

GRADUATE STUDENT HANDBOOK



2017-2018

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

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Welcome to the Graduate Program in Religious Studies at the University of California, Riverside! Whether you're brand new to the program or a returning student, we're glad to have you here and we hope this handbook will help you to navigate through the remainder of your time at UCR.

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

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

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

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**THE GRADUATE PROGRAM
IN RELIGIOUS STUDIES**

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A. Overview

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

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

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

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

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

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

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

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

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

D. Faculty

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

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

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

Ph.D., Yale University

Modern Jewish history; American religious history; religion and ethnicity

On sabbatical 2017-2018

Muhamad Ali, Associate Professor

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

Ph.D., University of Hawai'i

Islam in Southeast Asia; Qur'anic exegesis; Comparative Muslim societies; Transmission of Islamic Knowledge; religious pluralism; Islamic movements and politics

On sabbatical Fall 2017

Paul H. Chang, Assistant Professor

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

Ph.D., University of Chicago

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

Matthew King, Assistant Professor

INTN 2042, matthew.king@ucr.edu

Ph.D., University of Toronto

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

Amanda Lucia, Associate Professor

INTN 2034, amanda.lucia@ucr.edu

Ph.D., University of Chicago

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

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

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

Ph.D., University of Toronto

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

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

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

Ph.D., UC Santa Barbara

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

E. Departmental Organization and Staff

The Department of Religious Studies is located in the CHASS Interdisciplinary North Building (INTN). Faculty offices line the south-facing hallways of the second floor of INTN. Office hours and contact information are posted each quarter outside faculty members' doors and, for some, on their websites. The Multidisciplinary Unit (MDU), which provides administrative support for the Department of Religious Studies, is in CHASS Interdisciplinary South Building (INTS) 3111. The MDU office is open Monday-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 **Director of Graduate Studies**, Melissa Wilcox, is responsible for monitoring all aspects of the graduate program, from admissions and fellowships to review of student progress to processing Graduate Division petitions during and at the end of the degree program. She reports to the Department Chair and to the Dean of the Graduate Division. Any questions pertaining to the graduate program may be directed to her at melissa.wilcox@ucr.edu or (951) 827-7969.

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 department, including financial, human resources, academic support, contracts and grants, facilities management, and other operational matters. She provides support to the department's academic personnel including ladder rank (tenure-track and tenured) faculty, lecturers, visiting professors, researchers, postdocs, associate instructors, and teaching assistants. As FAO, Diane manages the business, accountability, stewardship, publicity, and support functions in the department to achieve department and College of Humanities, Arts, and Social Sciences

(CHASS) goals and objectives in meeting the mission of the University. Diane has significant responsibility to organize work and achieve broadly stated goals for the department, including identifying objectives, developing strategies and policies, and functions.

The **Graduate Student Affairs Officer** (position currently unfilled) is responsible for counseling and overseeing the graduate degree programs in close consultation with the Director of Graduate Studies. This person assists in the scheduling of graduate courses and is responsible for graduate student employment and the interpretation of graduate student policies and procedures. They are the primary interface for all matters related to graduate student affairs, including course registration and fellowship disbursement. They prepare course proposals, program changes, and catalog reviews. In addition, they provide administrative, financial, and instructional support to the Chair, FAO, and faculty. All questions pertaining to the graduate program should begin here. The GSAO's office is in INTS 3117. Until this position is filled, Accounting Assistant Diana Marroquin will be covering the basic functions of the GSAO.

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 primary investigators (PI's) 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 she can be reached at (951) 827-2130 and celeste.townsend@ucr.edu.

The **Academic Personnel Coordinator**, Kristine Specht, administers the recruitment process for ladder-rank faculty and non-senate faculty (the latter including lecturers, visiting appointees, associate instructors, researchers, and other non-senate titles). Kristine has thorough knowledge of recruitment procedures as contained in the Affirmative Action Guidelines and related policies. Kristine works closely with search committee chairs, affirmative action monitors, department chairs, and the FAO in the process of faculty hiring, from creation of the recruitment plan through the completion of the appointment file. Kristine prepares documents and ensures compliance with the Hiring Toolkit, Affirmative Action Guidelines, the Academic Personnel Manual (APM), Memorandum of Understanding (MOU), and other related policies. She also provides support to departments for a variety of personnel actions for Non-Senate appointees, including document preparation for assessments, Excellence Reviews, Merit Reviews, and Instructional Workload Course Equivalency (IWC) requests. Her office is in INTS 3121 and she can be reached at 951-827-3111 and kristine.specht@ucr.edu.

The **Accounting 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 Officer 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.

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

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

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A. General Program Information

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

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

B. Coursework Requirements

Core Courses

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

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

The specific topics of these courses vary according to the instructor; therefore, with permission from the Director of Graduate Studies, these courses may be repeated one time (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 Director of Graduate Studies.

