

Graduate Student Guidelines

2017 - 2018



Department of Religious Studies

University of California
Santa Barbara

*Note: These guidelines are subject to upgrade, correction and revision
as clarified and emended by University of California and Department policies.*

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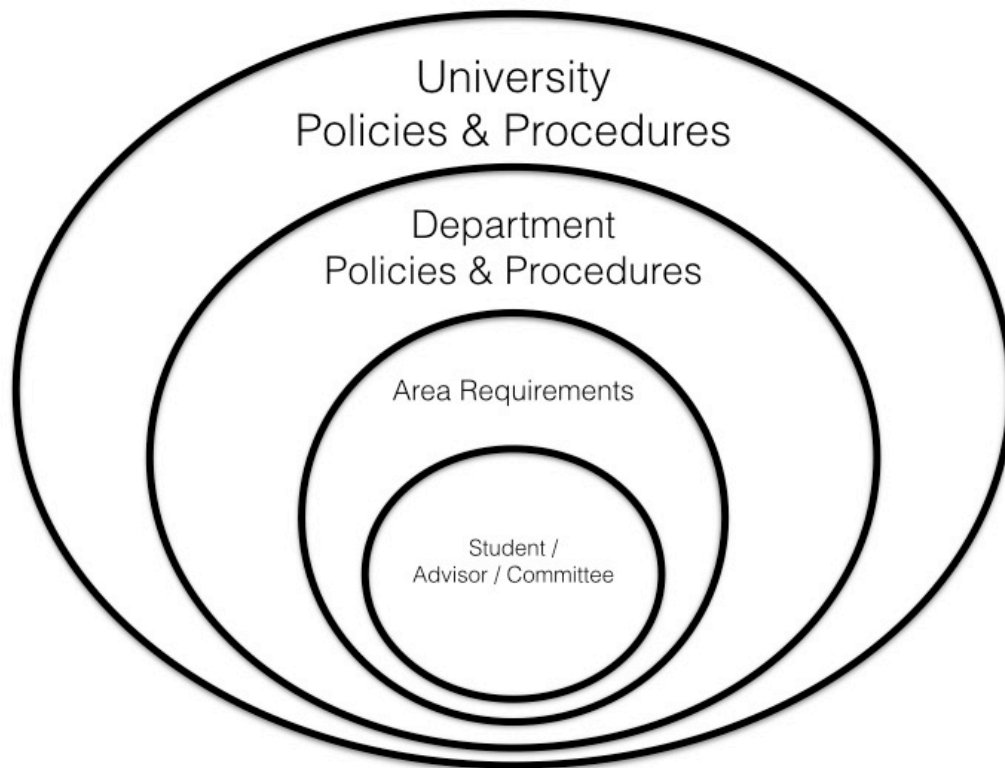
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WELCOME to the graduate program in Religious Studies! The following Guidelines explain the structure of the graduate program in Religious Studies, degree requirements, and provide information about the department, its personnel, and procedures relevant to graduate students. The information here is compiled from Religious Studies Department and University policies and procedures. In addition, it is important to note that there are requirements and guidelines specific to each Area of Study within the department. Specific regulations and procedures often appear mysterious to students (and faculty!) and so it is helpful to be aware of the layers of oversight governing graduate education, beginning with University rules and regulations (e.g., Time-to-Degree standards, registration status, thesis formats, etc.), through the Department's set of regulations (e.g., 200-Series, language requirements, etc.) down to the expectations and requirements imposed by individual advisors and committees (qualifying exam fields, dissertation prospectus content, research languages, etc.) :



The following Guidelines apply to all Religious Studies graduate students, with specific Area of Study requirements posted on the department website. Successful students will maintain good communication with their advisor and committees, as well as with Andrea Johnson, our Graduate Program Advisor, for administrative questions (HSSB 4032, ajjohnson@ucsb.edu), and Prof. Rudy Busto, Director of Graduate Studies, for academic issues (HSSB 3082, rude@religion.ucsb.edu). The Graduate Student/Faculty Liaison for 2017-2018, Jed Forman (Jed.Forman@gmail.com), is an essential advocate for student concerns and issues.

Students are encouraged to become adept at navigating UCSB's Graduate Division website and especially the Graduate Division's Graduate Handbook, available online at <http://www.graddiv.ucsb.edu/handbook/>. Students are also encouraged to check the student-run GradPost website for events, advice, professional development and resources for UCSB graduate students: <http://www.gradpost.ucsb.edu/about>.

Anti-Discrimination, Sexual Violence & Sexual Harassment Policies

The UCSB Department of Religious Studies vigorously affirms the University of California policies regarding anti-discrimination, sexual violence and sexual harassment:

University of California Title IX Policy: The University of California, in accordance with applicable federal and state laws and University policy prohibits discrimination against or harassment of any person at the University on the basis of race, color, national origin, religion, sex, gender, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, sexual orientation, citizenship or age. These policies cover admission, employment, access, and treatment in University programs and activities. (<https://oeosh.ucsb.edu/titleix/policies/>)

University of California Policy on Sexual Violence and Sexual Harassment: The University of California is committed to creating and maintaining a community free of sexual violence and sexual harassment. Sexual violence and sexual harassment violate both law and University policy. Any member of the University community may report conduct that may constitute sexual violence, sexual harassment, retaliation, and other prohibited behavior (“Prohibited Conduct”). The University will respond promptly and equitably to such reports, and will take appropriate action to stop, prevent, and remedy the Prohibited Conduct, and when necessary, to discipline the respondent.

In addition to sexual harassment, discrimination based on sex, gender, gender identity, gender expression, sex- or gender-stereotyping, and sexual orientation violates law and other University policies. Such discrimination may also contribute to the creation of a hostile work or academic environment based on sex and thus constitute or contribute to sexual harassment. Harassment that may not be sexual, but still contributes to a hostile work or academic environment, may also violate the University’s other non-discrimination policies. (<http://policy.ucop.edu/doc/4000385/SVSH>)

Program Overview

The Department of Religious Studies offers training in the religious dimensions of the human experience in diverse traditions and cultures around the world and through time. The department emphasizes the cross-cultural comparative and multidisciplinary approach to the study of religions. Our graduate program is designed to provide students with an understanding of classical and contemporary theories of religion, the linguistic and methodological skills to develop and carry out rigorous and significant research, and in-depth, specialist education in the religious elements of particular regions and/or traditions. The department embraces both humanistic and social scientific approaches to the study of religion and emphasizes the importance of advanced study of relevant languages. Faculty members employ a variety of methods in their research and draw from a wide range of theoretical perspectives (see below).

The graduate curriculum provides students with essential preparation in theory and method in the study of religion and focused training in languages, traditions, and religious cultures. The department has particular strengths in five cultural areas (East Asia [China & Japan], South Asia [India], and Central Asia [Tibet & Mongolia], North America, and the Mediterranean Basin) and a range of traditions, including Buddhist, Hindu, Jewish, Christian, Islamic, and Native American. Unique to our department is a commitment to in-house language training in Arabic, Coptic, Hebrew, Hindi, Pali, Pashto, Persian, Sanskrit, Syriac, Targumic Aramaic, Tibetan, and Turkish. Students are expected to use multi-disciplinary approaches, drawing on philological, philosophical, historical, literary, anthropological, sociological, and psychological theories and methods as appropriate to their research. Students pursuing a doctoral degree in Religious Studies may petition to add the following Optional Interdisciplinary PhD. Emphases: Ancient Mediterranean Studies, Cognitive Science, European Medieval Studies, Feminist Studies, Global Studies, Translation Studies, Black Studies (forthcoming).

The master's programs provide a general orientation toward religious studies. The MA Plan 1, is earned in the process of working toward the PhD and is designed to prepare students for continuation in UCSB's PhD program. The MA Plan 2, is a terminal degree intended for students who desire broad and rigorous training in religious studies, but will not pursue doctoral study in our department. The MA Plan 2 is more flexible than the MA Plan 1 and does not require a formal thesis. The doctoral program is intended for students preparing for university teaching and research or other careers for which a doctoral degree is desirable.

