Graduate Student Guidelines

2012-2013

A Department of Religious Studies Publication

University of California

Santa Barbara
INTRODUCTION

Welcome to the graduate program in Religious Studies. The following information is extremely important to your academic career here. Please read it carefully and make yourself familiar with its contents. These Guidelines will explain the structure of the graduate program in Religious Studies and the degree requirements, and will provide information about the department, its personnel, and procedures relevant to graduate students.

DEGREE REQUIREMENTS

MA/PhD Program

MA Degree: Completion of 36 units (with no fewer than 24 graduate units), all taken for a letter grade with a grade of B- or better unless otherwise noted, and including the following:

- The proseminar series RS 200ABCD taken in sequence (200A-Fall, 200B-Winter, 200C-Spring, 200D-Fall) with a minimum grade of B.
- Three graduate seminars (12 units total, numbered 200 and above) from three different faculty members and in three different areas of study.
- Two additional courses (8 units) at the upper-division undergraduate level (numbered 100-199) or graduate level; only RS 596, Directed Reading and Research, may be counted from the independent study options.
- Three one-unit credits of Research Colloquium prior to completing the MA.
- Demonstrated proficiency in either French or German (see Religious Studies Language Requirements).
- A thesis written under the direction of one faculty member, with final approval by two additional faculty members. Thesis format guidelines can be found at the Graduate Division website, www.graddiv.ucsb.edu (note that strictly following the guidelines is crucial). Faculty encourage article-length MA theses, modeled after journal articles for the appropriate subfields of religious studies.

PhD Degree: After completion of the MA, PhD requirements include:

- Such additional courses as a PhD student’s advisors may specify.
- A four-unit course on research methodology (see list of approved choices; other options may be petitioned).
- Three more one-unit credits of Research Colloquium prior to completing the dissertation.
- Proficiency in a second language approved by advisors (see Religious Studies Language Requirements).
- Field examinations as determined jointly by the student and advisors.
- Submission of a PhD prospectus.
- An oral examination and defense of the prospectus for advancement to PhD candidacy.
- A dissertation written under the guidance of the PhD committee and submitted according to the format guidelines found at the Graduate Division website, www.graddiv.ucsb.edu.
PhD Program

PhD students who hold the MA degree in Religious Studies or a closely related area from another academic institution must meet the following requirements, with all coursework taken for a letter grade with a grade of B- or better unless otherwise noted:

- The proseminar series RS 200ABCD taken in sequence (200A-Fall, 200B-Winter, 200C-Spring, 200D-Fall) with a minimum grade of B.
- Demonstrated proficiency in either French or German (see Language Requirements).
- Such additional courses as a PhD student’s advisors may specify.
- A four-unit course on research methodology (see list of approved choices; other options may be petitioned).
- Three one-unit credits of Research Colloquium prior to completing the dissertation.
- Proficiency in a second language approved by advisors (see Religious Studies Language Requirements).
- Field examinations as determined jointly by the student and advisors.
- Submission of a PhD prospectus.
- An oral examination and defense of the prospectus for advancement to PhD candidacy.
- A dissertation written under the guidance of the PhD committee and submitted according to the format guidelines found at the Graduate Division website, www.graddiv.ucsb.edu.

For both MA/PhD and PhD-only students: A departmental list of major theorists in the study of religion will be made available to students in their first quarter. All students will be expected to have some degree of familiarity with these works at the time of the PhD oral exam.

MA Plan II Program (Terminal Master’s Program)

MA II Degree: Completion of 36 units (with no fewer than 24 graduate units), all taken for a letter grade with a grade of B- or better unless otherwise noted, and including the following:

- The religious core course RS 201, offered in Fall quarter only, with a minimum grade of B.
- Five graduate-level courses or seminars (20 units total, numbered 200 and above) in the major subject or in closely-related subjects as approved by the graduate advisor. A maximum of 12 units of RS 596, Directed Reading and Research, may be counted toward the graduate-level coursework.
- Three additional courses (12 units total) at the upper-division undergraduate level (numbered 100-199) or graduate level; only RS 596, Directed Reading and Research, may be counted from the independent study options.

