GRADUATE STUDENT HANDBOOK

2019-2020

Department of Religious Studies
University of California, Riverside

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

Although it's not an official contract (the requirements in the course catalog for your entering year serve that purpose), this handbook is intended to serve 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.

Michael Alexander
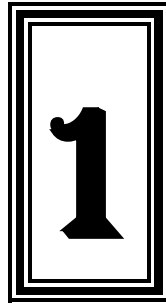Director of Graduate Studies
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THE GRADUATE PROGRAM IN RELIGIOUS STUDIES

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 comparative themes, theories, and methods prominent in the academic study of religions. The graduate program has a great deal of flexibility, yet it also offers a guiding structure through the intensive theory courses and the Ph.D. concentrations.

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

The terminal M.A. allows students to explore the academic study of religions more 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. Students completing a terminal M.A. may choose the M.A.-I, which requires an article-length Master's thesis suitable for publication and prepares students especially to continue on to a Ph.D. program, or the M.A.-II, which offers a flexible capstone experience suitable for those seeking training in the field for work in other areas such as museums, K-12 education, nonprofits, journalism, or public policy.

NOTE: Per University of California regulations, students who already hold a master's degree in religious studies may not enroll in this program. This rule does not pertain to those holding advanced <u>applied</u> *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 more specialized Ph.D. prepares students to enter into academia as researchers and/or university instructors in a specific field of expertise. In combination with additional resources offered by the Graduate Division, it can also prepare students for other careers that would benefit from advanced, specialized training in the study of religion. **All applicants seeking to complete a Ph.D. at UCR should apply to this program, regardless of whether they already have, or are already in the process of completing, an M.A. in religious studies.** Ph.D. students who enter the program without an M.A. are expected to complete the requirements for the M.A.-I in the process of obtaining their Ph.D.

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

D. Faculty

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

Michael Alexander, Associate Professor, Maimonides Endowed Chair in Jewish Studies
INTN 2038, (951) 827-3744, michael.alexander@ucr.edu
Ph.D., Yale University
Modern Jewish history; American religious history; religion and ethnicity

Muhamad Ali, Associate Professor
INTN 2022, (951) 827-5111, muhamad.ali@ucr.edu
Ph.D., University of Hawai'i
Islam in Southeast Asia; Qur'anic exegesis; comparative Muslim societies; transmission of Islamic knowledge; religious pluralism; Islamic movements and politics

Ana Bajzelj, Associate Professor, Shrimad Rajchandra Endowed Chair in Jain Studies
ana.bajzelj@ucr.edu
Ph.D., University of Ljubljana
Jainism; Asian philosophy; Asian religions; history of philosophy; comparative philosophy; philosophy of religion; metaphysics; ethics and bioethics; philosophy of language; Sanskrit; Prakrits

Paul H. Chang, Assistant Professor
INTN 2016, (951) 827-6427, paul.chang@ucr.edu
Ph.D., University of Chicago
Global/World Christianity, Christianity in China, History of Christian thought, Missions

Matthew King, Assistant Professor
INTN 2042, matthew.king@ucr.edu
Ph.D., University of Toronto
Transnational Buddhism; Religion in Tibet and Mongolia; Buddhist Monastic Historiography; Buddhism and Politics, Science, and Economics; the Global Circulation of Knowledge about Buddhism and Buddhist Peoples

Amanda Lucia, Associate Professor
INTN 2034, amanda.lucia@ucr.edu
Ph.D., University of Chicago
Modern Hinduism; American Religions; New Religious Movements; Gender Theory; Immigration and Ethnicity; Transnationalism and Globalization; Postcolonial theory and Ethnographic methodology

Pashaura Singh, Professor, Dr. Jasbir Singh Saini Sikh and Punjabi Studies Endowed Chair
INTN 2046, (951) 827-6444, pashaura.singh@ucr.edu
Ph.D., University of Toronto
Textual criticism: canon formation and hermeneutics; historical analysis: historically-grounded critical method; Sikh studies: religion, history and society; Indian studies: religion in modern India; Punjabi language: modern and classical/scriptural (sacred language of the Sikhs)

Melissa M. Wilcox, Professor, Holstein Family and Community Chair
INTN 2046, (951) 827-7969, melissa.wilcox@ucr.edu
Ph.D., UC Santa Barbara
Queer and transgender studies in religion; gender and religion; religion and social power; intersectional gender, feminist, and queer theory; transnational religion and gender and queer politics; social scientific and cultural studies in religion; new religious movements; performance and ritual studies

E. Departmental Organization and Staff

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

The **Department Chair**, Dr. Melissa Wilcox, is responsible for the overall academic operation of the department, including curricular and financial matters. Dr. Wilcox reports to the Dean of the College of Humanities, Arts, and Social Sciences. Any matters pertaining to academic departmental policy may be directed to Dr. Wilcox at melissa.wilcox@ucr.edu.

The **Director of Graduate Studies** (sometimes called the Faculty Advisor), Dr. Michael Alexander, is responsible for monitoring all aspects of the graduate program, from admissions and fellowships to review of student progress to processing Graduate Division petitions during and at the end of the degree program. He reports to the Department Chair and to the Dean of the Graduate Division. Any questions pertaining to the graduate program may be directed to him at michael.alexander@ucr.edu.