Units

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

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

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

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

Duration of Coursework

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

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

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

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

C. Language Requirements

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

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

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

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

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

D. Comprehensive Exams

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

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

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

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

Methods and Theories Exam

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

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

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

Subject Exam

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

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

Example Two: A student may decide to explore the multiple uses of scripture, primarily in the 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.

E. Recommended Exam Preparation Schedule

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

Summer before the second year

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

Fall quarter of the second year

Students should meet with the Director of Graduate Studies early in the quarter to discuss topics and possible committee members for the comprehensive exams. The committee, including the committee chair, should be determined during fall quarter. The remainder of the quarter should be spent in “gathering” mode: gathering titles (books, articles, primary and 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. In extenuating circumstances, such as when a list includes as a single primary source a sacred corpus which entails a great deal more reading and study than a normal single text would entail, a list may be somewhat shorter than twenty to twenty-five items. In this case, the list should be accompanied by a brief (one-paragraph) justification for the shorter format. All reading lists and exam topics should be finalized and approved by all committee members by the beginning of the fifth quarter.

Winter and Spring quarters of the second year

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

The committee chair and student should also agree on the specific aspects of the topics that will be covered in the exams. The specificity of these aspects will be negotiated between the student and exam committee, but should lie somewhere between broad rubrics (“Gender and Buddhist Monasticism”) and outlining actual questions (“Explain how contemporary Theravada monasticism approaches the question of female ordination, paying special attention to...”). Exams should have more than a single question but may be formatted in the manner the committee 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; individual examiners may choose to decrease but not to increase that maximum page limit. Once the exams have been sent, the clock is ticking. Late exams will result in a grade of “No Pass.” It is advisable that students take their exams no later than the seventh week of the sixth quarter, in order to allow time for grading and processing of paperwork for graduation.

Once the exams have been submitted they will be reviewed by the exam committee, who will meet to decide on the grade for the exams. The results, which should post within two weeks of the examination date, will be given in writing to the student and a copy forwarded to the Graduate Division. The student is also encouraged to meet with the exam chair and/or the Director of Graduate Studies to discuss the exams in person and receive direct feedback.

Comprehensive exams will receive one of the following grades:

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

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

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

For a student to graduate in Spring Quarter, the exam must be completed and submitted to the exam committee by the last day of the quarter. Notice of a passing grade on the comprehensive exams must be submitted to Graduate Division according to the Graduate Division deadline (usually the week following graduation—yes, a bit of a paradox, but that’s how it works).

F. Graduation

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

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

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

G. Graduation Checklist

Step 1:

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

Step 2:

Fill out Master's Application for Candidacy form for the Plan II M.A. degree (found at http://graduate.ucr.edu/pub_forms), and submit the application to the Director of Graduate Studies for approval. The application for candidacy is due by the first day of instruction of the quarter in which you plan on graduating; you can find a chart of deadline dates for 2017-2018 below.

Step 3:

Apply to graduate via R'Web. The application will be available once registration begins for the quarter you wish to graduate. The deadline to apply is the **Monday of Week 4**. Again, see the chart of deadline dates below if you are graduating in 2017-2018.

Step 4:

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

Description of Deadline	Fall 2017	Winter 2018	Spring 2018
Filing Fee Status	9/1/2017	12/1/2018	3/1/2018
Master's Application for Advancement to Candidacy	9/28/2017	1/8/2018	4/2/2018
Graduation Application (via R'Web)	10/23/2017	1/29/2018	3/26/2018
Rough Draft of dissertation	12/01/2017	3/9/2018	6/1/2018
Last day to complete all degree requirements by 5pm	12/15/2017	3/23/2018	6/15/2018
Between Quarter Deadline Information			
Last day to complete all degree requirements and avoid fees for the next quarter. No later than 5pm. Graduation date will reflect the next quarter.	9/22/2017 17F Grad Date	12/22/2017 18W Grad Date	6/22/2018 18U Grad Date

H. Applying to the Ph.D. Program

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

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

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

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

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



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

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A. General Program Information

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

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

Coursework

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

Qualifying Examinations

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

Prospectus and Dissertation

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

B. Coursework Requirements

Core courses

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

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

- RLST 200C: Religions in Contact

The specific topics of these courses vary according to the instructor; therefore, with permission from the Director of Graduate Studies, these courses may be repeated one time (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 Director of Graduate Studies 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 in religious studies, all Ph.D. students are required to focus their coursework geographically. In other words, they must take at least 6 courses (24 units) in either Western Religions or Asian Religions, and at least 3 courses (12 units) in Asian Religions or Western Religions.

Other Course Notes

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

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

Undergraduate courses that are worth 4 units count for only 3 graduate-level units; therefore, when enrolling in an undergraduate course (typically only an upper-division class, numbered

100-199), graduate students must also enroll in RLST 292: Concurrent Studies in Religious Studies. This course adds one credit, bringing the course back to 4 graduate credits total. For more information, see Section 4.F, under “Special Graduate Courses.”