Departmental and Area Specific Requirements: Doctoral study in the department is structured in terms of general departmental requirements, including disciplinary core courses required of all students, and additional requirements specific to each of the formal areas of study within the department: Buddhist Studies, Christian Traditions, Islamic Studies, Native American Religions, East Asian Religions, Mediterranean Religions, Jewish Studies, Religions in North America, South Asian Religions, Philosophy and Religion, and Religion and Culture. Area-specific requirements spell out faculty expectations beyond the departmental minimum for students specializing in the area: language and course work, and doctoral exams. The MA-PhD program has two tracks, depending on the degree and intensity of language study required in the different areas. "Track 1" students are expected to complete the Ph.D. in seven years; "Track 2" students in 8 years.

First Things

The Graduate Division is located on the third floor of Cheadle Hall. The staff at “GradDiv” oversee all aspects of your success at UCSB. Every milestone toward your degree objective is reviewed and approved by GradDiv. 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 advisor 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. You should become adept at navigating GradDiv’s website: <http://www.graddiv.ucsb.edu/>

The Humanities Administrative Support Center (HASC). The Department of Religious Studies is one of four departments that share administrative staff in the Humanities Administrative Support Center (HASC) housed on the fourth floor of HSSB. The HASC Main Office is located in HSSB 4001. Our Main Office telephone number is: (805) 893-4505. The hours of operation are 9:00am – 12:00pm, and 1:00pm – 4:00pm; FYI: the doors are locked from 8-9, 4-5. The office is normally closed between 12:00 p.m. and 1:00 p.m.

Some of the shared administrative staff will be especially important to graduate student life, including the front desk Administrative Assistant (Linda Lafond) for keys, supplies, mail, etc; the Student Services Manager (Jillian Title) who serves as liaison between the Program Graduate Advisors, the HASC cluster and the University; the Finance staff (TBA staff person, and Megan Moore) who process reimbursements, conference travel awards, and other financial transactions involving the university; the Computer & Network Technologist (AJ Hinojosa, HSSB 4044). Specific to Religious Studies are the Undergraduate Program Advisor (Christina Orzechowski, HSSB 4034) and the Graduate Program Advisor (Andrea Johnson, HSSB 4032).

The Graduate Program Advisor (GPA) maintains student files and assists students with university policies and procedures. Andrea Johnson, the Graduate Program Advisor, is a crucial liaison to the Graduate Division, and manages requisite administrative records on behalf of the department and its graduate students. Documentation is associated with many steps leading to a graduate degree. In order to ensure that your progress is recorded by the university in a timely and accurate manner, students must consult with the GPA for the appropriate forms or petitions needed when approaching “degree milestones” such as the MA, oral comprehensive exam or thesis, nomination of committee members, qualifying examinations to advance to doctoral candidacy, and/or dissertation defense. The GPA works with the Graduate Committee in formulating graduate program policy and managing the yearly admissions process. She works closely with the Director of Graduate Studies in the coordination of the graduate program. You should inform the Graduate Program Office of any changes to mailing address, phone number, student status (e.g., petitioning to add degree objective, and/or emphasis). Andrea’s office is HSSB 4032, email: ajjohnson@ucsb.edu

Student Mailfolders and Day Storage. Student mailfolders are created for new incoming students before fall quarter begins. They are located in the alcoves immediately across the door in the Religious Studies mailroom (HSSB 3022). Be sure to check your mailfolder for important notices and/or mail. Cabinet space above the lecturer mailboxes at the far end of the mailroom is available

to graduate students for temporary storage. Please do not abuse this common space by leaving personal items longer than is reasonable.

Graduate Student Profile and Photographs on the Department website. All current graduate students should add their photograph and profile information on the “Graduate Students – Current” webpage (<http://www.religion.ucsb.edu/people/graduate-students/>). You can login using your assigned UCSBnetID and password from the bottom/footer field or directly at: <http://www.religion.ucsb.edu/wp-login.php>. The website is based upon the WordPress blog platform and a short introduction on how to edit your information is available at <https://www.youtube.com/watch?v=L3GhY94IFI8>

Email Address. We will use your UCSB “*name@umail.ucsb.edu*” account as our primary way of contacting you and sending out important announcements and official department and university information. You must use this umail account for all university business; the university considers notices and other documents sent to you on umail to be “official.” Please check your umail account regularly. Many students have their umail forwarded to other mail clients (e.g., gmail).

Internet on Campus. There are several wifi options on campus, but the Letters and Science IT (LSIT) office recommends connecting to the free **eduroam** (**education roaming**) option, a “secure, worldwide roaming access service developed for the international research and education community” that allows for wifi access at other participating universities and institutions. Signing up is quick and requires (for most platforms) your UCSBnetID and password. Details: <https://help.lsit.ucsb.edu/hc/en-us/articles/231517848-Connecting-to-Wifi>

Address and Contact Information. It is important to provide the GPA with your updated address and contact information. If you move or change your telephone number, please make sure to notify Andrea. You will also need to update your address and contact information on GOLD, and it may be necessary to contact other individual departments as well.

Religious Studies Email List. As a religious studies graduate student your umail address will be added to the relst-grads email list. Email sent to relst-grads goes to all the graduate students in the department.

UCSB Religious Studies (Unofficial) Facebook Page. An unofficial Facebook page where members of the department, alumni, and friends of the Department can post notices, etc., is found at <https://www.facebook.com/ucsbreligion>.

Religious Studies Graduate Student Lounge (HSSB 3018). The student lounge is set aside for the exclusive use of religious studies graduate students. There are computers available for use, as well as a printer and a refrigerator.

Religious Studies Department Lounge (HSSB 3024). The department lounge, formerly the department library is a new space this year. It is a gathering space for everyone in the department. It has video capability, moveable tables/chairs, a refrigerator and sink.

Key Policy. Keys are issued to graduate students by our staff front desk personnel (HSSB 4001). Keys to the graduate lounge (HSSB 3018) and mailroom will be issued to you, and if you are

employed as a Teaching Assistant or Teaching Associate, you will receive a key to an office for required office hours.

Copies and Printing. Copy machines are available to everyone in the mailroom. There is an Apple computer terminal attached to the printer in the mailroom that can be accessed with a passcode (available at the HASC front desk). Instructors and TAs may make copies for the course they are teaching, but we encourage the use of GauchoSpace to conserve resources. Enrolled students are allotted 200 black and white prints per quarter to use for their academic printing needs at any of the three PrintSpot locations (the closest one is here in HSSB 1203, Open Access Lab) (<http://www.collaborate.ucsb.edu/services/student/printing>). We also have a printer in the Grad Lounge that can be used for research related work, although there is a limit to the number of toners allocated to this printer per year.

Departmental Roles Related to Graduate Students

Department Chair: Prof. Kathleen Moore is empowered to act on behalf of the Director of Graduate Studies (DGS) in his absence. In consultation with faculty and the Graduate Committee, the department chair assigns all teaching associates and approves assignment of teaching assistants. The Chair is assisted by an executive committee composed of the Vice Chair (Prof. Vesna Wallace), DGS, and Undergraduate Faculty Advisor (Prof. David Walker).

Director of Graduate Studies (DGS): Prof. Rudy Busto (rude@religion.ucsb.edu) administrates the graduate program and with the assistance of the Graduate Program Advisor coordinates the admissions process, the allocation of fee support, and the assignment of TAships. He handles academic concerns, Central Fellowship nomination decisions, as well as approvals such as general petitions for exceptions to policy.

Graduate Committee: Chaired by the DGS the Graduate Studies Committee is made up of faculty representing broad areas of the graduate program, plus a diversity officer. It makes recommendations to the department regarding changes to the requirements of the graduate program or procedures in administering the program. It also meets concerning individual graduate students whose progress is flagged as stalled or minimal as revealed in the annual student review process. The Committee reads graduate applications and comments submitted by the faculty and makes nominations to the Graduate Division for admission and fellowships. In addition, the committee awards fellowships to applicants from the department's block grant and Rowny Endowment for graduate education.