The **Financial, Administrative, and Student Unit Officer (FAO)**, Diane Shaw, provides oversight and coordination of the financial and administrative support functions of the Multidisciplinary Unit. She has primary responsibility for providing management, coordination, and oversight of the daily operations of the department, including financial, human resources, academic support, contracts and grants, facilities management, and other operational matters. She provides support to the department's academic personnel including ladder rank (tenure-track and tenured) faculty, lecturers, visiting professors, researchers, postdocs, associate instructors, and teaching assistants. As FAO, Diane manages the business, accountability, stewardship,

publicity, and support functions in the department to achieve department and College of Humanities, Arts, and Social Sciences (CHASS) goals and objectives in meeting the mission of the University. Diane has significant responsibility to organize work and achieve broadly stated goals for the department, including identifying objectives, developing strategies and policies, and functions. Diane's office is INTS 3111C, and she can be reached at (951) 827-3741 or diane.shaw@ucr.edu.

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

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

The **Academic Personnel and Payroll Assistant**, Dawn Viebach, 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). Dawn has thorough knowledge of recruitment procedures as contained in the Affirmative Action Guidelines and related policies. Dawn 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. Dawn 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 dawn.viebach@ucr.edu.

The **Event and Accounting Assistant**, Francesca Moreira, plans and executes all events such as lectures, colloquia, conferences, luncheons, receptions, and meetings, and arranges room scheduling, set-up, media resources, catering, parking, and other event needs. Francesca is responsible for equipment inventory, space management, and copier maintenance, and serves as key custodian and Safety Coordinator. She handles purchasing, travel vouchers, check requests, honorariums, reimbursements, deposits, and other payments, and audits transactions for required receipts, proper approval, appropriateness, funding source, and mathematical accuracy as well as researches discrepancies and handles returns. Francesca also assists in office coverage, answering phones, distributing mail, and maintaining bulletin boards. **Any questions regarding class or office resources should begin here**. Francesca's office is in INTS 3111 and she can be reached at (951) 827-6427 and francesca.moreira@ucr.edu.

F. Additional Relevant Staff Members

At times you may work directly with, or receive communication directly from, staff members in the Graduate Division. A full list of that office's staff is available at http://graduate.ucr.edu/directory. Among the people you're most likely to work with are:

The **Financial Aid Analyst**, Maria Pimentel, who manages financial aid awards administered by the Graduate Division. Maria can be reached at (951) 827-3157 and maria.pimentel@ucr.edu.

The **Graduate Employment and Postdoctoral Studies Coordinator**, Sonia Lepe, who handles questions of employment eligibility for graduate students, among other duties. Sonia can be reached at (951) 827-6108 and sonia.lepe@ucr.edu.

The **Student Academic Advisors**, Amanda Wong (for students with family names starting with A-L) and Trina Elerts (for students with family names starting with M-Z). Amanda and Trina work together with the Graduate Student Affairs Officer and the Director of Graduate Studies to monitor students' progress through their degree programs.

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THE MASTER OF ARTS (M.A.) PROGRAM

A. General Program Information

The terminal M.A. program is designed for students who wish to expand their study of religion in an academic environment but not – or not yet – to pursue specialized, advanced study in a Ph.D. program. 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 capstone project; the latter differs for the M.A. I and M.A. II programs.

M.A. I
Whether pursued for the terminal Master's degree or in the course of obtaining a Ph.D., the M.A. I program allows students to explore the academic study of religion broadly and to develop research and writing skills sufficient to produce publication-quality work of article length. The capstone requirement for this program is a thesis: a work of original research and analysis that is a typical publication length (usually 25-30 pages, double spaced). For students who go on to a Ph.D. program, it is hoped that this thesis will become their first publication in the field following successful completion of the M.A.

M.A. II
The M.A. II program is aimed at students seeking graduate-level training in the study of religion for a wide range of careers, including but not limited to primary and secondary teaching, museum studies, diplomatic and government work, medicine, law, and nonprofit work. The capstone project for this program is a final project completed under the supervision of a master's committee. This may be a written examination or a more applied project that is applicable to the student's future career goals.

B. Coursework Requirements

Theory Courses
All M.A. students must complete the two core theory courses, which are offered in alternate years:
- RLST 201: Thinking about Religion: Classic Theories in the Study of Religion
- RLST 202: Contemporary Theories and Theorists in the Study of Religion

Professionalization
All M.A. students are required to take four units of 400-level professionalization courses (which are 1 unit apiece). This includes three units of Colloquium and one unit of the student's choice.

Other Courses
In addition to the courses delineated above, M.A. students must take 28 units of coursework at the graduate level, 16 units of which must be 200-level courses in Religious Studies. M.A.

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

Units
Full-time enrollment at UCR comprises 12 units of coursework (typically 3 courses) each quarter. NOTE: Many language courses are undergraduate courses that 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 upper-division undergraduate course (numbered 100-199) for graduate credit, 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 completing their capstone project by the middle of their sixth and final quarter; this means beginning at least to plan the capstone project during the fall of the second year. 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.

In planning coursework around an M.A. capstone project, students should plan on four quarters of full-time classes. In quarters in which a student is working as a TA, this will mean at minimum two graduate seminars plus the RLST 302 Teaching Assistant Practicum; in quarters where the student is not TA'ing, it means three graduate seminars.