C. Major and Minor Focus

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

D. Duration of Coursework

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

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

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

E. Language Requirements

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

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

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

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

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

F. Qualifying Exams

Advisor and Committee

By the end of 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 (also known as their committee chair) through their qualifying exams and dissertation. Qualifying exams should be completed within three years from matriculation; 12 quarters is the limit set by the Graduate Division.

At least three quarters before the exams will be taken, the student will put together a Qualifying Examination Committee. This committee, which should be chaired by a faculty member with whom the student has worked closely and ideally who would be a good choice to chair the dissertation committee as well, must consist of five members in total, at least three of whom must be faculty members or designated Cooperating Faculty in the Department of Religious Studies. At least one member, per Graduate Division rules, must be from outside the department. The outside member is there to ensure fairness and does not have to participate in the writing or grading of written exams; they need not be from a related discipline or field.

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

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

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

Written Exams

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

Students are required to take three exams:

Major Field Studies

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

Comparative Studies

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

Critical Studies

This exam will be comprised of two parts: One on methods of religious studies scholarship (e.g., Anthropology of Religion, Fieldwork, Literary Analysis) and another on theories of religion (e.g., Marxism, Postcolonial Theory, Feminist Theory). The kernel of the reading list may derive from the core courses, but the bibliography should be significantly enhanced by later coursework as well as individual study in preparation for the exam.

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

Students will take the exams over a period of no more than three weeks in the designated quarter. Students will receive each exam, in turn, from the Graduate Student Affairs Officer and will have no more than 28 hours to complete each examination. There is a maximum page limit set by the department of 20 pages (double spaced, 12-point font) for each exam; however, individual examiners may choose to decrease but not to increase that maximum page limit. Once one examination has been turned in, the next one may be 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, that person may remotely participate; a Petition for Remote Participation must be submitted in advance and approved by the Graduate Dean. However, the committee chair or the co-chairs must be physically present and cannot participate remotely. The structure of the oral exam will be agreed upon by the members of the committee, with the committee chair taking the lead.

With the assistance of the committee chair, the student should work with all committee members to schedule the oral exam, ideally before the written exams are scheduled and before Form 2 is filed (but recall from above that if needed, Form 2 can be filed with a tentative date for the oral

exams, and changed later). Once the entire exam committee has confirmed on the day/time, the student should contact the Graduate Student Affairs Officer to request that a room be reserved for the exam. Remember the saying, “organizing faculty members is like herding cats” – it is advisable to begin at least a few months in advance when attempting to set a schedule for orals.

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

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

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

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

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

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

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

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

G. Prospectus

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

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

The completed prospectus must be approved by all of the candidate's dissertation committee members before the student can begin work on the dissertation itself; those conducting human subjects research that is subject to IRB review (see <https://research.ucr.edu/ori/committees/irb.aspx>) may not begin such research until the formal committee approval *and* the IRB approval are issued. While initial committee approval can take place over email in extenuating circumstances, as soon as possible a formal meeting should take place between the dissertation committee and the student in order to address any concerns the committee members may have and to provide guidance for the student. At the conclusion of this meeting, the dissertation committee chair will file a form with the Director of Graduate Studies attesting to the confidence of the committee in the project.

At this point, students whose projects are subject to IRB review for human subjects research may begin the IRB approval process for the dissertation research.

H. Dissertation: Expectations and Goals

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

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

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

I. Dissertation Defense and Graduation Procedures

Once the student has completed (or neared completion of) the dissertation, they may schedule the dissertation defense, typically during the academic quarter. It is recommended that all members of the committee have read sufficient drafts of the dissertation in advance of scheduling the defense to agree that a defense is warranted: this is the final, public, capstone requirement of the doctoral program and is not a stage to be taken lightly.

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

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

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

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

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

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

J. Ph.D. Graduation Checklists

Ph.D. Graduation Procedures

Step 1:

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

Step 2:

Apply to graduate via R'Web. The application will be available once registration begins for the quarter you wish to graduate. The deadline to apply is the Monday of Week 4. See chart of deadline dates below if you plan to graduate in 2017-2018.

Step 3:

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

Description of Deadline	Fall 2017	Winter 2018	Spring 2018
Filing Fee Status	9/1/2017	12/1/2018	3/1/2018
Master's Application for Advancement to Candidacy	9/28/2017	1/8/2018	4/2/2018
Graduation Application (via R'Web)	10/23/2017	1/29/2018	3/26/2018
Rough Draft of dissertation	12/01/2017	3/9/2018	6/1/2018
Last day to complete all degree requirements by 5pm	12/15/2017	3/23/2018	6/15/2018
Between Quarter Deadline Information			
Last day to complete all degree requirements and avoid fees for the next quarter. No later than 5pm. Graduation date will reflect the next quarter.	9/22/2017 17F Grad Date	12/22/2017 18W Grad Date	6/22/2018 18U Grad Date

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

- Review the Format Guide

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

- Attend a Format Workshop

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

- Review the Deadlines

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

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

- Submit the Dissertation for Format Review

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

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

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

- Get the ENTIRE Committee to Sign the Signatures Approval Page

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

- Complete any Additional Paperwork

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

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

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

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

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

- Submit the Post-Graduation Dissertation Submission Survey

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

- Participate in the Commencement Ceremony

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

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POLICIES AND PROCEDURES

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A. Overview

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

B. Admissions

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

Students must also fulfill the requirements of the Graduate Division:

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

International students must meet additional practical requirements.