Undergraduate Advisor: in addition to advising undergraduates, Christina Orzechowski performs administrative functions related to teaching and faculty support, e.g., grading and the coordination of the quarterly schedule of classes and classroom assignments. She also orders textbooks.

Lead TA: In 2017-2018 this role is filled by William Chavez (wchavez@umail.ucsb.edu), a continuing graduate student. The Lead TA conducts departmental TA training and pedagogy workshops throughout the academic year. He is available for advice to all TAs; will sit in on sections to observe upon request.

Graduate Student/Faculty Liaison: In 2017-2018 this role is filled by Jed Forman (jed.forman@gmail.com) a continuing graduate student. The Liaison organizes workshops with

departmental faculty as well as invited speakers to discuss issues related to professional development, including publishing, job searches, writing grant proposals, and other topics of importance to graduate students. He queries graduate students about problems and/or concerns that need to be brought to the attention of the faculty. Along with the Lead TA, the Liaison attends 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. He assists with matching new admits to grad student mentors and may assist with various events throughout the year and with recruiting. The Graduate/Faculty Liaison is chosen by student/self nomination and voted in by the graduate students at the end of each academic year.

Useful Administrative Procedures

Registering for classes. Students should consult their mentor, the graduate advisor, or the graduate program advisor before registering. Students must enroll and pay fees by the deadlines noted on the Registrar's "Calendars & Deadlines" webpage (<https://registrar.sa.ucsb.edu/calinfo.aspx>). Maintaining graduate status involves paying fees and officially registering in classes each quarter. There is no provision for part-time graduate status; all graduate students are assessed full fees no matter how many units they take. Students who are physically elsewhere are considered "in residence" at UCSB if they pay fees and register for classes. You should review your study list with your advisor EVERY quarter. Failure to pay fees and/or to register by the declared deadline results in substantial fines. See below on "Student Status."

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.

Incomplete and Failing Grades F, NP (No Pass), U (Unsatisfactory). Students are required to petition for an "I" (Incomplete) grade by the last day of the quarter (the petition requires the signature of the instructor). If the work for the course is not completed **within the next academic quarter**, the Incomplete becomes a failing grade (F, NP, U). See the Registrar's explanation and policy: (<https://my.sa.ucsb.edu/catalog/Current/AcademicPoliciesProcedures/IncompleteGrades.aspx>)

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 advisor 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 advisor. For a sample of the petition see Appendix E.

Useful graduate students web portals:

University Registrar: <https://registrar.sa.ucsb.edu/index.aspx>

The Graduate Division: <http://www.graddiv.ucsb.edu/>

GradPost: <http://www.gradpost.ucsb.edu/about>

Graduate Division Facebook Page: <https://www.facebook.com/UCSBGradDiv>

Office of International Students & Scholars: <http://oiss.sa.ucsb.edu/>

DEGREE REQUIREMENTS

University Degree Requirements

All graduate students at UCSB must observe the following:

- Continuous registration of some type and registered for a minimum 8 units. (Some international students may need to be enrolled in 12 units as per their country or sponsor's requirements.) Details: www.graddiv.ucsb.edu/academic/registration-expectations#official-registration-status
- Remain in good academic standing (minimum 3.0 GPA, less than 12 units of unfinished coursework). Details: www.graddiv.ucsb.edu/academic/academic-performance#academic-good-standing.
- Meet minimum UCSB residency requirements (registered with units) as appropriate to degree program (3 quarters for MA students; 6 for PhD students) Details: <http://my.sa.ucsb.edu/catalog/Current/GraduateEducation/AcademicResidence.aspx>
- Be mindful of Time-to-Degree and milestone schedules, policies, options and consequences. Details: www.graddiv.ucsb.edu/academic/time-to-degree

Details, nuances, and additional related requirements specific to types of students can be found on the UCSB Graduate Division's Academic Services website: <http://www.graddiv.ucsb.edu/academic>

Department Degree Requirements

MA/PhD Program. The Department admits students into the MA/PhD program if they are coming from B.A. or B.S. programs, or if they hold a Master's degree in a discipline outside the humanities considered by the admission committee to be inadequate preparation for entry directly into the PhD program. We do not admit students into the MA portion of this program (administratively referred to as the MA Plan 1), expecting that students *earn the MA on their way to* the PhD degree. Students may, however, decide not to continue on to the PhD and can leave with the MA Plan 2 degree if they have satisfied the requirements for that degree.

All **MA Degree** students must satisfy the following Department requirements:

- 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 RGST 200 A, B, C, D** 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 department areas of study** (e.g., Islamic Studies, Buddhism, Religions of North America, etc.).

- Two additional courses (8 units) at the upper-division undergraduate level (numbered 100-199) or graduate level; only RGST 596, Directed Reading and Research, may be counted from the independent study options.
- Demonstrated proficiency in either **French or German** (languages crucial to the history and development of the discipline). See Religious Studies Language Requirements below.
- 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. The Department encourages article-length MA theses, modeled after journal articles in the appropriate subfields of religious studies of relevant interest to the student.

Time-to-Degree: The Graduate Division requires that students complete the MA degree within 4 years/12 quarters. However, the Graduate Division also requires students to advance to PhD candidacy within 4 years/12 quarters (5 years/15 quarters for “Track 2” students – see below). The Department expects that MA/PhD students finish their degree requirements (especially the thesis) within 3 years/9 quarters to allow sufficient time to prepare for advancing to PhD candidacy (exams and prospectus).

What comes next? After students complete the MA degree, they constitute a qualifying exam committee (in consultation with their advisor and/or the Director of Graduate Studies) and begin the process of reading for the written and oral qualifying exams that lead to advancing to PhD candidacy (see details below). Students also begin conversations about their dissertation prospectus with their advisor and committee members.

After completion of the MA, **PhD degree** requirements include:

- Such **additional courses** as a student’s advisor and Area of Study may specify.
- A **four-unit course on research methodology** (see list of approved choices; other options may be petitioned).
- Proficiency in a second, **research language** approved by advisors (see Religious Studies Language Requirements).
- **Written field examinations** as determined jointly by the student and advisors/committee.
- Submission of a **PhD prospectus**.
- An **oral examination of the written field exams 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.
- The **public defense** of the dissertation (may be waived).

PhD Program. Students entering directly into the PhD program hold the MA degree in Religious Studies or a closely related area from another academic institution. All PhD students must meet the following Department requirements.

- All coursework taken **for a letter grade** with a grade of B- or better unless otherwise noted.
- The **proseminar series RGST 200ABCD** taken in sequence (200A-Fall, 200B-Winter, 200C-Spring, 200D-Fall of the second year) with a minimum grade of B.
- Demonstrated proficiency in either **French or German** (see Language Requirements below).
- **Three graduate seminars** (12 units total, numbered 200 and above) from **three different faculty members** and in **three different department areas of study** (e.g., Islamic Studies, Buddhism, Religions of North America, etc.).
- **Additional courses** and language training as the advisor and Area of Study may specify.
- A **four-unit course on research methodology** (see list of approved choices; other options may be petitioned).
- Proficiency in a second, **research language** approved by advisors (see Language Requirements below).
- **Field examinations** as determined jointly by the student and advisors.
- Submission of a **PhD prospectus** (see details below).
- An **oral examination of the written exams 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.

Time-to-Degree: The Graduate Division requires students to advance to PhD candidacy within 4 years/12 quarters (5 years/15 quarters for “Track 2” students – see below). Normative time to degree for Religious Studies: Completion of the PhD in 7 years for “Track 1” students and 8 years for “Track 2” students.

It is helpful to think about completion of the PhD in terms of years/quarters after advancing to candidacy: *optimally, all students should complete their PhD by the end of the third year (9 quarters) beyond the quarter they advanced to candidacy.* Note: International students will begin be assessed the substantial non-resident supplemental tuition again after 9 quarters, whether continually registered or not. It is, therefore, crucial for students to pay close attention to the Graduate Division’s “Time to Degree” standards, as opportunities for funding and campus employment are largely based upon verifiable student progress. See the sections below on Time to Degree and P Status, as well as Appendices A and B.