No foreign language or thesis is required for the MA Plan II. Ordinarily all degree requirements are met in one year. This Master’s degree does not lead to PhD work in Religious Studies at UCSB.
RESEARCH COLLOQUIA

The department’s quarterly research colloquia are important events for fostering collegiality and awareness of the recent research endeavors of faculty and graduate students. To earn a unit of credit in any given quarter, students must enroll in RG ST 593 and attend two colloquia during the course of the quarter. In most quarters two is the maximum number of colloquia being offered; if more are offered, only two need be attended. Attendance will be taken to verify that the requirement has been met for credit, and is the only criteria for earning credit; no papers or responses are required.

Even after completing all credit requirements for the MA and/or the PhD degree, students are strongly encouraged to continue attending the colloquia whenever possible. The schedule for the colloquia is always Wednesday afternoons from 3-5 p.m.

A faculty colloquiarch is selected each year; this person will send out a call for volunteers from among the faculty and graduate students to present on their current research, and will make all necessary arrangement for the colloquia for that year. Colloquia dates will be announced by email and entered into the departmental calendar on the website.
TIME TO DEGREE AND ADVANCEMENT TO CANDIDACY

Graduate Division Requirements:

Track 1
MA/PhD Program:
  - MA, 4 years (12 quarters)
  - Advance to Candidacy, 4 years (12 quarters)
  - PhD, 7 years (21 quarters) including the four years for the MA
PhD Program:
  - Advance to Candidacy, 4 years (12 quarters)
  - PhD, 7 years (21 quarters)

Track 2
MA/PhD Program:
  - MA, 4 years (12 quarters)
  - Advance to Candidacy, 5 years (15 quarters)
  - PhD, 8 years (24 quarters) including the four years for the MA
PhD Program:
  - Advance to Candidacy, 5 years (15 quarters)
  - PhD, 8 years (24 quarters)

Timely completion of the MA is taken into account for TAships and other forms of departmental support. Graduate Division may deny requests for exception to employment policy if a student is beyond 4 years for the MA.

Timely advancement to candidacy is taken into account for TAships and other forms of departmental support. Graduate Division may deny requests for exception to employment policy if a student is beyond 4 years (5 years for Track 2) in advancing to candidacy.

As the end of each student’s second year approaches, a Second Year Review of progress in the program will take place in the form of a consultation between the student, the student’s main advisor(s), and the department graduate advisor.

Approved student leaves of absence, or faculty sabbaticals bearing upon a student's progress, may lead to extended time to degree if petitioned to the Graduate Division.

All students are responsible for maintaining awareness of their time to degree and for checking in periodically with the graduate program assistant.
RELIGIOUS STUDIES LANGUAGE REQUIREMENTS

Religious studies MA (Plan I) and PhD students are required to show proficiency in two foreign languages (one for the MA, one for the PhD). The required basic language is French or German for all students, regardless of the track they are on or their area of specialization. The second or research language for Track 1 students is French or German, whichever was not used as the basic language, or an acceptable substitute such as Spanish when approved by petition. The research language for Track 2 students is met by a non-European language (e.g. Chinese, Arabic, Sanskrit, Navajo, etc.) when approved by petition. Please refer to the policy statement regarding language substitution, below.

Satisfying the Requirements

One way of satisfying the departmental requirement is by taking a departmental foreign language exam. Students with proof of at least two years of college language courses (or completion of the language at the intermediate level, equivalent to two years) with a final letter grade of B+ or better, or with transcript evidence of already passing a graduate-level language exam may, upon consultation with an advisor and approval by the graduate advisor, qualify to waive the exam. The exams are given individually, in arrangement with the examiner and within the timeframe of normal progress to the degree. Note that the timing of the exams must be convenient to the examiner and not in conflict with end-of-quarter grading duties.

The nature of the exam is described below. Please contact one of the department’s language advisors -- Prof. Carlson for French, Prof. Thomas for German -- for assistance in selecting study and examination materials. We encourage you to satisfy this language requirement as early as possible in your graduate career.