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

The deadline to be considered for admission with financial assistance is usually in early January, and all components of the application must be received by the department by the deadline. The program admits very few students (typically fewer than 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 Director of Graduate Studies. Under usual circumstances, if the applicant hasn't heard anything, this means their file is still under consideration. Decisions are usually made by the beginning of April. Admitted applicants are required to inform the graduate programs to which they have been admitted of their decisions by April 15, although more timely decisions are always appreciated.

Admission recommendations are made by the Director of Graduate Studies 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 but may petition either to switch from the M.A. track to the Ph.D. track or to exit the Ph.D. program by receiving an M.A. (see Section 4.F below).

C. Annual Review of Student Progress

Once admitted, students must maintain strong academic progress toward their degree. To this end, each year the Director of Graduate Studies compiles and submits progress reports to the Graduate Division. These reports are based on the 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 Director of Graduate Studies if they have questions or concerns about their annual review.

Typically, students who complete their coursework and show progress toward their degree goal (comprehensive exams or qualifying exams and dissertation) will be making good progress. Students whose GPAs fall below 3.0, who carry more than 12 units of incomplete grades, who fail to pass required exams after two attempts, or who do not progress 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 (Teaching Assistant) positions.

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

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

D. Residence and Registration Requirements

Residence

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

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

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

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

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

E. Leave of Absence and Withdrawal

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

Students on leave are ineligible for University services, financial assistance, and University employment reserved for graduate students (such as TA or GSR positions). Students living in University housing should check with the housing office to see 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 who wish to leave the university without a leave of absence, may petition to withdraw and apply for readmission when they wish to resume graduate study. 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 have paid fees and who then withdraw, even after the beginning of the quarter, may be eligible to receive a partial or complete refund.

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

F. Changing Major or Degree Track

Once admitted to UCR by the Graduate Division, all graduate students have the option of changing their degree track 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 Director of Graduate Studies before being submitted to the Graduate Division. Students should be aware that switching degree track or major may result in the forfeit of any fellowship package promised at admission.

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

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

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

G. Misconduct and Grievance Policies

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

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

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

In the case of complaints that fall under Title IX (sexual misconduct and domestic/dating violence), please be aware that most faculty and staff are mandated named reporters by federal law – that is, they are required by law to report any campus-related incidents that are related to them, and the names of those who were reportedly involved. For confidential services, contact CAPS (Counseling and Psychological Services) at (951) UCR-Talk or (951) 827-5531 or online at <http://counseling.ucr.edu>. For confidential reporting and for education around Title IX issues, contact the campus CARE office at (951) 827-7070 or <http://titleix.ucr.edu>.

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

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

F. Registration

General Course Information

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

Students should make every effort to enroll only in graduate level courses. Students may also enroll in upper division undergraduate courses in the Department of Religious Studies, but must

enroll concurrently in RLST 292 (see below) and do work sufficient to raise the course to graduate level standards. Students may also, after consultation with the Director of Graduate Studies, enroll in relevant, upper-division courses in other CHASS departments, as long as they also enroll in a 292 (Concurrent Enrollment) course in that department.

Enrollment in courses offered by the Religious Studies department should be a priority; however, students may, with the explicit prior approval of their faculty mentor and/or the Director of Graduate Studies, 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 Director of Graduate Studies, 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, and must usually be filed several weeks before the quarter begins.

Special Graduate Courses

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

- RLST 290: Directed Studies. These are individually designed, quarter-long courses arranged between a faculty member and one or more students. Should students wish to pursue a specialized topic with a faculty member, they must set up a course of study for the quarter and submit a study plan for approval by the department and the Graduate Division. Forms are available from the Graduate Division website at <http://graduate.ucr.edu/forms/290Petition.pdf>. RLST 290 courses should involve regular meetings between the student and faculty member; if the time will be used primarily for independent research, students should register for RLST 297 instead (see below).
- RLST 291: Individual Studies in Coordinated Areas. This course is designed for graduate students, both M.A. and Ph.D., who are preparing for qualifying exams. The instructor of record for RLST 291 should be the chair of the comprehensive exam committee.
- RLST 292: Concurrent Studies in Religious Studies. Graduate students are allowed, upon approval of the Director of Graduate Studies, to take upper division undergraduate offerings in the Department of Religious Studies that are taught by ladder-rank faculty (Acting Assistant Professor, Assistant Professor, Associate Professor, or Professor). In order to bring these courses up to the graduate level, the student must also enroll in RLST 292 (worth one extra unit) and arrange with the instructor to accomplish graduate-level work during the course of the quarter. As with RLST 290, students must submit a study plan for approval by the Director of Graduate Studies. Forms are available next to the graduate student message board in the MDU Advising Center or online.
- 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 Director of Graduate Studies. Forms are available next to the graduate student message board in the MDU Advising Center or online.