MA Plan 2 Program (Terminal Master's Program). Students admitted to the MA Plan 2 degree program enter with a variety of Bachelors and post-baccalaureate degrees. The goals of this MA degree is to provide rigorous exposure to the academic study of religion for the enhancement of professional careers (journalists, museum curators, teachers, etc.), and to prepare students without previous training in religious studies for PhD work, or other careers. Students taking the **MA 2 Degree** are required to fulfill the following:

- A minimum 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
- Religious studies **core course RGST 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 RGST 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 RGST 596, Directed Reading and Research, may be counted from the independent study options.
- Completion of the degree within 12 quarters/4 years.

No foreign language or thesis is required for the MA Plan 2. Ordinarily all degree requirements can be met in one year. Students considering drawing out their degree past one year (3 quarters) should consult with the DGS. This Master's degree does not continue to PhD work in Religious Studies at UCSB.

DEPARTMENT REQUIREMENT DETAILS

The 200 Series. Students in the MA/PhD and PhD programs are required to take the four-quarter core proseminar sequence in theory and method in the study of religion (RGST 2000 A-B-C-D). Students in the MA2 program are required to take RGST 201 (fulfilled by taking RGST 200A), and are encouraged to take more courses in the series. The purpose of the 200 sequence is to orient students to the academic discipline of Religious Studies by familiarizing students with the important figures, texts, conversations, and controversies that have shaped the field historically in the North Atlantic world and are shaping the field today. While it would be impossible to give a comprehensive exposition of the academic study of religion the content of the 200 Series the sequence is designed around broad methodological approaches to the study of religion:

- 200A: sociological and anthropological
- 200B: philosophical and psychoanalytic
- 200C: phenomenological and hermeneutic
- 200D: post-modern literary, historical, and cultural studies criticism.

It is *imperative that students complete the 200 series sequentially* to preserve the logic of the series design, inhabit a common disciplinary language, and build support and familiarity with other entering students in the series.

Language Requirements. Religious studies MA/PhD, and PhD students are required to show proficiency in two foreign languages. The required first, *disciplinary* language important for foundational work in the academic study of religion is French or German for all students. The required second, *research* language is decided by the student in consultation with the advisor. These 2 language proficiencies are department requirements; students may, however, have additional language training imposed by their work in specific Areas of Study (e.g, Sanskrit and Hindi, Arabic and Persian, Chinese and Japanese, etc.).

“Track 1” and “Track 2” Categories

All MA/PhD and PhD students are categorized as either Track 1 or Track 2. The tracks are determined by the centrality of, demands and/or obstacles presented by the acquisition of the student’s second, research language. Students for whom the second research language is French, German or, typically, another modern western language (e.g., Spanish, Italian), and/or for whom non-English language analysis may be secondary to their research, are listed as Track 1. Track 2 students are those for whom language training, typically in a non-western language, is central to their research and requires sustained and substantive training (e.g., Sanskrit, Arabic, Tibetan, Chinese, Classical Hebrew). Students who pursue languages that require extraordinary or unusual avenues for acquisition and proficiency are also designated as Track 2 (e.g., Choctaw, Nahuatl, Tagalog, Yoruba). The department values the place of language training in the study of religion and allows Track 2 students an additional 3 quarters to advance to PhD candidacy.

Timing for Completing Language Requirements. For students entering without an MA the French or German requirement must be completed before the MA degree can be awarded. In both the MA/PhD and PhD programs **both language requirements must be satisfied in order to**

advance to candidacy. Note: Depending on a student's area of study additional language training/coursework may be required.

Satisfying the Language Requirements. There are four options satisfying the language requirements:

OPTION 1: Entering the program with requisite language preparation. 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 having completed a graduate-level language exam may, upon consultation with an advisor and approval by the DGS satisfy one or both language requirements. Note, however, that additional language training may be required by areas of specialization.

OPTION 2: Taking a departmental foreign language exam. Language testing is given individually, in arrangement with the examiner and within the timeframe of normal progress to the degree. The timing of a language exam 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. Other faculty may be called upon as needed to test student competency in other languages to fulfill the second, research language requirement; students must consult with their advisor and/or the Director of Graduate Studies with such requests. Language exams in the department consist of two translations:

- **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 (possible scores include: Fail, Low Pass, Pass, High Pass). If the student fails a part (or both), he/she may retake it with new material by special arrangement with the language advisor.

OPTION 3: Reading courses for graduate students. Students may opt to satisfy the requirement in French by completing the two-quarter "French for Graduate Students" sequence (French 11A and 11B) and earning 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 and their yearly availability is contingent on funding. **Note: For 2017-2018 – French 11A and 11B are tentatively planned for Winter and Spring quarters.** Similarly students may satisfy the requirement in German by completing the "Introduction to Reading German (German 1G and 2G) sequence and earning 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 and Slavic Studies and their yearly availability is contingent on funding. **Note: For 2017 – 2018 German 1G and 2G are tentatively scheduled for Winter and Spring quarters.**

OPTION 4: 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.

Language Requirement Substitutions. Substitutions will not be considered for a student's first, disciplinary language (French or German) requirement. The second, research language for Track 1 students is French or German, whichever was not used as the disciplinary language, or an acceptable substitute in keeping with area requirements and approved by the student's advisor. Two common substitutes include Spanish or completion of a statistics sequence (e.g., Sociology series 205A and B; Psychology's 221A,B,C series). The research language for Track 2 students is met by at least one research language appropriate to the area of specialization and approved by the student's advisor.

Research Methods Course. The research methods course is intended to provide in-depth training in methods that inform the student's dissertation research. The 200 Series and the *Routledge Handbook of Research Methods in the Study of Religion*, edited by Michael Strausberg and Steven Engler (Routledge 2012) are recommended starting points for thinking about methods. Specific courses should be decided in consultation with the student's advisor in light of the student's overall research goals. The faculty has approved a variety of courses that meet this requirement (see Appendix F). Other courses may be substituted by petition with the approval of the student's advisor and the DGS.

"590" Courses. Beyond the required coursework, graduate students should take strategic advantage of "590" courses designed to help focus and build expertise and exposure to research and teaching interests. All of these courses must be arranged with and approved by the relevant faculty person (Instructor, Advisor, Committee member). For example, after advancing to candidacy, students typically register for RG ST 599 (8 – 12 units) with their advisor for the duration of their research and writing of the dissertation.

RG ST 591. T.A. and Associate Training Program.

(1-4) STAFF

Enrollment Comments: *May be repeated. No unit credit allowed toward advanced degree.*

Required orientation and on-the-job instructors of teaching assistants and associates through consultations with instructors, evaluation of their teaching through videotapes or other means of observation, follow-up consultations, teaching evaluation.

RG ST 592. Directed Reading

(1-12) STAFF

Enrollment Comments: Course content variable. May be repeated.

Special readings selected under guidance of individual instructor to help the student make up particular gaps in his/her intellectual background that are pertinent to his/her graduate program.

RG ST 596. Directed Reading and Research

(1-12) STAFF

Research and preparation of dissertation.

RG ST 597. Individual Study for Master's or Ph.D. Examination for Advancement to Candidacy.

(1-12) STAFF

Enrollment Comments: No unit credit allowed toward advanced degree.

Individual study for Master's or Ph.D. examinations for advancement to candidacy.

RG ST 598AAZZ. Master's Project Research and Preparation

(1-12) STAFF

For research underlying the project; writing the project.

RG ST 599AAZZ. Ph.D. Dissertation Preparation

(1-12) STAFF

Terminal preparation of the dissertation.