- **Part I**: The student and language advisor will agree upon a 35- to 40-page article or chapter, which the student will translate in advance. For the exam, one to one and a half pages will be selected and the student will translate the text into English without the aid of a dictionary. This work will be graded according to the degree of mastery over vocabulary, grammar, and style, as reflected in the translation.

- **Part II**: The advisor and the student will agree upon an area within the student’s field, and a 5-page text will be taken from a source within this area that will remain unseen by the student prior to the exam. The student will summarize the text in English with the aid of a dictionary. Part II will be graded according to the ability to comprehend the substance and significant details contained in the 5-page text, as reflected in the summary.

Grading will be done by the exam advisor, and in order to pass, the student must achieve a grade of Low Pass or better on both parts. If the student fails a part (or both), he/she may retake it with new material by special arrangement with the language advisor.

Another way of satisfying the requirement in French is to take the French 11A and 11B series, French for Graduate Students (if they are offered), and receive a B+ or better in 11B. You are not required to take 11A, but we strongly recommend that you do. Going directly into FR 11B must be approved by the instructor. These courses are offered by the Department of French and Italian. Note that the availability of these courses is contingent on funding and they are not offered every year.
Similarly, an alternate way of satisfying the requirement in German is to take the German 1G and 2G series, Introduction to Reading German (if they are offered), and receive a B+ or better in 2G. You are not required to take 1G, but again, it is highly recommended. Going directly into GER 2G must be approved by the instructor. These courses are offered by the Department of Germanic, Slavic, and Semitic Studies. Note that the availability of these courses is contingent on funding and they are not offered every year.

Additional alternative methods of satisfying language requirements include taking UCSB courses either during the academic year or during summer intensive language study; taking courses at SBCC; taking courses offered through other institutions including other UC campuses via the InterCampus Exchange Program; or studying with a private tutor. In all cases the language must complete the second year or intermediate level with a final letter grade of B+ or better, or prepare the student for a departmental foreign language exam. Evidence of the final grade must be presented on an official transcript.

**Policy Statement with Regard to Language Substitution**

Substitutions will not be considered for a student’s basic foreign language (French or German) requirement. Substitutions will be considered, on a case-by-case basis, for the research language requirement. The student should formally petition the graduate advisor and, with the petition, present the following documents: (1) a brief bibliography of secondary literature in that foreign language as it pertains to religious studies generally as well as the student's area(s) specifically; (2) proof of satisfactory ability in that language, by passing a departmentally administered (or sponsored) examination. All petitions for language substitution should be made to the graduate advisor.
MA COMMITTEE & THESIS

Entering students will be assigned an MA mentor immediately upon matriculation. The assignment will be made by the graduate advisor, according to the stated interests of the entering student. If the student is dissatisfied with the assignment, he/she may request a change of mentor from the graduate advisor. Should the assigned faculty member for any reason object to the assignment, he/she may also request a change from the graduate advisor. The graduate advisor will then select a replacement mentor for the student in consultation with all parties directly affected.

At an appropriate time in the program, but before the end of the first year, the individual student will choose an MA thesis advisor, who may be--but does not have to be--the student’s mentor. The student will then inform the graduate advisor or graduate program assistant who their thesis advisor is.

Once the student has an MA thesis advisor, the student should select two additional faculty members for the MA committee, in consultation with the advisor. All three will normally be members of the UCSB Academic Senate (i.e., ladder faculty), of which two must be from the Department of Religious Studies and the third may be from another department. There are many faculty members in other departments at UCSB who are official affiliates of our department, and they may serve on MA committees as department faculty.

The student should then obtain the MA Committee and Language Proposal form from the graduate program assistant (see Appendix A), or download it from the department website. It will record the formal composition of the student’s MA committee and will bear the signature of the thesis advisor. The form will also specify the basic language (French or German) in which the student has demonstrated (or will demonstrate) proficiency at the MA level. This form is completed by the student, who obtains the committee chair’s signature; it is then returned to the graduate program assistant. In addition to fulfilling the MA requirements specified above, the student’s thesis must be approved by the three committee members. Again, see the Graduate Division website for thesis/dissertation filing guidelines.