- RLST 299: Research for the Dissertation. Only Ph.D. students who have advanced to candidacy – that is, those who have passed their qualifying examinations and all other requirements for graduation other than their dissertation – may enroll in this course. The dissertation committee chair should serve as instructor of record for this course.
- RLST 302: Teaching Practicum. This course is designed for students serving as Teaching Assistants in the Department of Religious Studies. This flexible course is typically worth 4 units. For more on TA positions, see section VIII.C.

Continuous Registration

In addition to maintaining residence, graduate students must be continuously registered; that is, they are expected to enroll 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.

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

Filing Fee

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

Students may only pursue this option:

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

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

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

Half Time Registration

Although full time registration is the norm at UCR, students may petition the Graduate Division to be enrolled half time (no more than 6 units per quarter). A petition must be submitted to

Graduate Division at least two weeks before fees are due, and a good rationale must be provided (full time work, poor health, family responsibilities). Students registered half time are ineligible for fellowship or TA funds. Students cannot register for more than 6 units to be enrolled half time, so this will typically involve one class per quarter.

In Absentia Registration

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

Selecting Courses

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

At the time of the meeting, the Director of Graduate Studies will also approve 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 Director of Graduate Studies. The student will then register for the undergraduate course and RLST 292 (Concurrent Studies in Religious Studies). Only upper-division undergraduate courses taught by ladder-rank faculty (Acting Assistant Professor, Assistant Professor, Associate Professor, or Professor) 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) and the theory and method courses (RLST 201, 202) as soon as they are offered.

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

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

Registering for Courses

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

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

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

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FINANCIAL RESOURCES

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A. Overview

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 the student and the department, although continued financial awards depend on a student remaining in good standing.

B. Interpreting the Award Letter

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

Money the student will receive

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

Money that will be paid on the student's behalf

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

Money to be paid by the student to the University

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

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

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

C. Graduate Division Funds

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

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

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

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

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

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

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

D. Department Funds

At present, most of the departmental funds that can be allocated to graduate student financial 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 the 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 TA'ing 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 Director of Graduate Studies as much information as possible to allow them 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.

E. Teaching Assistantships

The primary mode of financial assistance offered by the department is Teaching Assistantships. A TA position is half-time employment; this means that the average time worked during a quarter should not exceed twenty hours per week. TA responsibilities include: attending the undergraduate class 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 is responsible for three discussion sections, each of which meets weekly throughout the quarter. This responsibility includes grading and monitoring as well as other responsibilities outlined by the supervising instructor. TAs must also hold at least two hours of office hours per week during the quarter (shared office space is provided by the department).

Students may be assigned between one and three quarters of TAship in a year. Ideally, if the departmental budget for the next academic year has been approved, students will be notified by the Graduate Student Affairs Officer in the Spring quarter of the previous year, or in the summer for new students, as to which quarters and courses they will be TA'ing. Additional TAships may become available during the year, and these 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

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

All new TAs are required to go through the "Teaching Assistant Development Program" (TADP); 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 TA'ing in the Fall quarter of their first year,

they should be prepared to go through TADP Orientation and the first two “Prep Courses” in the first week of Fall quarter (usually before instruction begins). If students miss these events, they must register for make-up events: consult the TADP website at <http://tadp.ucr.edu>.

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

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

Students whose course of study extends beyond their award offer may still be eligible for 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 such positions to be valuable teaching experience, especially once a student has advanced to candidacy.

F. External Funding Opportunities

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

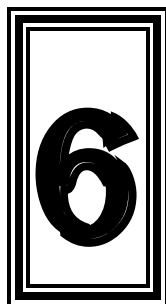
G. Teaching Opportunities as Instructor of Record

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. Please keep in mind that these are competitively offered positions, and cannot be simply assigned to graduate students without an application process. Current students hired as lecturers in the department are given the title of Associate Instructors.

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.

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

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**DEPARTMENTAL
AND CAMPUS RESOURCES**

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A. Libraries and Research

The UCR library system is an ever-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 at <https://library.ucr.edu/using-the-library/technology-equipment/connect-from-off-campus>. Please note that some e-books are available on restricted-user contracts; that is, only a limited number of users (sometimes only 1-3) can electronically check out the book at once. If you are using e-books for your classes, be sure to access them well in advance of the class meeting time.

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

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

B. Computing

A reliable computer is essential to the writing, reading, and teaching tasks that will take up much of graduate student life.

Students who do not have a functioning computer upon arrival can check out a portable laptop for two hours at a time from the Rivera Library, the Science Library, Student Computing Services in the Highlander Union Building (the HUB), and the computer lab in Watkins Hall. In addition, there are several computer labs on campus for student use. For more information, see Student Computing at <http://cnc.ucr.edu/scs/>.