MA Plan I Mentor, Advisor, Committee and Thesis

MA Committee and Language Proposal Form: As MA/PhD students prepare to undertake writing the thesis the "MA Committee and Language Proposal" (available from the graduate program advisor [see Appendix C] is filled out. This form records the formal composition of the student's MA committee and will bear the signature of the thesis advisor. The form also specifies the disciplinary language (French or German) which the student has demonstrated (or will demonstrate) proficiency. The student completes the form, obtains the committee chair's signature, and then returns it to the graduate program advisor.

The MA Thesis Committee: Entering students will be assigned **an MA faculty mentor** by the graduate advisor upon matriculation, according to the stated interests of the entering student. 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 faculty person originally assigned as the student's mentor. Once the student has an MA thesis advisor, the student should, in consultation with the advisor, select two additional faculty members for the MA committee. 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 faculty in other UCSB departments who are official "affiliates" of our department, and they may serve on MA committees as department faculty (See the affiliate list on our website).

MA Thesis: The MA thesis is a scholarly research project addressing a specific issue/problem in the study of religion in an area of interest to the student in consultation with the advisor. Typically the student and thesis advisor prepare through directed reading courses (RGST 592 and/or RGST 598). The thesis should follow the general format of a conference paper and/or journal article, and the expectation is that it would be suitable for both conference presentation and publication. In addition to fulfilling the MA requirements specified above, the student's thesis must be approved by the three MA committee members. See the Graduate Division website for thesis/dissertation filing guidelines.

PhD Faculty Mentor, Advisor, Committees. Upon admission to the program, entering doctoral students are assigned a PhD faculty mentor based on their expressed interests. Within the first two quarters, the individual student is expected choose a doctoral advisor, who may be--but does not have to be--the faculty person originally assigned as the student's mentor. Students having completed the MA degree may or may not continue to work with their MA advisor and committee, but typically there is continuity.

Committee(s). It is common and even expected that the qualifying examination committee continues as a student's dissertation committee. The following guidelines assume the continuity of faculty for both advancing and writing the dissertation and will be referred to as the "dissertation committee." It is, however, possible for students to replace committee members after completing their qualifying examinations to more accurately reflect shifts in dissertation foci, methods, and theoretical interests. Such changes, however, must be done in consultation with the student's advisor, or when appropriate in consultation with the DGS. Changes in PhD committee membership requires a petition process and must, ultimately, be approved by the Graduate Division.

Selecting Committee Members. A dissertation 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 committee member may be any University of California ladder-rank faculty member. Official faculty 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, the UC system, 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. It is helpful to note that having a PhD committee beyond the required three members, especially non-UCSB faculty, often adds logistical complexity for consultation, the dissertation defense, and obtaining signatures. Faculty may be open to reading drafts and consulting without formal membership on a PhD committee (and may actually prefer to support students without formal committee membership for a number of reasons). Students must get explicit approval from their advisor if the PhD committee grows beyond three members.

Reconfiguring a Dissertation Committee. Reconfiguring a dissertation committee after writing exams or advancing to candidacy is a serious matter, as it involves significant changes in the focus of the dissertation research and the exams needed in preparation. A student wishing to do so 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. Depending on the rationale for the changes, the student may be required to submit a revised dissertation prospectus reflective of the new focus of the dissertation to their proposed committee. Obtain the approval of the proposed members of the reconfigured committee.
 - Petition the Graduate Committee with the same information.
- If approval is forthcoming from all three of these groups, the change will be ratified.

Advancing to Candidacy: Qualifying Exams and Dissertation Prospectus

Advancing to PhD Candidacy is an important degree milestone. Achieving candidacy represents the culmination of foundational work and preparation for dissertation research. Candidacy represents the end of formal coursework, fulfillment of department language requirements, and evidence of good academic standing. The procedures for advancing to PhD candidacy require close communication with the student's advisor and exam committee, and checking with the Graduate Program Advisor to guarantee eligibility and the logistics of taking both the written examinations and scheduling the oral portion of the exams and discussion of the prospectus.

Qualifying Exams and the Dissertation Prospectus. Faculty in the individual areas of study set general requirements for doctoral examinations and the student's advisor and examiners approve the specifics. Most areas expect students to write an exam on a methodological approach or theme relevant to their proposed dissertation. A number of faculty in the department as well as affiliated faculty are prepared to write exams on various methods and themes that traverse areas of study. Some faculty may have already prepared exams on particular approaches and/or topics; others are open to working with students to develop more personally tailored exams. A list of various approaches and themes of interest to faculty in the department is provided on the departmental website under Graduate Studies (<http://www.religion.ucsb.edu/graduate/doctoral-preparation/>). The list is intended to be suggestive not definitive.

Qualifying exams consist of a minimum of three written exams of 4-6 hours each, followed by an oral exam with all examiners. Each exam will have for its "study guide" a bibliography, prepared by the student in consultation with each member of the PhD committee. Expectations for qualifying exams are determined by the examining committee in accordance with the requirements of the department and the student's by area of study. Normally at least two of the exams are taken in the student's area of study. The third is usually either on a religious tradition relevant to the student's area of study or is a thematic or methodological exam that cuts across areas or disciplines.

The qualifying exams are designed to serve several purposes:

- First, to test a student's mastery of important scholarly literature and ability to teach courses in broad fields related to the student's chosen area of study.¹
- Second, to assess a student's methodological skills in addressing problems in the study of religion in their chosen area.
- Third, to provide the student with an opportunity to craft original and insightful arguments about issues in the study of religion as they relate to their area of study.
- Fourth, serve as a diagnostic assessment of the student's preparation for the dissertation process.

¹ 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.

Scheduling Exams. It is the student's responsibility work with the Graduate Program Advisor when scheduling exams after consulting with the PhD committee members for availability. The written 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.

The student must initiate scheduling the exams with the graduate program advisor as soon as possible, but certainly **at least three weeks prior** to the first exam, who will find a room and will administer the written exams. It is helpful to first choose a date for the oral exam/defense and then work backwards to schedule the written exam dates. Prior to choosing exact dates, the student must prepare and present the **Alpha Form** along with a copy (unofficial) of their transcript (available through GOLD). The Alpha Form (see Appendix D) serves as a checklist to ensure that all requirements have been met and preliminary procedures have been followed. Students should check Graduate Division's information on university requirements for taking the qualifying exams and advancing to candidacy: (<http://www.graddiv.ucsb.edu/academic/doctoral-degree>)

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. Field exams must be taken on clean cluster-owned laptops or clean personal computers located in the scheduled exam room. The graduate program advisor will supply a clean thumb/flash drive for transferring the exam from the laptop to her computer, for dissemination to the committee. Students are allowed to bring food and drink into the exam and may take breaks as arranged with the Graduate Program Advisor.

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. Note: the second language exam and all required coursework, including the research methodology course requirement, must also be completed prior to scheduling exams. Some students complete their second language requirement much earlier in their graduate career; this is strongly encouraged.

After completing the written exams the PhD committee takes, typically, two weeks to read and share comments in preparation for the oral examination. The student with help of the Graduate Program Advisor will have arranged a date, venue and time for the three-hour oral exam. The oral exam may or may not include defense and discussion of the dissertation prospectus (see below). The oral examination allows the PhD committee to ask the student to clarify and elaborate on the written exams, explore related materials, and otherwise test the readiness of the student for dissertation research.

If the meeting includes discussion of the prospectus, it is usual for the committee to spend at least half of the allotted time on the prospectus and its viability. At the conclusion of the meeting, the committee may require revision of parts or all of the prospectus even if the student is approved for candidacy.

The dissertation prospectus. The dissertation prospectus (or proposal) is normally 20 to 30 pages in length (including bibliography), and is oriented toward the practical completion of dissertation research and writing. The prospectus is critical scholarship and should:

1. Identify and contextualize the topic of research;
2. Include a concise statement of the problematic out of which the thesis arises (animating questions);
3. Present a thesis/proposition or argument;
4. Contain a review of relevant literature;
5. Identify appropriate methods for the research and writing of the dissertation;
6. Include a plan of textual/archival/field research and contacts, including a timeline;
7. Propose a chapter outline that suggests sub-arguments, case studies/data, and reveals the architecture/rationale of the entire project;
8. Include a working bibliography.