Theses as Potential Articles

The MA thesis is expected to be a genuine effort to contribute to scholarly literature, and we thus hope that MA students will in fact proceed to submit their theses as articles. Theses often follow a format appropriate for university archives, but this format may be unsuitable for submission to a scholarly journal. It is therefore assumed that authors will “convert” their theses into submissible form, if indeed they contain enough originality to make such an effort feasible. We seek to bypass this conversion process by requiring students to submit a product in a form--and of a substance--already suitable for submission to a scholarly journal in religious studies. A range of such journals exists, of course, so students are not limited very much by this requirement. Rather, students can determine for themselves--by becoming acquainted with one or another of these journals--what is the appropriate kind of topic, length, style, footnoting and referencing procedures, and the nature of argument and evidence.
PhD COMMITTEE, ADVANCEMENT, & DISSERTATION

Alpha Form

Work toward the PhD begins when the student submits the Alpha Form to the PhD committee chair and then to the graduate program assistant (see Appendix B). The student is strongly encouraged to share the alpha form with their proposed committee prior to submission. This form proposes the doctoral dissertation area, committee, courses, second language, field exams, and examiners. The form must be turned in to the graduate program assistant by the end of the third week of the 7th quarter for MA/PhD students, or by the end of the third week of the 3rd quarter for PhD students.

A PhD committee consists of at least three UC ladder faculty members. Two members of the committee must be ladder faculty members from the religious studies department, one of whom will be appointed as chair or co-chair. The third may be any UC ladder-rank faculty member. Official affiliates of our department may also serve as members, chairs, or co-chairs of committees. Additional committee members (beyond three) can be enlisted who are faculty at UCSB, UC, or elsewhere. Recommendation of the appointment of additional members to the doctoral committee is at the discretion of the department. The composition of the PhD committee may be the same as the MA committee but does not need to be.

Reconfiguring a Dissertation Committee

A student’s decision to reconfigure his/her dissertation committee is a serious matter, given the fact that the committee as constituted and objectives as stated for the student’s field examinations are being revisited in their entirety. A student wishing to reconfigure his/her dissertation committee after submission of the Alpha Form must do the following:

- Inform all members of the present committee in writing stating his/her desire to reconfigure the committee and providing a rationale for said changes, and naming the new member(s) of the committee. This includes submitting a revised dissertation prospectus reflective of the new focus of the dissertation.
- Petition the Graduate Committee with the same information.
- Obtain the approval of the proposed members of the reconfigured committee.

If approval is forthcoming from all three of these groups, the change will be ratified.

Field Exams and Dissertation Prospectus

Once the Alpha Form is approved, the student takes courses advised by the committee and prepares for (normally three) field exams. Each field will have for its “study guide” a bibliography, prepared by the student in consultation with the PhD committee. A field is a sub-area of the student’s concentration. Whereas the 200ABCD exams are designed to test a student’s knowledge of religious studies generally, fields are more specific. Perhaps the handiest way to conceive of a field is to imagine answering the question, “What courses are you prepared to teach in a religious studies department?” To answer “Christianity,” “Islam,” “Sociology of Religion,” or “Church History” would be inappropriate because these are more like concentrations and are too broad to be courses (and thus fields). On the other hand, it is unlikely that entire courses would be taught on “13th-Century Witchcraft,” “Egyptian Sect Movements,” “Regional Differences in Church Participation,” or “Kentucky Revivals in the 19th
Century,” even though the student may eventually write a dissertation on such a topic. That is, these topics are too narrow to be courses (and thus fields). One could, however, imagine teaching courses in “Medieval Christianity,” “Islamic Sectarianism,” “Religious Organizations,” or “19th-Century American Church History.” These are fields. Fields reflect the coursework a student has taken over and beyond 200ABCD, courses that have introduced him/her to the several bodies of literature that serve to make up his/her concentration. The exams test the student’s command of those bodies of literature.