In their fifth quarter and sixth quarters, students should plan on taking at least part of their registered units as RLST 291 ("Individual Studies"). The work for RLST 291 will consist of preparing the capstone project.

C. Language Requirements

M.A. students are required to demonstrate proficiency in a language other than English that is relevant to their interests in religious studies. The department must approve the choice of language before the language requirement is completed. If there is no clear choice of relevant language, students should choose either French or German.

This requirement can be fulfilled by passing a designated language course (FREN 009A-009B, GER 001R-002R), through a departmental written 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 with a dictionary) should identify a professor who is qualified to administer the exam, 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 to translate at least 3 pages of text. The student may not use any 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. Capstone Project

Capstone projects will receive one of the following grades:
- Honors Pass (Project is passed with distinction)
- Pass (Project is passed with satisfaction)
- No Pass (Project is not passed; it must be revised and resubmitted, or retaken in the case of exams, 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, which requires only a simple majority.

A student who receives a grade of "No Pass" may resubmit or repeat the M.A. project only once, per Graduate Division regulations. A student who receives a "No Pass" grade should set up a meeting immediately with the master's committee chair and the Director of Graduate Studies to discuss resubmitting the project or retaking the exam, either in the summer or the following quarter.

For a student to graduate in Spring Quarter, notice of a passing grade on the capstone project must be submitted to Graduate Division in advance of the end of the quarter; for this reason, it's best to plan to submit the capstone by the middle of that term.

UCR allows students to register under "filing fee" status for their final quarter; this reduces tuition and fees significantly and is a good option for some. Keep in mind, however, that filing fee status can only be held once; that it is not full-time registration, and therefore makes students ineligible for student loans and in some cases for deferment of loan payments; and that students on filing fee may not work at UCR and must pay their health insurance out of pocket.

E. Graduation

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

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

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

F. Graduation Checklist

Step 1:
Review your degree audit via R'Web (see Degree Audit icon under your authorized applications menu) and review the Advancement to Candidacy letter 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:
Complete and submit the Master's Application for Candidacy form for the correct M.A. plan (found on R'Grad). The application for candidacy is typically 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 2019-2020 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 2019-2020.

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 2019	Winter 2020	Spring 2020
Filing Fee Status	9/1/2019	12/1/2019	3/1/2020
Master's Application for Advancement to Candidacy (via R'Web)	9/26/2019	1/6/2020	3/30/2020
Graduation Application (via R'Web)	10/21/2019	1/27/2020	4/27/2020*
Rough Draft of dissertation	12/02/2019	3/6/2020	5/29/2020
Last day to complete all degree requirements by 5pm	12/13/2019	3/20/2020	6/12/2020
Between Quarter Deadline Information			
Last day to complete all degree requirements and avoid fees for the next quarter. No later than Noon PST. Graduation date will reflect the next quarter.	9/20/2019 19F Grad Date	12/20/2019 20W Grad Date	3/24/2020 20S Grad Date

*3/27/20 if you wish to walk in commencement

H. **Applying to the Ph.D. Program**

The M.A. program is terminal, which means that students do not automatically progress to the Ph.D. program. Students may change tracks from the M.A. program to the Ph.D. program during the course of the M.A.; this is best done by the early part of the second year so as to ensure a spot in the new Ph.D. cohort. *Note that students only receive one funding package from UCR, which means that students transferring programs will not receive additional funding support despite committing to additional years in the department.* For more information on switching tracks, see Section 4.F.

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

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

1. Students are only eligible for Graduate Division assistance one time. Students who have received Central Fellowship funds from the Graduate Division to support the M.A. program are ineligible to receive additional funds should they apply to and be accepted into the Ph.D. program (or should they switch tracks during the course of the M.A. program). Such students may be eligible to work as TAs, but there would be no guarantee of financial support.

2. Breadth of experience is intellectually valuable. The more viewpoints a student can get during their intellectual formation, the stronger scholar they will become. The graduate program at UCR has a particular approach to the study of religion which we find valuable and important, but it is not the only view of scholarship on religion that is available. Students are encouraged to find an academic environment that will support and broaden their intellectual growth.

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

3

THE DOCTOR OF PHILOSOPHY (PH.D.) PROGRAM

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 prospectus submission, and the amount of research and writing time required for the dissertation (especially if fieldwork and/or additional specialized language training is necessary). Graduate Division rules, however, state that "any student enrolled for one year past their program's normative time must complete a timetable to completion. Their major professor and department must certify that they continue to make progress to their degree and support their continuation." In Religious Studies, the designated normative time to degree for Ph.D. students is six years; this requirement therefore applies to any student enrolled for more than seven years.

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

Coursework
Students entering the Ph.D. program with a recent, relevant M.A. degree in religious studies should expect to take at least six quarters of coursework total before beginning to prepare for qualifying exams. A student entering directly from a B.A., with an M.A. in a different field, or with an applied degree in religious studies, should expect to take seven or eight quarters of coursework in order to complete the M.A. II requirements before beginning to study for qualifying exams. A tentative schedule of coursework, subject to revision during this first stage of the program, should be established with the Director of Graduate Studies and/or the faculty member(s) with the greatest level of expertise in the student's areas of interest shortly after the student arrives.

Qualifying Examinations
After completing their coursework, Ph.D. students must sit for three qualifying examinations (details below) followed by an oral defense of the written exams. Students should plan on taking a year to prepare for these exams. Once a student has passed these exams and has completed all other requirements except the dissertation, the student is officially "advanced to candidacy" by the Graduate Division.