Advancement to Candidacy. Upon satisfactory defense of the exams and prospectus the student is advanced to doctoral candidacy. There are two alternative timetables for completing and defending the field exams and dissertation prospectus. These alternatives are:

- Two meetings: 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/discussion of the prospectus.
- One meeting: The student submits the dissertation prospectus before taking the field exams, and a single oral examination is held within two weeks of completing the fields and covers both the field exams and the defense/discussion 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 crucial 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 helpful to keep in mind when scheduling exams that the end of quarters, and especially the end of the academic year are busy times for faculty.

Again, 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 Skype, or other live video conferencing method. Special arrangements need to be made in advance in such a case. The graduate program advisor 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.

With the successful passing of the exams and prospectus, and all departmental requirements having

been met, the student is advanced to doctoral candidacy and may petition for the interim “C. Phil.” degree that indicates formal advancement to doctoral candidacy. Colloquially, post-advancement students are referred to as “ABD” for “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). Advancement to candidacy makes students eligible for many types of fellowships, both inside and outside the University, and confers borrowing privileges at the University library with Academic status.

“P” STATUS

- P1 Status. All entering graduate students at UCSB are classified as “P1” pre-doctoral students. You are P1 until you advance to PhD candidacy.
- P2 Status. Graduate students are considered P2 when they have advanced to candidacy. The Graduate Division gives P2 students 9 quarters to be eligible for funding such as departmental fellowships, fee fellowships and central fellowships. Ideally, you will remain in P2 status until you complete your degree.
- P3 Status. When students have completed 9 quarters past their qualifying exams, they are then considered P3 status. A student in P3 status is no longer eligible to receive university financial support (such as Central Fellowships and Block Grant funds), as stated in P2 status. P3 status also lowers a student’s standing when the Department is considering in-house (Rowny endowment) funding and TA assignments. They are still eligible, however, to hold Teaching Assistant positions within certain limits.

The Dissertation and PhD Degree Completion

The Dissertation. The dissertation represents the culmination of a student's intellectual and scholarly growth. The dissertation is an original piece of research that makes a significant contribution to knowledge within the field of religious studies. A successful dissertation demonstrates the ability to frame meaningful questions for inquiry as well as the methodological skill required to provide appropriate answers to the research questions posed. The faculty advisor's role is to provide extensive guidance and feedback throughout the project, in concert with other members of the student's PhD committee.

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*, but certainly in accord with the wishes of committee members. Unless specifically directed otherwise by faculty, 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. Note: Many faculty do not read student work during the summer. Be sure to consult with each of your committee members if you plan to file over the summer.

The Doctoral Defense. The public defense of the dissertation is an important ritual occasion for the student to demonstrate mastery and expertise in their area and present the arguments, data, and

innovation of their specific dissertation project. The department encourages students to consider the defense as the culmination of the time, energy, commitment and work undertaken in the research and writing the dissertation. By tradition and regulation the defense of the dissertation is open to the public, peers, friends and family members, as well as other faculty members and university personnel. If the student decides to defend the dissertation the availability of dissertation committee members and appropriate space must be arranged through the graduate program advisor. The doctoral defense may be waived at the discretion of the dissertation committee through petition handled by the Graduate Program Advisor. Once the committee approves the dissertation and all required paperwork has been filed, the degree is reviewed and awarded by the Graduate Division on behalf of the university.

Filing the Dissertation. There are specific requirements for formatting and filing the dissertation; refer to the online Filing Guide at <http://www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document>. Be sure to advise the graduate program advisor as you near completion of the dissertation, especially if you want assistance in understanding which forms or petitions to file. If the defense is to be waived, 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/academic/forms-petitions> (Doctoral Degree Form III).

The graduate program advisor 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 responsibility.** The graduate program advisor cannot be asked, or held responsible for turning in paperwork or tracking down signatures. Students who complete their doctoral degrees at the end of the academic year, or over the summer months are responsible for making sure their committee members are available for reading final drafts, signatures, and defenses.

Dissertation Filing Fees. Students must be registered the quarter in which they turn in their dissertation. If a student is filing during the quarter they are registered, no extra fees are required. If they file the following quarter, and do not register, they can obtain an official leave of absence filing fee quarter from the Graduate Division. The filing fee can be paid in lieu of registration. The amount is half the current student service fee. This approved leave will permit formal relationship with the University for those in UCSB housing, students in need of continued e-mail service, and international students concerned with legal visa status. If there is a lapse in registration, a reinstatement petition is required to obtain approval to re-enroll in UCSB. Students must enroll and pay full registration fees. If a lapse in registration has occurred, Summer Session is a good time to file due to decreased fees.

GRADUATE STUDENT TEACHING

The Department regards graduate student teaching an essential and important aspect of professional academic life. With few exceptions, all students in the MA/PhD and PhD programs serve as Teaching Assistants (TA) for multiple courses during their time in the program, and indeed, university and department funding packages are structured around alternating years of Teaching Assistant experience. (See the University policy and requirements set for Teaching Assistants at:

<http://www.graddiv.ucsb.edu/financial/employment/academic-appointments> .) TAs serve in lower-division courses (numbered 1-99) with enrollments of 60 or more. The number of TAs varies from quarter to quarter and depends on the overall curriculum design that balances lower-division courses with upper-division and graduate courses over the course of the academic year. Students are encouraged to serve as a Teaching Associate (i.e., the instructor of record) when the opportunities for doing so are made available (the Department's summer session courses are staffed mainly by graduate students). The Department makes every effort to ensure all students will have Teaching Associate opportunities at least once during their time in the program, usually in summer sessions through courses regularly offered in the curriculum, or alternatively, when faculty go on sabbatical leave.

TA appointments of at least 25% (i.e. a "half" position) pay a salary plus health insurance and partial payment of fees for the quarter of employment.

Pedagogical Training. New students and first time Teaching Assistants (TA) are required to attend department orientation as well as the university-wide TA orientation. *All* students who plan to TA are required to attend three TA training events their first year and two per year thereafter.

Teaching Assistants and Teaching Associates may sign up for RGST 591 (T.A. and Associate Training) for 1-4 units during the quarters they teach with the approval of the faculty member with whom they teach. The student and professor arrange for specific pedagogical training and opportunities on an individual, course-specific basis. (Note that these units do not count towards degree requirements.) Graduate students who teach in summer sessions are encouraged to avail themselves of the university-wide Summer Teaching Institute for Associates Program, which provides pedagogical training to summer session teaching associates, and the Summer Mentor Program.

TA assignments are made in the spring/summer for the following year. Students and faculty are asked to provide their preferences for courses/TAs and the DGS and Graduate Program Advisor work to match up the requests as best as is possible, taking into account specific commitments to Fellowship holders, previous employment histories, eligibility limits defined by the Graduate Division rules, academic standing, approval by advisors. Many of our students find TA positions in other departments, especially in departments without graduate programs (e.g., Asian American Studies), where students must apply; some departments require letters of recommendations. Religious Studies graduate students have also been successful TAing in the Writing Program.

Teaching Evaluations (ESCI Forms). The main office staff prepare the evaluation forms that students use to assess their faculty and TAs at the end of each quarter. If you are a TA with a discussion section, you should receive a packet of blank evaluations about the 8th or 9th week of the quarter. You are to administer them in your last discussion section and ask a student to bring the completed evaluations to the HASC main office for processing. You will eventually be given the results, and should retain them because you will need them for the annual review, applying for grants and jobs in the future. Also, if you are a TA for a large class, your professor will probably ask you to help administer his/her evaluations during the lecture, and may ask you to bring them back to the main office. Instructors and TAs cannot look at the completed evaluations until after grades have been submitted.

The Certificate in College and University Teaching (CCUT). Students may want to work towards The Certificate in College and University Teaching (CCUT) to “demonstrate superior competence and experience in preparation for teaching at the university or college level.” Information on earning the CCUT is available through the university’s Instructional Development website: <http://oic.id.ucsb.edu/creating-teaching-portfolio-certificate-college-university-teaching>.