C. Departmental Library, Conference Room, and Kitchen

The department has a small library room that is located in INTN 2020. Its contents and use are currently in transition. The department conference room is in INTN 2009; it contains digital projection equipment, a collection of donated books on religious studies, and a large conference table, and can be made available for graduate student use with advance planning. Plans are in the works to create a better space for graduate students to use collectively. The department shares a kitchen in INTN 2045 with Gender and Sexuality Studies, whose faculty occupy the north side of INTN's second floor. In the kitchen are a refrigerator, sink, microwave, and electric kettle for shared use. Please label your refrigerator and freezer items and wash your dishes! No one cleans or maintains this kitchen except our department and Gender and Sexuality Studies.

D. Photocopying

There is an aging photocopier in INTN 2019 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; for their own research and class purposes, students should use the photocopiers found across campus and in the libraries.

E. GradSuccess

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 <http://graduate.ucr.edu/success.html> for a complete list of support programs and a calendar of quarterly events.

F. Graduate Student Life

Graduate Student Association (GSA)

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

Housing

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

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

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

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

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

About the Region

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

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

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

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

Transportation

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

If you get to campus by car, you should expect to pay for a parking permit or to be extremely creative about parking and open to walking some distance to campus. Information on campus parking is available at <http://parking.ucr.edu>.

Other Links

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

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

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APPENDICES

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

CONFIDENTIAL RESOURCES

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

UCR Counseling and Psychological Services (CAPS)

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

<http://counseling.ucr.edu>

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

(951) 827-6225

<http://care.ucr.edu>

Office of the Ombuds: Conflict resolution

(951) 827-3213

<http://ombudsperson.ucr.edu>

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

(951) 827-7070

<http://titleix.ucr.edu>

OTHER RESOURCES

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

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

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

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

(951) 827-5222

<http://police.ucr.edu>

Resource Centers

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

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

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

(951) 827-3861

<http://www.specialservices.ucr.edu/>

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

(951) 827-4113

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

Veterans

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

Food Pantry

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

(951) 827-9355

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

Appendix B: List of Commonly Used Forms
(N.B.: The actual forms can be found on the pages following this list.)

General Petitions for Graduate Students

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

Ph.D. Committee Nomination Forms and Final Defense Forms

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

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.

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 - 12units)

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: _____ Number of Units: _____

Instructor: _____

PROPOSED PROGRAM OF STUDY:

Student Signature: _____

Date: _____

Approved: _____
Instructor

Graduate Advisor (from HOME Dept)

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

*This petition must be filed with the Graduate Division (UOB Room 140)
DEADLINE DATES: September 1 (Fall Quarter); December 1 (Winter Quarter);
March 1 (Spring Quarter); June 1 (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 \$179). 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 that requires enrollment such as GSR, TA or Associate-In. Nor may they 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

=====

By signing below, I certify that a full draft of the dissertation has been read and approved by the dissertation committee and that only minor edits need to be made to the manuscript, requiring no more than 12 hours of faculty consultation time.

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 www.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 \$179). 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 that requires enrollment 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 may use Filing Fee in the summer. If you have already used Filing Fee you will be required to register for 2 units of Summer Session.

Graduation Application

PhD students will notify the Graduate Division of the intent to complete the dissertation by submitting a graduation application via R'Web (see <http://graduate.ucr.edu/graduation.html> for more information and deadlines).

Submitting a rough draft of your dissertation for format review also 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 completion of the degree. You can find a step by step checklist at www.graduate.ucr.edu/Dissertation.html.

Commencement Ceremony

The Commencement Ceremony is held once a year at the end of the spring quarter. A few months before the ceremony, the Office of Event Management and Graduate Academic Affairs will send out notification to all eligible students. Check www.commencement.ucr.edu for updated information.

Transcript & Diplomas

The degree will be posted on your transcript by the Registrar's Office approximately 6-8 weeks after the degree conferral date. Diplomas are not available for approximately 6 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. Make sure to always update your address on R'Web if you move.

Certificate of Completion

Once you have completed all requirements for the degree a certificate of completion will be emailed to you from the Graduate Academic Affairs office.

GRADUATE STUDENT GENERAL PETITION

Name: _____ SID: _____

Major: _____ Phone: _____

ACTION REQUESTING:

Transfer or Backdate Units:

Course _____ Qtr/Yr _____ University _____

Course _____ Qtr/Yr _____ University _____

Waive Coursework – Explain (what course, why necessary, etc.) _____

Substitute Coursework – Explain (what course, why necessary, etc.) _____

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) _____

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 graduate students who earned a bachelor's degree at UCR may use, with the approval of the departmental Graduate Advisor, any relevant 200-level course(s) **taken during the UCR bachelor's degree program**, excluding any 200-level course(s) approved to count for bachelor's degree, unit or GPA requirements.