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. This stage of the program – from candidacy to graduation – typically takes a minimum of two years, but can take longer depending on research and writing time.

B. Coursework Requirements

Theory Courses
All Ph.D. students must complete the two core theory courses, which are offered in alternate years:
- RLST 201: Thinking about Religion: Classic Theories in the Study of Religion
- RLST 202: Contemporary Theories and Theorists in the Study of Religion

In addition, Ph.D. students must select a concentration and complete the core course for that concentration (these are offered in alternate years from the theory courses):

- RLST 203: Hermeneutics and History
- RLST 204: Analytics of Power
- RLST 205: Transnational Religions

Enrollment in one of the above core courses constitutes notification that the student has selected that concentration. With departmental approval, a student may change concentrations prior to taking qualifying examinations, provided the student takes the core course for the new concentration. Students may take more than one core course, although those choosing to do so should make their concentration clear to the department in order to avoid confusion.

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

Research Methods
Ph.D. students must take at least one course in research methods that are relevant to their area of interest. This includes methods courses offered within the department as well as, with the approval of the Director of Graduate Studies, those in other departments or on other campuses.

Professionalization
Ph.D. students must take at least six units of the one-unit, 400-level professionalization courses, including four units of RLST 401: Colloquium and two units of the student's choice.

Other Courses
Additional graduate-level courses (including 100-level courses with a 292 concurrent enrollment) may be taken both within and beyond the department. Those outside of the department require approval from the instructor, and students should check with the Director of Graduate Studies or the department faculty with greatest expertise in their areas of interest to ensure that the courses are appropriate for their program of study. Each student should plan their courses strategically to develop the skills and the knowledge they need to pursue the areas of study that interest them most.

Additional 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. Students with more than 7 units (that's less than two classes!) of incompletes are not allowed to work at UCR and may also have other forms of financial aid withheld. Be aware that taking incompletes can interfere with your ability to pay the bills in subsequent quarters!

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. Duration of Coursework

Students must complete all requirements other than the prospectus and dissertation before being allowed to take their qualifying exams and advance to candidacy. Normative time for advancing to candidacy is nine quarters, or three years. However, the Graduate Division typically allows a one-year grace period, and Ph.D. students completing an M.A. thesis or complex language study may find this additional time useful.

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

A student may also petition the department and the Graduate Division 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). Exams may also be deferred for personal and family reasons, such as prolonged health problems, emergent situations, elder care, family emergencies, pregnancy, or the arrival of a child (including through adoption or foster care).

D. Language Requirements

Prior to completing their qualifying examinations, Ph.D. students must demonstrate reading proficiency in two languages other than English that are relevant to their research interests; students who do not have a clearly evident language or languages relevant to their research should select French and German. In cases where a language is primarily spoken rather than written, then spoken proficiency must be demonstrated. The language 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 with a dictionary) should identify a professor who is qualified to administer the exam, 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 to translate at least 3 pages of text. The student may not use any 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.

E. Sixth-Quarter Review

Working together with the faculty member(s) whose areas of expertise are the closest to their own interests, by the beginning of their sixth quarter of enrollment at UCR students should submit a portfolio of their writing in the program to date. This should include at least three final papers or projects from courses they have taken, which demonstrate engagement with a variety of topics in the field and which the student feels constitutes their best work. The Graduate Program Committee will review the portfolio and gather feedback from the faculty members with whom the student has worked, and will make one of three recommendations: Proceed, Hold, or Terminate. Students receiving a recommendation of Hold may reapply once, within three quarters, to proceed in the program; those receiving a recommendation of Terminate who have not previously completed an M.A. in Religious Studies may continue enrolling for no more than three quarters to complete the requirements for the M.A. I or the M.A. II.

F. Qualifying Exams

Advisor and Committee
By the end of the second year, students should have identified and completed a significant amount of coursework, should have identified fairly focused interests in the field, and should have some idea of the specific topic they will pursue in their dissertation. They should also have identified the faculty member or members (in the Department of Religious Studies, or a Cooperating Faculty member from another department) who will serve as their mentor(s), advisor(s), and committee chair or co-chairs through their qualifying exams and possibly also their dissertation.

At least three quarters before the exams will be taken – ideally by the end of the second year – the student should put together a Qualifying Examination Committee. This committee, which should be chaired by a faculty member (or co-chaired by two faculty members) 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 two 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 (although they can be).

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. 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. They can, however, serve as co-chair.

Once the student has selected a committee and a chair or co-chairs, all potential committee members have agreed to serve, and a date for the oral exams has been agreed upon, the student must complete Form 2 through R'Grad. This form 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 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 the committee member(s) supervising each exam, students should begin establishing their reading lists as soon as the committee is formed; ideally, these lists should be approved by the relevant committee member(s) a year before the anticipated date of the written exams. Each reading list should comprise roughly thirty-five to forty items, typically books. In specific cases, non-textual media (films, documentaries, art) may comprise items on the 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.

In compiling their reading lists, students should consider: 1) Consulting with other students, at UCR and elsewhere, who are completing or have recently completed an exam in the same area; 2) Designing the list with an eye to developing an expert command of that subfield of religious studies; 3) Including works relevant to the student's teaching and research interests, including works that will be of use in preparing the prospectus; 4) Designing the three exams as a set that will be legible and marketable in the field, for those seeking a traditional academic position.