ANNUAL STUDENT REVIEW (ASR)

Each Spring Quarter, all students who will be registering in the upcoming Fall Quarter submit an Annual Student Review (ASR) on their efforts and accomplishments during the current academic year to their faculty mentor/advisor. The review provides students with timely feedback regarding their progress in the program and allows faculty to identify problems and counsel students about areas that may require more attention and/or the sharpening of specific skills. There are 2 versions of the ASR: one for students who have not advanced to candidacy; one for ABD students.

The Review contains 2 sections:

- Section I is filled out by the student and asks about
 - A. Requirements and Milestones
 - B. Coursework
 - C. Scholarly Work and Professional Activities
 - D. Teaching
 - E. Goals
 - F. Financial Support
- Section II is filled out by the student’s advisor:
 - G. Evaluation of student’s progress

Students who have served as TAs or Teaching Associates may be asked to submit their teaching evaluations (ESCI forms) if the scores for question 1 (on the quality of the instructor) is at or below the “Campus TAs over time” measurement (as indicated on the ESCI summary supplied for each course). Students also are asked to submit an updated curriculum vita with their progress report, highlighting/boldfacing items requested in the “C” section of the Annual Student Review. Faculty mentors/advisors complete their portion of the form, which they share with the student, indicating those areas in which the student is meeting or exceeding expectations and flagging areas in which they are falling behind departmental expectations with respect to performance or progress. The faculty then submits the review – signed by the student and advisor – and accompanying documents to the Graduate Advisor or the Graduate Program Advisor.

The Graduate Advisor assesses each ASR and, if warranted, brings concerns to the attention of the Graduate Committee. The Graduate Committee may solicit further input from faculty, call a meeting with the student and their advisor, and provide feedback to the student regarding departmental expectations for the coming year in terms of program milestones as well as professional development.

Examples of last year’s ASR forms are in Appendix G.

DEGREE CONTENT OPTIONS

Areas of Study. In consultation with their mentor or advisor, students choose an Area of Study, each of which has area specific requirements (available on the department website under Graduate Areas of Study). Students should make a plan for meeting the requirements in consultation with their advisor. The current Areas of Study are: Buddhist Studies, Christian Traditions, East Asian Religions, Islamic Studies, Jewish Studies, Mediterranean Religions, Native American Religions, Religion and Philosophy, Religion and Culture, Religions in North America, and South Asian Religions.

Approaches and Themes. Faculty in the individual Areas of Study set general requirements for doctoral examinations and the student's advisor and examiners approve the specifics. Most areas expect students to write a qualifying exam on a methodological approach or theme relevant to their proposed dissertation. A number of faculty in the department as well as affiliated faculty are prepared to write exams on various methods and themes that traverse areas of study. Some faculty may have standard exams on particular approaches and/or topics; others are open to working with students to develop exams tailored to specific student interests. A list of various approaches and themes of interest to faculty in the department is provided on the department Graduate Studies webpage (www.religion.ucsb.edu/graduate/doctoral-preparation/). The list is intended to be suggestive not definitive.

Interdisciplinary PhD Emphases. Graduate students at UCSB may take advantage of several interdisciplinary emphases to enhance their training and marketability by acquiring skills that supplement their major discipline. As a campus UCSB is committed to interdisciplinary work and, happily, the academic study of religion has always been open to the methods, theories and insights from other disciplines. Both the program leader of the interdisciplinary emphasis and the DGS or student's advisor must approve the petition used to add (or drop) an interdisciplinary emphasis or certificate. The department currently participates in the following emphases: Ancient Mediterranean Studies, Cognitive Science, European Medieval Studies, Feminist Studies, Global Studies, and Translation Studies. We are currently working to add the Black Studies Emphasis option. Students who successfully complete the Ph.D. in Religious Studies and have completed an Emphasis will have that designation on their transcripts.

Adding a Ph.D. Emphasis: <http://www.graddiv.ucsb.edu/forms/acad/pdf/Change-of-Degree-Status-Petition%2011.13.pdf>

Optional Ph.D. Emphasis in Ancient Mediterranean Studies: <http://www.ams.ucsb.edu/joinAMS.html>

Optional Ph.D. Emphasis in Cognitive Science: http://www.cogsci.ucsb.edu/grad_emphasis/

Optional Ph.D. Emphasis in European Medieval Studies: <http://medievalstudies.ucsb.edu/graduate.html>

Optional Ph.D. Emphasis in Feminist Studies: <http://www.femst.ucsb.edu/graduate/doctoral-emphasis>

Optional Ph.D. Emphasis in Global Studies: <http://www.global.ucsb.edu/phd/emphasis>

Optional Ph.D. Emphasis in Translation Studies: <http://www.complit.ucsb.edu/graduate-program/optional-translation-studies-phd-emphasis>

**** Optional Ph.D. Emphasis in Black Studies (in process):**
<http://www.blackstudies.ucsb.edu/programs/graduate>

IHC Research Focus Groups. UCSB's Interdisciplinary Humanities Center supports a variety of Research Focus Groups (RFG) that bring together faculty and graduate students with shared research interests from different fields and departments/programs to foster the development of interdisciplinary research agendas. Convened by individuals from at least two departments/programs, the RFGs meet regularly (at least three times a quarter) during the academic year to present work in progress, read and discuss texts and current scholarship, and/or plan and implement common research projects. For more information, see:
<http://www.ihc.ucsb.edu/ihrefsearch/rfgs/>

PROFESSIONAL DEVELOPMENT

Students are urged to present their research at regional, national (e.g., American Academy of Religion), and international conferences (e.g., International Association for the History of Religions), and the Graduate Division and department offer some funding to eligible students to help attend conferences whenever possible (see below). Students are also encouraged to help organize and to participate in research focus groups with faculty and graduate students. Further, the Graduate Liaison organizes workshops with both departmental faculty as well as invited speakers to discuss issues related to professional development, including publishing, job searches, writing grant proposals, and other topics of importance to the students. Advanced students in the department chair regional AAR program units, serve on national AAA program unit steering committees, work with colleagues at other institutions on various projects/conferences, and serve on various UCSB graduate student boards and committees.

Finally, students have ample opportunity to participate in departmental service, whether by election, invitation, or volunteering. Specifically, they play key roles in helping to organize conferences, the Graduate Student Recruitment Weekend, and other departmental events

FUNDING AND FINANCIAL ASSISTANCE

In 2015 the Religious Studies Department began to admit only those applicants to whom we could guarantee multi-year funding into the MA/PhD and PhD programs. This decision, driven by Graduate Division fiat, is in its early phase of implementation and impact; students currently in the MA/PhD and PhD tracks represent the entire range of financial support levels, including students who are in the department with no funding. The department is hyper-aware of the unevenness of this situation and is making its best efforts with its available resources to provide as much financial and employment support as is equitably possible. That is, in assigning TA positions, quarterly fee assistance and other augments, the DGS and Graduate Program Advisor take into account limiting factors as mandated by the Graduate Division (i.e. "P" status, academic standing, allowable quarters and percentages for employment), as well as individual student funding histories, particular

circumstances, and progress information from Annual Student Reviews.

Entering Student Multi-Year Funding Packages. Multi-year packages for MA/PhD and PhD entering students are awarded either through the Graduate Division or the Department in conjunction with the admissions process. Specific details are included in each individual award letter. Graduate Division awards (referred to as “Central Fellowships”) almost without exception include Teaching Assistantships and Stipends that alternate from year to year. Departmental packages (Rowny, Cordano, and Glazer Fellowships) normally include a similar mix of Stipends and Research Assistantships. These “in house” fellowships may or may not include guaranteed TAs.

MA - Plan 2 Support. MA-Plan 2 students are not eligible for university Central Fellowships. The department offsets the cost of tuition and fees by offering MA-Plan 2 students one guaranteed TA position per year. MA-Plan 2 students may, in addition, seek TA employment in other departments to further cover tuition and fees.