The field exams are usually scheduled within a one- to two-week period, most often on Monday, Wednesday, and Friday of a designated week. Typically four hours are allotted to each exam, although the actual minimum is three hours and there is a maximum of six hours. Field exams may be scheduled only during the last two weeks of the Fall and Spring quarters (exceptions may be petitioned, however, and ultimately the timing is decided by the faculty involved). The student should be sure to schedule the exams with the graduate program assistant, who will find a room and will administer the written exams. Field exams may not be given as “open book” or take-home exams, and no books, notes, bibliographies, or written assistance of any kind are permitted. Students who write the exams on their own laptop computers are responsible for clearing all exam-related materials from the computer before beginning the exam. The graduate program assistant will supply a clean “flash drive” for transferring the exam from the laptop to her computer, for dissemination to the committee.

Each examiner grades his/her exam with a grade of High Pass, Pass, Low Pass, or Fail. Each exam is also circulated throughout the committee for comment. Resolution of any disagreement involving possible failure is left to the examiners, although they are free to gather additional opinions. If two or more exams are failed, the entire exam series must be repeated; if one exam is failed, it alone must be repeated.

The dissertation prospectus should be 20 to 30 pages in length, with a thrust toward the practical completion of dissertation research and writing. It should be a piece of critical scholarship and should:

- identify and contextualize the topic of research,
- present a thesis or argument,
- contain a review of relevant literature,
- identify appropriate methods for the research and writing of the dissertation,
- include a concise statement of the problematic out of which the thesis arises,
- include a plan of archival/field research and contacts, and
- include a working bibliography.

There are two alternatives for the timetable for completion of the field exams and dissertation prospectus. These alternatives are:

- The student takes the field exams, and then has one quarter (plus the summer if the timing is applicable) to carry out the necessary archival/field research to draft the dissertation prospectus. Under this option, two oral examinations of a total of three hours duration will be held, the first within two weeks of completion of the field exams and consisting of a review of the performance during the exams, and the second within two weeks of the submission of the dissertation prospectus and consisting of a defense of the prospectus.
- The student files the dissertation prospectus before taking the field exams, and the oral examination is held within two weeks of completing the fields and covers both the field exams and the defense of the prospectus.
It is up to the dissertation committee and the student to determine which alternative is the most satisfactory. There are different rationales to justify both alternatives, but in either case the normative standards of progress must be respected.

It is also very important that the student work closely with the committee to determine how far in advance of the oral defense the prospectus should be submitted for timely review. In all cases two weeks should be considered a reasonable minimum amount of lead time to allow the committee to thoroughly review the prospectus; but committees have the prerogative to request earlier submission of the prospectus.

It is the student’s responsibility to schedule his/her committee for an agreed-upon date and time for the oral exam(s). The entire committee must attend, preferably in person but if one member is away they may participate via skyping. Special arrangements need to be made in advance in such a case. The graduate program assistant needs to know once these arrangements have been made, as she will prepare a form for this occasion. The examiners will be the PhD committee, but the oral exam will also be open to all members of the religious studies faculty.

The second language exam and all required coursework, including the research methodology course requirement and the required colloquium units, must also be completed prior to advancing to candidacy. Note that some students complete their second language requirement much earlier in their graduate career; this is strongly encouraged.

With the successful passing of these exams, and with all departmental requirements having been met, the student is advanced to doctoral candidacy (CPhil) and is considered “ABD” or “all but dissertation.” Note that for international students, advancing to candidacy has the added advantage of enabling them to waive their non-resident tuition for a total of three years (nine quarters).

**Dissertation**

The dissertation is written according to a timeline set by the student and the dissertation committee, keeping in mind the standards set by the university for normative time to degree completion. If requested by the committee, each chapter may be approved as it is written. The student will submit the final draft of the dissertation to the committee at least one month before the anticipated filing date. All drafts, whether individual chapters or the final complete draft (and all versions between), must be submitted to all committee members as hard copy; they are not to be sent as email attachments under the supposition that the committee members will print them out for themselves.

If the committee requires, the student will be scheduled to defend the dissertation; if not, the defense will be waived. Once the dissertation is approved, the degree is awarded. **Note:** If a PhD candidate wants to be graduated (hooded) at the commencement ceremony in June, the dissertation in its final draft must be turned in to the chair of the PhD committee at least two weeks prior to the Graduate Division’s deadline (usually in mid-April) for the application for commencement participation. This draft must also have been accepted, pending revisions, by the chair. For all other cases, the chair of the student’s committee must be petitioned.