Students are required to take three exams:

Major Field Exam
The major field exam evaluates the student's mastery of the chosen field of study, typically a recognized subfield within religious studies such as Buddhism or U.S. American religions, with particular attention to areas within this subfield on which the student has decided to focus (e.g., Buddhist monasticism, Islamic feminism, or transnational Hinduisms).

Minor Field Exam
The minor field exam engages a religious studies literature that is related in some way to the major field exam, and explores the intersections between the two areas. Students must demonstrate both mastery of the minor field and the ability to bring it and the major field into

conversation through approaches such as comparison and application (e.g., a student with a major field in U.S. American religious history and a minor field in Hebrew Bible must demonstrate mastery of the field of Hebrew Bible and also the ability to discuss the roles of the Hebrew Bible in U.S. American religious history).

Theories and Methods
The theories and methods exam must cover those theoretical and methodological approaches to the study of religion that are most relevant to the student's concentration and the student's chosen area of focus, and may include bodies of theory that are applicable to the critical academic study of religion but that do not themselves address religion (e.g., much of queer theory).

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

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

Oral Exam
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 participate remotely; a Petition for Remote Participation must be submitted in advance and approved by the Graduate Dean. However, the committee chair or the co-chairs must be physically present and cannot participate remotely. The structure of the oral exam will be agreed upon by the members of the committee, with the committee chair taking the lead.

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

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

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 lead to a dissertation area or project, and suggestions on how this might proceed.

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

If the committee recommends that 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 in order to allow for further study and preparation. The committee, in consultation with the Director of Graduate Studies, will decide whether the student should also prepare new written exams before the second oral examination.

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

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

A dissertation committee should number no fewer than three faculty members, the majority of whom should be faculty members or designated Cooperating Faculty of UCR's Religious Studies department. The dissertation committee does not need to comprise the same members as the Qualifying Examination committee, but it must also be approved by the Director of Graduate Studies and formally appointed by the Graduate Dean. Normally, one member of the committee will act as committee chair, assuming primary responsibility for supervising and mentoring the candidate in her or his research and writing. However, two co-chairs may also be nominated. This is a particularly useful strategy when some of the expertise needed to advise and support the dissertation is not available either among the department faculty or among the Cooperating Faculty.

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) and should take the form of a grant proposal or other formal research proposal; the approved prospectus may in fact form the basis for grant and fellowship applications.

The prospectus 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. *A literature review is not a book report, and should not go through each author one at a time.* The prospectus should also describe the proposed project and identify key research questions. It should describe the proposed 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. In the case of tangible primary sources, such as objects of art, archival documents, or sacred writings, the choice of sources (including, if relevant, specific editions or versions) should also be justified. The prospectus should contain a bibliography, a proposed (tentative) outline for the dissertation, and a proposed (tentative) timeline for research, writing, and completion of the project. Unless otherwise indicated by the student's dissertation committee chair(s), the prospectus should be written in Chicago style.

The completed prospectus must be approved in writing (email is fine) by all of the candidate's dissertation committee members before the student can begin work on the dissertation itself; after receiving committee approval, those conducting human subjects research that is subject to IRB review (see https://research.ucr.edu/ori/committees/irb.aspx) may submit an IRB proposal. No one may begin human subjects research until the formal committee approval *and* the IRB approval of the project are issued.

H. Dissertation: Expectations and Goals

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

The dissertation should be a substantial piece of original research and writing that can, with sufficient post-graduation work, be turned into a book. It's often easier to think of it as several normal class papers united by an overarching thesis rather than a single, frighteningly long paper. 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 in which they plan to graduate.

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

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

said quality and significance but to offer suggestions for further development of the dissertation project (into a book, articles, or other form). All committee members must be present for the student's dissertation defense. If one committee member cannot physically attend, they are allowed to petition to remotely participate. The student must submit a petition for remote participation, and receive approval, before the scheduled dissertation presentation. The defense consists of a 45-minute, keynote-style 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.

UCR allows students to register under "filing fee" status for their final quarter; this reduces tuition and fees significantly and is a good option for some. Keep in mind, however, that filing fee status can only be held once; that it is not full-time registration, and therefore makes students ineligible for student loans and in some cases for deferment of loan payments; and that students on filing fee may not work at UCR and must pay their health insurance out of pocket.

In order to participate in commencement exercises, which are usually held in June, students who plan to finish their degree in Spring or Summer quarter must submit a Notice of Intent to Graduate and notification of their intention to participate in the ceremony to the Graduate Division by the published deadlines. 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 commencement; they are usually available twelve weeks after the official graduation date. The Registrar will send a notice once diplomas are ready, and 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 2019-2020.

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 2019	Winter 2020	Spring 2020
Filing Fee Status	9/1/2019	12/1/2019	3/1/2020
Master's Application for Advancement to Candidacy	9/26/2019	1/6/2020	3/30/2020
Graduation Application (via R'Web)	10/21/2019	1/27/2020	4/27/2020*
Rough Draft of dissertation	12/02/2019	3/6/2020	5/29/2020
Last day to complete all degree requirements by Noon PST.	12/13/2019	3/20/2020	6/12/2020
Between Quarter Deadline Information			
Last day to complete all degree requirements and avoid fees for the next quarter. No later than Noon PST. Graduation date will reflect the next quarter.	9/20/2019 19F Grad Date	12/20/2019 20W Grad Date	3/24/2020 20S Grad Date

*3/27/20 if you wish to participate in commencement

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

- Review the Format Guide

  Reviewing the format guide (https://graduate.ucr.edu/document/format-guide-2018-19-0) 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 https://graduate.ucr.edu/filing-resources.