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 department 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 STUDENT PETITION FOR
HALF-TIME STATUS AND REDUCED FEES**

Name: _____ SID: _____

Major: _____ Degree Objective: _____

Email: _____ Phone: _____

Requested Quarter(s): _____ Fall _____ Winter _____ Spring
(due Sept 1) (due Dec 1) (Due Mar 1)

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

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.

OCCUPATION

1. Name and address of employer:

2. Telephone number (for verification): _____

3. Do you work 40 hours or more per week? _____ Yes _____ No*

*If not, please explain the limitation on your studies:

FAMILY RESPONSIBILITIES OR HEALTH

Explain the limitation on your studies:

REQUIRED SIGNATURES

Student Signature _____ Date _____

Graduate Advisor Signature _____ Date _____

(This is not necessarily the student's faculty adviser)

Graduate Dean _____ 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 PhD 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 charge to be removed from your bill. If you do not file your application by that date, you will need to pay the full time tuition rate and wait for a refund. **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).



Academic Affairs
Office of the Dean
Graduate Division

**GRADUATE PETITION FOR
IN ABSENTIA REGISTRATION**

*See page 2 of this petition for eligibility criteria related to in absentia registration.
Applications must be submitted to the Graduate Division by:
September 1 (Fall), December 1 (Winter), March 1 (Spring)*

Name: _____ SID: _____

Major: _____ Degree Objective: _____

Email: _____ 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 Signature: _____ Date _____

=====

REQUIRED SIGNATURES

Dissertation/Thesis Chair: _____ Date _____

Graduate Advisor: _____ Date _____
(This is not necessarily the student's faculty adviser)

International Student Resource Center Advisor _____ Date _____

Graduate Dean _____ Date _____

GUIDELINES

In absentia 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:

1. Must be advanced to candidacy by the time *in absentia* period begins
2. 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:

1. Must have completed at least one year of course work by the time the *in absentia* period begins
2. 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 (last names A-L) or trina.elerts@ucr.edu (last names M-Z).

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 when requesting a change after the campus deadlines.

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
 WITHDRAWALS: (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 and why you did not follow the posted deadlines.

For S/NC requests after week 8: Is this course required for your degree? _____ Yes _____ No

If a class is required for your degree, you MAY NOT enroll in it for S/NC credit.

Student Signature _____ Date _____

INSTRUCTOR SECTION (if student is ADDING a class, adding units or CHANGING grading basis late)

Course Number _____ Quarter _____

HAS STUDENT BEEN ATTENDING ALL QUARTER? _____ Yes _____ No

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

Instructor Signature _____ Date _____

(for adding a class, adding units to a variable unit course, or changing grading basis after week 8)

INSTRUCTOR SECTION (if student is WITHDRAWING from a class)

Course Number _____ Quarter _____

Indicate when student stopped attending: _____

Please add any relevant comments below:

Instructor Signature _____ Date _____

(for withdrawing from a class)

GRADUATE ADVISOR SECTION (required for ALL REQUESTS)

Please add any relevant comments below:

Graduate Advisor Signature _____ Date _____

Satisfactory/No Credit (S/NC) Grading

Graduate students may take course work on an S/NC basis only when the course description indicates that this is an option. Graduate students may not use undergraduate or graduate courses taken on an S/NC basis to complete their master's or PhD requirements, unless the course is only offered on an S/NC basis. Exceptions must be approved by the Dean of the Graduate Division.

A grade of S is equivalent to a grade of B (3.00) or better but does not count towards the student's grade point average. No credit is given for a course in which a grade of NC is assigned.

Enrollment Adjustment Calendar

Weeks 1 & 2

Students may add/drop, change unit totals and change grading basis online.

Graduate program coordinators may add and drop online.

Courses taken for S/NC credit must follow the S/NC policy outlined above. Students may change the grading basis for a course online, but must also submit the S/NC petition and adhere to the policy.

Week 3 (no fee applies)

Withdraw from a course:

- pink Enrollment Adjustment form required
- "W" will appear on transcript

Add a course:

- Graduate Program Coordinators may ADD courses online
- Graduate Program Coordinators MAY NOT withdraw students from courses online - withdrawals must be processed via the pink Enrollment Adjustment form

Change grading basis for a course:

- pink Enrollment Adjustment form required from this point forward
- S/NC petition required

Weeks 4, 5, & 6 (\$4 fee applies to all adjustments from this point forward)

Withdraw from a course:

- pink Enrollment Adjustment form required
- "W" will appear on transcript

Add a course:

- pink Enrollment Adjustment form and Graduate Division Late Enrollment Adjustment petition required

Week 7

Withdraw from a course:

- pink Enrollment Adjustment form and Graduate Division Late Enrollment Adjustment petition required

Week 8

Last week to change grading basis to S/NC (see regulations above):

- pink Enrollment Adjustment form and S/NC petition required for all S/NC requests.
- \$4 fee applies to all S/NC requests processed after week 3

Week 9 & 10

Pink Enrollment Adjustment form and Graduate Late Enrollment petition required for all adjustments including any requests to take a class for S/NC credit. S/NC policy still applies (see above).