There are specific requirements for formatting and filing the dissertation; refer to the online Filing Guide at [http://www.graddiv.ucsb.edu/handbook/filingguide.aspx](http://www.graddiv.ucsb.edu/handbook/filingguide.aspx). Be sure to advise the graduate program assistant as you near completion of the dissertation, especially if you want assistance in understanding which forms or petitions to file. It is the student’s responsibility to ensure that the form for waiving the
final defense is signed along with the signature page of the dissertation; it can be downloaded at the Graduate Division website at http://www.graddiv.ucsb.edu/pubs/ (Doctoral Degree Form III-A). The graduate program assistant can prepare the form and hold it (and the signature page too, if the student wants to send it in) to be signed by the committee IF, AND ONLY IF, they are all present at UCSB and notified by the student to come in and sign. Any long-distance routing and collecting of signatures is the student’s sole responsibility.
FUNDING & FINANCIAL ASSISTANCE

The following describes fellowships, teaching assistantships, Rowny assistantships, readerships, and departmental “fee” fellowships.

- The faculty meet each Winter quarter to allocate departmental funds. These funds are used to recruit applicants as well as support continuing students. Recipients of awards are notified in writing by the end of April.

- For those who receive a fellowship award, we request written acknowledgment of acceptance of the award.

- Those who receive a teaching assistantship as part of a fellowship award will be asked to indicate the quarter(s) in which they prefer to TA and their course preference(s). We will do our best to honor these requests while at the same time responding effectively to class needs. All TA salaries are paid once a month: on the first, or on the preceding Friday if the first falls on a weekend.

- Those who receive a university student assistantship will be working with the faculty member who has received a grant to pay the salary. It is the faculty member who will coordinate all aspects of employment and assign the duties. Student assistants will report their hours to the financial analyst.

- Those who receive Rowny and Cordano Fellowships are designated as Rowny (or Cordano) Research Assistants during each stipend year (or quarter) of the fellowship, and will be assigned to a specific faculty member to support research. The department will seek to vary the assignment of instructional support and research with each Rowny assistantship. The faculty member will coordinate all aspects of the work, but hours must be reported to the graduate program assistant.

- For those who receive a readership, the current pay rate is $13.49/hour. Payment is based on reading three assignments (exam or paper) per hour. The instructor for the course is responsible for grading the first 30 assignments; readers are hired only for upper-division courses with enrollment significantly above 30.

- Those who receive departmental “fee” fellowships will generally, unless requested otherwise, have these applied to the earliest quarters of the academic year. The BA/RC (Billing and Accounts Receivable) statement will show such credit.
GENERAL INFORMATION

Faculty

Janet Afary, Professor
Ahmad A. Ahmad, Associate Professor
Rudy V. Busto, Associate Professor and Undergraduate Advisor
José I. Cabezón, Professor and Department Chair
Juan E. Campo, Associate Professor
Magda Campo, Continuing Lecturer
Thomas A. Carlson, Professor
Racha el Omari, Assistant Professor
Roger Friedland, Professor
W. Randall Garr, Professor
Richard D. Hecht, Professor
Gregory A. Hillis, Continuing Lecturer
Barbara A. Holdrege, Professor
Gurinder Singh Mann, Professor
Kathleen Moore, Professor
Fabio Rambelli, Professor
Dwight F. Reynolds, Professor
Wade Clark Roof, Professor
Dominic Steavu-Balint, Assistant Professor
Inés M. Talamantez, Associate Professor
Anne Taves, Professor and Graduate Advisor
Christine M. Thomas, Associate Professor
Stefania Tutino, Associate Professor
Vesna A. Wallace, Professor
David G. White, Professor
Mayfair Yang, Professor

Emeriti Faculty

Catherine L. Albanese
W. Richard Comstock
Nandini Iyer
Gerald J. Larson
Charles H. Long
Birger A. Pearson
William F. Powell

Phone

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Affiliated Faculty in Other Departments

