web site at [http://graduate.ucr.edu/pub\\_forms.html](http://graduate.ucr.edu/pub_forms.html) and see "Sample Timetable to Completion of PhD Degree".

3. What progress have you made toward your dissertation to date?

4. If you have filled out a timetable before, what is the cause of the delay from the last proposed completion date? Please be as specific as possible.

5. When will you file your dissertation? \_\_\_\_\_

Student Name: \_\_\_\_\_

Major: \_\_\_\_\_

**DISSERTATION COMMITTEE CHAIR COMMENTS:**

1. Please comment on the student's progress, research, timetable, and objectives:
  
  
  
  
  
  
  
  
  
  
2. Please comment on the student's professional development (i.e., presentations at conferences, publishing) this past year:
  
  
  
  
  
  
  
  
  
  
3. Do you consider the student to be making adequate academic progress? \_\_\_\_\_  
If not, please explain.
  
  
  
  
  
  
  
  
  
  
4. Do you recommend the student be allowed to continue to register? \_\_\_\_\_  
If not, please explain.

**X** \_\_\_\_\_  
Signature of Dissertation Chair Date

**X** \_\_\_\_\_  
Signature of Graduate Advisor Date

**X** \_\_\_\_\_  
Signature of Student Date