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"/>	<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"/>	<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"/>	<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"/>	<input type="text"/>	
ADD a course	CALL NUMBER				SUBJECT AREA			COURSE NUMBER			SECTION NUMBER		GRADING BASIS	NUMBER OF UNITS	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"/>	<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"/>	<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"/>	<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"/>		
CHANGE a course	CHANGE THE GRADING BASIS OR UNIT VALUE (IF VARIABLE UNIT COURSE), AS INDICATED IN THE COURSE(S) BELOW.														
	CALL NUMBER				SUBJECT AREA			COURSE NUMBER			SECTION NUMBER		GRADING BASIS	IF VARIABLE PUT # UNITS	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"/>	<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"/>	<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"/>	<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"/>			

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: 9/15/17

Winter Quarter: 12/15/17

Spring Quarter: 3/13/18

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 2017 ____ Winter 2018 ____ Spring 2018

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 2017	Winter 2018	Spring 2018
2-7	90%	90%	09/29-10/04	01/09-01/14	04/03-04/08
8-14	80%	50%	10/05-10/1	01/15-01/21	04/09-04/15
15-18	70%	50%	10/12-10/15	01/22-01/25	04/16-04/19
19-21	70%	25%	10/16-10/18	01/26-01/28	04/20-04/22
22-28	60%	25%	10/19-10/25	01/29-02/04	04/23-04/29
29-35	50%	25%	10/26-11/01	02/05-02/11	04/30-05/06
36-42	40%	0%	11/02-11/08	02/12-02/18	05/07-05/13
43 or more	0%	0%			

Dissertation/Thesis Committee Nomination/Change Form

This form is used to change the dissertation committee and to nominate/change the thesis committee. Please use the Form 2 to nominate or change the Oral Qual Exam Committee and the Form 3 for the initial nomination of the dissertation committee.

Regulations for Committee Membership:

Overall Committee

- Must consist of at least 3 members, the majority of whom must be affiliated with the student's graduate program.
- All committee members should normally be voting members of the UC Academic Senate.
 - Any exceptions must hold a Ph.D., be qualified for a UC faculty appointment and must be supported by a memo of justification from the Graduate Advisor and the nominee's current CV.
 - 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.
 - To avoid conflicts of interest or the appearance of a conflict of interest, when domestic partners or spouses are a majority of the faculty overseeing a dissertation, another faculty member must be added to that committee.
 - For additional detail on committee membership regulations, please see the Graduate Division website here: http://graduate.ucr.edu/gaa_procedures.html.

Chairperson

- Must be from the academic unit supervising the student's program.
- Must be a voting member of the UC Academic Senate.

Name _____ SID _____

Program _____

1. Committee Type: Master's Thesis PhD Dissertation

2. Is this a change to an already approved committee or an initial nomination? Change Initial
If this is a change, a memo from the Graduate Advisor explaining why the change is taking place and confirming that any members being removed are in agreement must accompany this form.

3. Proposed Committee Membership:
Please review regulations above to determine if additional information is required.

_____, Chairperson

Graduate Advisor Signature: _____ Date: _____

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 Academic Affairs, University Office Building #140.
For questions contact Kara Oswood, 951-827-3387*

Name: _____ SID: _____

Program: _____ Faculty Advisor: _____

1. What course work, if any, remains to be completed prior to the oral qualifying exam?
When will you take these courses?

2. What written exams, if any, remain to be completed prior to the oral qualifying exam?
When will you complete these exams?

3. What language exams/requirements, if any, remain to be completed prior to the oral
qualifying exam? When will you complete the language requirement?

4. What other work remains to be completed prior to the oral qualifying exam? For
example: research projects, papers, prospectus, readings, etc... Please include a detailed
outline, including dates, of when these items will be completed.

5. If you have submitted a timetable to orals before, please explain why you were unable
to complete the exam as anticipated in your previous timetable.

6. Tentative Oral Qualifying Exam date:

Student Name: _____

Program: _____

GRADUATE ADVISOR OR FACULTY ADVISOR COMMENTS:

1. Do you consider the student to be making adequate academic progress?

2. When do you recommend the student take their oral qualifying exam?

3. Do you have any comments about the student's progress or proposed timeline?

4. Do you recommend the student be permitted to register?

X _____
REQUIRED: Signature of Student Date

X _____
OPTIONAL: Signature of Faculty Advisor (as needed) Date

X _____
REQUIRED: Graduate Advisor Date

*REPORT OF PROGRESS & TIMETABLE FOR COMPLETION OF THE
DOCTORAL PROGRAM*

*Please complete and return to Graduate Division, University Office Building Room 140
For questions, contact Kara Oswood, 951-827-3387 or kara.oswood@ucr.edu.*

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 _____

Program _____ 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 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: _____

Program: _____

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