Sarah Cline, History  
Elizabeth De Palma Digeser, History  
Simonetta Falasca-Zamponi, Sociology  
Sharon A. Farmer, History  
Mario T. Garcia, History/Chicana and Chicano Studies  
Giles B. Gunn, English/Global Studies  
Lisa Hajjar, Law and Society  
Mary Hancock, Anthropology  
Mark Juergensmeyer, Sociology/Global Studies  
Nuha N.N. Khoury, History of Art & Architecture  
Claudine Michel, Black Studies  
Stephan F. Miescher, History  
Marianne Mithun, Linguistics  
Robert Morstein-Marx, Classics  
Ann Marie Plane, History  
Stuart T. Smith, Anthropology  
Jon R. Snyder, French & Italian  
Paul R. Spickard, History  
Elisabeth Weber, Germanic, Slavic, & Semitic Studies

Staff

Shubra Agrawal, HASC Financial Manager 4623 4001  
Ra Thea, HASC Student Academic Services Manager 3316 4026  
Terri Dunson, Academic Personnel Assistant 3215 4001  
Sally Jean Lombrozo, Graduate Program Assistant 2744 4032  
Deborah McCleister, Undergraduate Advisor 4381 4034  
Todd Humphreys, Financial Analyst 2557 4001  
Stephen Wilcox, Computer Liaison 2731 4044

Other Useful Numbers

Center for Middle East Studies 4245 3073  
Center for the Study of Religion 3076  
Richard D. Hecht, Director  
Walter H. Capps Center for the Study of Ethics, Religion, and Public Life 2317 3043/3045  
Wade Clark Roof, Director; Leonard Wallock, Assoc. Director  
Graduate Student Computer Room 5097 3018  
Mail and Copier Room -- 3022  
O’Dea Conference Room/Large Seminar Room -- 3041  
Small Seminar Room -- 3028 & 3030  
W. Richard Comstock Departmental Library -- 3024
Departmental Roles Related to Graduate Students

The following briefly describes the responsibilities of key departmental personnel involved with the graduate program.

*Graduate Advisor:* advises all students on their academic progress and scholarly pursuits via individual consultation during office hours and general meetings as the need arises. Early each academic year, meets with each first-year student for a fifteen-minute meeting. Works with the Graduate Committee in formulating graduate program policy and in managing the yearly admissions process. Makes Rowny research assignments. Works with the graduate program assistant in the general coordination of the graduate program.

*Chair:* is empowered to act on behalf of the graduate advisor in his/her absence on all matters discussed above. In consultation with faculty and the Graduate Committee, assigns all associates and approves assignment of teaching assistants and Rowny research assistants.

*Graduate Program Assistant:* assists the graduate and associate graduate advisors, the chair, and the vice-chair in administering the graduate program. Coordinates the admissions process (with the graduate advisor) and allocation of fee fellowships, and drafts assignment of TAships and TA office space. Handles concerns of an administrative rather than a scholarly nature, as well as routine approvals such as registration add-drop forms and general petitions.

*Undergraduate Advisor:* in addition to advising undergraduates, performs administrative functions related to teaching and faculty support, e.g., grading and the coordination of the quarterly schedule of classes.

*Lead TA:* This role is filled by a continuing graduate student. Conducts departmental TA training and orientation sessions throughout the academic year. Is available for advice to all TAs; will sit in on sections to observe upon request.

*Graduate Student/Faculty Liaison:* This role is filled by a continuing graduate student. Primary function is to query graduate students about problems and/or concerns that need to be brought to the attention of the faculty. Attends all faculty meetings during the academic year (2-3 per quarter) to report such concerns; reports response and/or plans for resolution to grad students via email communication. Assists with matching new admits to grad student mentors. May assist with various events throughout the year and with recruiting grad student help for departmental functions.
The Graduate Division

Location and Hours

The Graduate Division is located on the third floor of Cheadle Hall. They are open to the public from 9-12 & 1-4, Monday through Friday.

One purpose of the Graduate Division is to monitor degree progress; just as it was the admitting agent during the period of application, it, too, is ultimately the “degree-giver.” Although the graduate program assistant also monitors progress, it is the Graduate Division that eventually decides whether students have met the requirements for graduation. Another function it performs is alerting departments to various extramural funding opportunities. These will be forwarded via email. It is impossible for the Graduate Division to keep us informed of every grant or fellowship opportunity that arises, but a comprehensive collection of materials is available on-line at http://www.graddiv.ucsb.edu/Source/ and http://www.graddiv.ucsb.edu/financial/.