- 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 https://graduate.ucr.edu/filing-resources.

- 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.etdadmin.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 (https://graduate.ucr.edu/filing-resources). 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 12:00 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 12:00 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. **<u>Deadlines are strictly enforced.</u>**

- 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 https://graduate.ucr.edu/commencement-2020. The main UCR commencement page at https://commencement.ucr.edu/ has information about the schedule of ceremonies, tickets, and much more.

4

POLICIES AND PROCEDURES

A. Overview

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

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

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

To be eligible for TA and GSR (graduate student researcher) positions, students must maintain a GPA of at least 3.0 and have fewer than 8 units of incompletes. 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.

C. Residence and Registration Requirements

Residence
"Residence" is a technical term used by the Graduate Division to signal presence on a University campus. By "residence," the Graduate Division means presence on campus for a minimum period of time. To be "in residence" in a given quarter, a student needs only to be enrolled in 4

units (usually one class). Status as a California resident, which is different from being "in residence on campus," is usually granted after the first year of study for students moving from out of state, and is established by various means: registering a car, getting a new driver's license, registering to vote, and so forth. Establishing in-state residence reduces tuition for domestic (non-international) students, and therefore is worth considering.

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

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

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

D. Leave of Absence and Withdrawal

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

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

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

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

Forms for withdrawal and leaves of absence are available on R'Grad or from the Graduate Division website.

E. Changing Major or Degree Track

Once admitted to UCR by the Graduate Division, all graduate students have the option of changing their degree track (from M.A. to Ph.D., or vice versa) or even their major (i.e., the department in which they are enrolled as a student). Any petition to change major or degree track must be approved by the Director of Graduate Studies before being submitted to the Graduate Division. Students should be aware that switching degree track or major may result in the forfeit of any fellowship package promised at admission.

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

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

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

F. Misconduct and Grievance Policies

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

For student conduct policies see http://conduct.ucr.edu and https://graduate.ucr.edu/regulations-and-procedures#integrity; 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-and-procedures/personnel-policies-local-procedures/workplace-conduct.

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 https://graduate.ucr.edu/regulations-and-procedures#integrity).

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

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

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

G. Registration

General Course Information

- Lower division undergraduate (course numbers 001-099): These are introductory courses, usually fulfilling undergraduate breadth requirements and populated primarily by first-years and sophomores. In the Department of Religious Studies, most of these are large lecture courses for which many of our graduate students can expect to serve as Teaching Assistants.

- Upper division undergraduate (course numbers 100-199): These are more advanced disciplinary courses, principally populated by juniors and seniors. Most of these courses fulfill undergraduate major requirements. Occasionally, depending on the size of the course, these classes may provide opportunities for graduate students to be hired as readers. These courses are also available to be taken for graduate credit with a 292 concurrent enrollment (see below).

- 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 300-499): These are courses designed to give professional instruction for life after graduate school. Some courses are worth few units, but address key topics of professional life, such as giving a professional address, applying for grants

or jobs, and teaching. The course units for TAships (see below) are professional course credits.

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 and with the consent of the instructor, enroll in relevant, upper-division courses in other CHASS departments, as long as they also enroll in a 292 (Concurrent Enrollment) course in that department.

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

Students may also enroll in graduate courses at other UC campuses, with the approval of the Director of Graduate Studies, their UCR faculty mentor, and the professor teaching the course at the target campus. Forms for the Intercampus Exchange Program (IEP) are available through the Graduate Division, 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 through R'Grad for approval by the department and the Graduate Division. RLST 290 courses should involve regular meetings between the student and faculty member; if the time will be used primarily for independent research, students should register for RLST 297 instead (see below).

- RLST 291: Individual Studies in Coordinated Areas. This course is designed for graduate students, both M.A. and Ph.D., who are preparing for qualifying exams. The instructor of record for RLST 291 should be the chair of the comprehensive exam committee.

- RLST 292: Concurrent Studies in Religious Studies. Graduate students are allowed, upon approval of the Director of Graduate Studies, to take upper division undergraduate offerings in the Department of Religious Studies that are taught by ladder-rank faculty (Acting Assistant Professor, Assistant Professor, Associate Professor, or Professor). In order to bring these courses up to the graduate level, the student must also enroll in RLST 292 (worth one extra unit) and arrange with the instructor to accomplish graduate-level work during the course of the quarter. As with RLST 290, students must submit a study plan for approval by the Director of Graduate Studies.

- RLST 297: Directed Research. Students may choose to pursue an individual research project under the supervision of a faculty member. This may involve local fieldwork, expansion of an existing research project (article, essay, translation, and so forth), or

laying the groundwork for a new research project. Students should submit a study plan for approval by the Director of Graduate Studies.

- RLST 299: Research for the Dissertation. Only Ph.D. students who have advanced to candidacy – that is, those who have passed their qualifying examinations and all other requirements for graduation other than their dissertation – may enroll in this course. The dissertation committee chair should serve as instructor of record for this course.