The following is an abbreviated phone listing for the Graduate Division:

Rickie Smith, Director, Academic Services 5485
Kristina D. Brown, Academic Coordinator 8898
Janice Gore, Academic Advisor 3935
Ashley Bradbury, Academic Advisor 2559
Jennifer Sheffield Bisheff, Fellowship Coordinator 2710
Cameron Squire, Academic Appointment Analyst 4342

Procedures

1. Registering for classes: Students should consult their mentor, the graduate advisor, or the graduate program assistant before registering.

2. Adding and/or dropping a class: Initial changes are made online and then with an approval code once classes begin and for the first week, and after that by a petition form. The instructor and the graduate advisor must sign it. It is then taken to the Registrar’s Office (Student Affairs Building: 9-12 and 1-4, Monday-Friday).

3. Waiver or substitution of Graduate Division requirements: A general petition may be downloaded from the Graduate Division website at www.graddiv.ucsb.edu, signed by the graduate advisor, and turned in to the Graduate Division.

4. Departmental petition: A general departmental petition is used for various matters pertaining to departmental decisions and/or substitution of departmental requirements. It is obtained from the graduate program assistant or online at our website at http://www.religion.ucsb.edu/ and must be signed by the graduate advisor, then returned to the graduate program assistant. For a sample of the petition please see Appendix C.
RETURN COMPLETED FORM TO GRADUATE PROGRAM ASSISTANT

DEPARTMENT OF RELIGIOUS STUDIES

MA Committee and First Language Proposal

Name of MA Candidate: __________________________________________________________

Perm: ______________________________________________________________________

Year Entered: __________________________________________________________________

Name of MA Thesis Advisor: _____________________________________________________

MA Committee Members:
__________________________________________________________________________
__________________________________________________________________________

First Language Requirement (French or German):
__________________________________________________________________________

Signature of MA Candidate: ____________________________ Date: _________________

Signature of MA Advisor: ____________________________ Date: _________________
### General Plan
Brief description of suggested doctoral dissertation.  
*Note: The plan is not absolutely set but may be varied by petition.*

<table>
<thead>
<tr>
<th>Proposed committee:</th>
<th>Proposed courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chair ___________</td>
<td>First language (French or German), completed during MA or prior to advancing:</td>
</tr>
<tr>
<td>2. _________________</td>
<td></td>
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<tr>
<td>3. _________________</td>
<td>Second language, to be approved by PhD committee:</td>
</tr>
<tr>
<td>4.(Optional) ______________</td>
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</table>

<table>
<thead>
<tr>
<th>Proposed three field exams:</th>
<th>Tentative dates of exams:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student should bear in mind his/her future teaching ambitions.</td>
<td></td>
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<tr>
<td>Title of field exam:</td>
<td>Title of field exam:</td>
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<tr>
<td>_________________________</td>
<td>_________________________</td>
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<tr>
<td>Examiner:</td>
<td>Examiner:</td>
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<tr>
<td>______________</td>
<td>______________</td>
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</tbody>
</table>

Further comments (including extra exam):

**APPROVAL:**  
PhD Committee Chair signature ____________________________  
Department Chair signature ____________________________
DEPARTMENT OF RELIGIOUS STUDIES
GRADUATE STUDENT PETITION FOR DEPARTMENTAL DEGREE REQUIREMENTS

Name: ___________________________ Perm: ___________________________
Address: ___________________________ Phone: ___________________________
_____________________________________________ E-Mail: ___________________________
Degree Program: ___MA II ___MA/PhD ___PhD
Name of Advisor: ________________________________________________________________

The following is my request: ______________________________________________________

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The justification for my request: __________________________________________________

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student’s Signature: __________________________________________ Date: _________________

Department Action: ______Approved ______ Approved with Conditions ______Denied
Comments: ________________________________________________________________

Faculty Graduate Advisor __________________________ Date __________________________