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

Continuous Registration

In addition to maintaining residence, graduate students must be continuously registered; that is, they are expected to enroll in every quarter of the main academic year (Fall, Winter, and Spring) for a full-time slate of courses (at least 12 units) until the final requirements for the degree are met (for M.A. students, this means completion of the capstone project; 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 the Graduate Division at least two weeks before fees are due, and a good rationale must be provided (e.g., full time work, poor health, family responsibilities). Students registered half time are ineligible for fellowship or TA funds. Students cannot register for more than 6 units to be enrolled half time, so this will typically involve one class per quarter.

In Absentia Registration

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

Selecting Courses

It is recommended that each student make an appointment to meet with the Director of Graduate Studies before registering for the next quarter's classes (new students who have not yet relocated to Riverside by the registration date may confer by email or telephone). The Director of Graduate Studies will make sure each student's planned courses meet academic needs and progress toward a comprehensive course of study leading, ultimately, to the comprehensive exams. During each meeting, the Director of Graduate Studies will also discuss the student's progress toward the degree and will answer any questions or concerns the student may have. After this initial meeting, it is the responsibility of the student to acquire and fill out all appropriate forms for registration in the special courses described above, with the assistance of the Graduate Student Affairs Officer.

First-year students should expect to enroll in the required courses as soon as they are offered. Because required courses are only offered every other year, missing one can wreak havoc with a student's timeline for advancement to candidacy.

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

French and German for Reading courses are typically offered in Winter and Spring quarters; if students wish to take these courses, they should make sure they fit their schedules and that they are still registered for a full-time graduate course load (recall that language courses do not count toward this full-time load). Do not prioritize language courses over required religious studies courses; languages can be taken at different times, whereas required courses generally cannot.

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 TAship), 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.

Well before the start of each quarter, students should connect with the Graduate Student Affairs Officer, who will assist with enrollment in special courses, including RLST 302: Teaching Practicum.

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

5

FINANCIAL RESOURCES

A. Overview

Although funding is always tight at public universities, it is the intention of the Graduate Program Committee to admit all Ph.D. students with enough financial assistance to maintain full-time student status without having to take on significant work responsibilities outside of school or amass huge debts during the course of their studies. As in other institutions around the country, M.A. programs are more often funded through student loans. Any financial package is issued by the Graduate Division at the time of admission, and is included with the original offer of admission. The financial assistance package included with the admission offer functions as a contract between the student, the department, and the university, 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 Student Researcher.

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 entering in a particular year will not necessarily all receive the same or similar award amounts.

Exceptional applicants are also eligible for additional funds directly from the Graduate Division.

Students should pay close attention to the type of funding received in a given year from the Graduate Division, as outlined in the award letter. Usually a stipend will be paid out in the quarter (or quarters) in which the student is not working as a Teaching Assistant. In the first three 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.

The Graduate Student Association has a conference travel grant program; more information is here: https://gsa.ucr.edu/conference-travel-grants/.

D. Department Funds

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

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

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

Graduate Education and Research Activity (GERA) Grants

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

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

In your application, please include:

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

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

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

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

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

E. Teaching Assistantships

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

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

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

Students may be assigned between one and three quarters of TAship in a year. The Graduate Program Committee makes every effort to give students an initial indication of which quarters and which courses they expect to be able to offer to each student, but please note that these projections can change subject to enrollment and no TAship is finalized until a contract is issued and signed. Additional TAships may become available during the year, and these will be allocated on the basis of graduate student interest and availability, need for breadth of exposure to subject matter, desire to repeat a given course, faculty requests to work with particular students, student requests to work with particular faculty, and other factors that may arise.

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

https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.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) orientation prior to the quarter in which a student begins to serve as a TA. If students miss the orientation, they must register for a make-up event in order to be allowed to teach. For more information, consult the TADP website at http://tadp.ucr.edu.

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

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

Students whose course of study extends beyond their award offer may still be eligible for TAships, but these will only be offered if they are available and on a merit basis. Graduate

students cannot serve as TAs for more than 18 quarters in teaching title codes (TA, Teaching Fellow, Associate In).

Students are also free to apply for 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. TAships are also usually available over the summer, and are assigned on the basis of both merit and need.

F. External Funding Opportunities

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

G. Teaching Opportunities as Instructor of Record (Associate In)

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

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

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

6
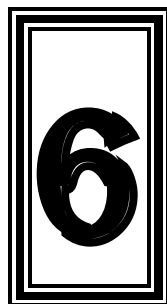
DEPARTMENTAL AND CAMPUS RESOURCES

A. Libraries and Research

The UCR library system is an ever-expanding combination of paper and electronic resources, which students will get to know extensively during their first year. 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 library e-books for your classes, be sure to access them well in advance of the class meeting time.

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

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

B. Computing

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

C. Departmental Library, Conference Room, and Kitchen

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

D. Photocopying and Printing

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

working, or you don't receive a copy code, please contact the Administrative and Event Assistant, the Department Chair, or the Graduate Program Director. At UCR such small things can take months, but no one should have to use their own money for job-related expenses. For their own research and class purposes, students should use the photocopiers and printers found across campus and in the libraries, or their own equipment.

E. GradSuccess

GradSuccess provides a variety of services to meet the needs of UCR's diverse graduate student population. Housed in the Graduate Division, GradSuccess offers programs, workshops, seminars, and consultations by appointment and on a drop-in basis. It is also connected to a graduate writing center that can help students to improve their writing and to work on writing in specific genres, such as grant applications or research statements for the job market. GradSuccess supports graduate students at every stage of their study and is concerned with helping students become successful professionals. Visit https://graduate.ucr.edu/gradsuccess 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) 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

For off-campus housing, try common listing apps such as Trulia and Zillow; it can also be helpful to talk to continuing graduate students about the best strategies for finding housing in the area.

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 lands traditionally used by Cahuilla, Tongva, Luiseño, and Serrano peoples, 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 Country public transit is here: https://www.metro.net/. Riverside also has an Amtrak (national rail) station and a Greyhound (long-haul bus) station.

If you get to campus by car, you should expect to pay for a parking permit or to be extremely creative about parking and open to walking some distance to campus. Information on campus parking is available at http://parking.ucr.edu. Many of Riverside's main thoroughfares have

bicycle lanes, so cycling is also a transportation option; please ride defensively, though, as Southern Californians are notoriously aggressive and inattentive drivers.

Other Links

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

Information about Riverside County: https://www.countyofriverside.us/

APPENDICES

<h1 style="text-align:center">Appendix A: Directory of Non-Academic Student Resources at UCR</h1>

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.
https://deanofstudents.ucr.edu/emergency-help

UCR Police (non-emergency; in an emergency, dial 911)
(951) 827-5222
http://police.ucr.edu

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

UCR also has a Student Disability Resource Center, also housed in Costo Hall, which serves students with both temporary (e.g., from a recent injury or temporary medical condition) and permanent disabilities.
(951) 827-3861
http://sdrc.ucr.edu/

UCR's International Student Resource Center offers a wide variety of online and in-person resources.
(951) 827-4113
http://internationalcenter.ucr.edu/

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

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
https://basicneeds.ucr.edu/

Appendix B: List of Commonly Used Forms
(N.B.: many petitions are submitted online via R'Grad (click on the R'Grad icon in your R'Web menu).)

General Petitions for Graduate Students

- **291/292/297/299**
  Must meet with Graduate Student Affairs Officer to receive the form and enroll
  291 Individualized Study in Coordinated Area
  292 Concurrent Analytical Studies
  297 Directed Research
  299 Research for the Thesis or Dissertation

- **290 Petition (Petition for Directed Studies)**
  Petition for one on one independent study (not for research)

- **Filing Fee Petition - Ph.D. Students**
  Used for Ph.D. students to apply for Filing Fee status

- **General Graduate Student Petition**
  Transfer or waive units or coursework
  Extend time limit for the removal of Incomplete grades

- **Half-Time Status and Reduced Fees Application**
  For those students who cannot attend more than half time due to a full-time job or for medical or personal reason

- **In-Absentia Registration Application**
  For graduate students whose research or study required them to remain outside of California for the duration of a quarter.

- **Intercampus Exchange Application**
  For those seeking to take classes at another University of California

- **Late or Retroactive Enrollment Adjustment Form**
  Used if adding or dropping units after the deadline

- **Graduate Enrollment Adjustment Form**
  Form must be picked up from Graduate Student Affairs Officer
  Form must be used alongside Late or Retroactive Enrollment Adjustment Form
  Used to add a course, drop a course, or change grading basis

- **Graduate Petition for Leave of Absence or Withdrawal**
  Used by students who want to withdraw from the University or take a 1-3 temporary leave of absence

Ph.D. Committee Nomination Forms and Final Defense Forms

- **Nomination for Oral Qualifying Exam Committee (Form 2)**
  Used to nominate the oral qualifying exam committee (contact the Director of Graduate Studies if you want a sixth member)

- **Report of Oral Qualifying Exam & Nomination of Dissertation Committee (Form 3)**
  Used to report the results of the oral qualifying exam and nominate a dissertation committee.

- **Change of Dissertation Committee**
  Use Dissertation Committee Nomination/Change Form

- **Report of Final Exam (Final Defense/ Presentation) for Ph.D. (Form 5)**
  Used to report the results of the dissertation defense.

- **Petition for Remote Participation**
  Used to request that one member of the oral qualifying exam committee of the thesis/dissertation committee be permitted to participate in the exam remotely.

- **Timetable Forms**
  These forms are used when students exceed the "normative" time frame (in the Department of Religious Studies, 2 years for M.A. students and 6 years for Ph.D. students). The purpose of these forms is to ensure that the student has a plan to finish all requirements. If you received notification from Graduate Division, it is important to provide them with a timetable. Students who receive a timetable requirement will not be eligible to register until the timetable has been received.

- **Timetable to Completion of Ph.D. Oral Qualifying Exam**
  To be used by a Ph.D. student who has been enrolled for four years and has not taken their oral qualifying exams. First timetable submission only.

- **Timetable to Oral Exam (Revised)**
  To be used if you already filed a timetable to your oral exams, but they have been delayed.

- **Timetable to Completion of Ph.D. Degree (1)**
  To be used by a Ph.D. student who has been enrolled for one year past their program's normative time to degree and has not filled out a timetable before.

- **Timetable to Completion of Ph.D. (2)**
  To be used by a Ph.D. student who has been enrolled for one year past their program's normative time to degree and has filled out a timetable before.