Year-by-Year Support. Both the Graduate Division and the department provide support to MA/PhD and PhD students in good standing who do not receive multi-year packages on a year-by-year basis. The Graduate Division does so through an annual competition in winter quarter for Continuing Central Fellowships and Dean’s Advancement Fellowships; the Department does so through awarding TAs and payment of tuition and fees (so called “Fee Fellowships/ “Fee Waivers”) on a per-quarter basis.

- **Graduate Division** annually awards fellowships to continuing students ranging in length from one quarter to one year based on a university wide competition. The Graduate Program Advisor and DGS receive notification requesting department nominations for Continuing Central Fellowships (which have a variety of eligibility requirements) in January or February, and forwarded to faculty and graduate students. Based on faculty input and student applications, the Religious Studies Graduate Committee selects the departmental nominees and submits their application packets to the Graduate Division. The Graduate Division also hosts a number of yearly fellowship opportunities on their website: <http://www.graddiv.ucsb.edu/financial>
- The **Department** awards a limited number of TAs and “Fee Fellowships”/“Fee Waivers”) which cover in- state tuition and fees (and under certain circumstances insurance) to students in good standing. In order to ensure equitable and appropriate distribution as possible, the graduate program advisor requires all graduate students to fill out a form in the spring indicating their funding needs and asks faculty and graduate students to indicate their TA preferences for the coming year.
- There are several **Campus Funding Resources** students may apply for and these opportunities will be made available to students via email as the DGS and Program Advisor become aware of them. Religious Studies students should check the Interdisciplinary Humanities Center (6th Floor, HSSB) and its website (<http://www.ihc.ucsb.edu/funding-opportunities/>) for events and funding resources. Similarly, appropriate projects can find support from the Chicano Studies Institute (https://oru.research.ucsb.edu/csi/?page_id=300), and the Black Studies Dissertation Fellowships (<http://www.blackstudies.ucsb.edu/programs/graduate/dissertation-scholars/application>)

ASE Union Representation. Teaching assistants, associates, and readers, as Academic Student Employees (ASE), are covered by bargaining agreement. Visit the following website for more information: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html>

Employment and Degree Programs

Graduate students employed as Teaching Assistant are considered first and foremost students with academic responsibilities who need to make timely progress toward degree completion. Graduate Students are normally limited to a maximum of 50% time employment during the academic year (Note: “50% time” is the administrative term for a “full-time” TA position). In exceptional cases students may apply for employment beyond the 50% limit (Note: except for international students who may not exceed beyond 50% total combined employment). An exception to policy request must be approved prior to employment by the student’s advisor, the Department Chair and the Director of Graduate Studies. Please contact the Graduate Program Advisor for help requesting an exception to the employment policy.

Other Campus and Off-Campus Adjunct Teaching Employment

Other Academic Student Appointments

Graduate students may also be employed as readers, tutors, associates, or student assistants. As these positions become available, the Graduate Program Advisor will alert students through the relst-grads email list. Instructors with large courses at the upper-division levels (i.e. without TAs) often rely upon graduate student “Readers” to grade and mark papers; while the payscale is not particularly high, many students find that “reading” is a quick way to earn extra money.

Part-Time University Staff Positions

In addition to academic positions, many part-time University staff positions are available. Jobs are listed at Career Services (<http://career.sa.ucsb.edu/>) as well as in academic departments, and the campus Human Resources Office (<http://hr.ucsb.edu/>). Students are allowed to work up to 20 hours per week (50% time) while enrolled in a graduate program.

Additional Employment Opportunities

Some opportunities exist for part-time work on campus. Many of these jobs relate to the students’ academic interests. For example, the Associated Students Notetaking Services hires graduate students to take lecture notes in a wide variety of classes

(<http://publications.as.ucsb.edu/notetaking-services/30/>)

The Campus Learning Assistance Services (CLAS) Program recruits graduate students as tutors, especially for introductory, methods, and statistics courses (<http://clas.sa.ucsb.edu/contact>)

Graduate students with an MA and/or advanced to candidacy occasionally find employment teaching classes at nearby community colleges such as Ventura College, Oxnard College, Santa Barbara City College and Hancock College. Further afield, there are adjunct lecture pools at CSU-Northridge and other Los Angeles area institutions.

Emergency Loans and Grant Sources

There are a number of campus sources that help students with cash flows and money emergencies: <http://www.sa.ucsb.edu/resources/student-parent-information/resources/general-purpose-funding>

Conference and Travel Funding Options.

Graduate students in Religious Studies are encouraged to participate in regional, national and international conferences as part of their professionalization. To this end, the Department has set aside resources to aid in funding graduate student travel to conferences.

Graduate students must first seek funding from other sources before applying for travel funding from the Department: graduate students who have advanced to candidacy should first apply for funding from:

- the UCSB Academic Senate: <https://senate.ucsb.edu/grants/doctoral.student.travel/>
- The Graduate Students Association offers additional funding. Students should apply for this stipend at the beginning of the month in which the conference is being held:
ucsbgsa.org/funding/conference-travel-grant/

Graduate student requests for conference travel funding from the Religious Studies Department will be considered according to the following guidelines.

1. The applicant must be in good standing in the department.
2. The applicant shall apply for funding no fewer than 60 days prior to the conference. The application may take the form of an email sent to the Department Chair, and cc'ed to the DGS (**not the Program Advisor**) and the student's PhD advisor/committee chair.
3. The student shall submit proof that s/he is presenting a paper at the conference for which s/he is requesting funding. Requests for funding should be accompanied by a copy of the paper abstract; endorsement from the student's adviser explaining the importance of the conference; and some evidence of participation (e-mail confirmation or notation in the final conference schedule).
4. The student shall indicate all other sources of travel funding for which s/he has applied.
5. Funding will be awarded on a quarterly basis within the limits of the departmental budget. Highest priority will be given to students
 - a) who have not received department travel funding in the previous academic year;
 - b) presenting papers at regional or national meetings of the American Academy of Religion/Society for Biblical Literature;
 - c) who are not the beneficiaries of 3-5 year multi-year funding (Central Fellowships, Rowny, Cordano, Glazer Fellowships). (Note: Cordano and Glazer Fellowship students have priority to funds from those respective endowments. Students should contact the respective Chair holders/committees to request conference and travel funding.)

Unless otherwise arranged, travel funding works on a reimbursement basis. (Note: awarding funds directly to students is considered a "stipend" and is therefore subject to taxation, hence the reimbursement procedure.) Following their return from their conference meeting students shall complete a travel reimbursement worksheet (see links below), and submit it, along with original receipts and award email, directly to Megan Moore, Financial Analyst, in HSSB 4001. Department travel funding awards are limited to \$400 total for an academic year.

Domestic Travel Reimbursement Worksheet:

<http://www.bfs.ucsb.edu/sites/www.bfs.ucsb.edu/files/docs/travel/Domestic%20Travel%20Reimbursement%20Worksheet.pdf>;

Foreign Travel Reimbursement Worksheet:

<http://www.bfs.ucsb.edu/sites/www.bfs.ucsb.edu/files/forms/travel-foreign-travel-reimbursement-worksheet.pdf>)

Students must report all conference and travel funding awards (regardless of source) to the Graduate Program Advisor on their annual progress review.

STUDENT STATUS

As noted above the university requires that students be continuously registered (except for summers) to maintain student status. There are, however, forms of student status available when circumstances require that you be away from UCSB and not registered as a full-time student in residence. (See Appendix H for a Comparison Chart on *In Absentia*/Leaves of Absence/Lapsing.)

Leave of Absence Status

Students may petition to take an official leave of absence for the following reasons: medical/health difficulties, pregnancy and/or parenting needs, emergencies in the immediate family, required military duties, filing fee quarter (for final quarter before graduating). Students should consult with their faculty advisor, the Graduate Program Advisor, and Graduate Division before beginning the process to petition for a leave of absence. A leave of absence guarantees you a position in the program upon return. Students on approved leave retain some student privileges (some have a fee attached). While on leave, you are not eligible for campus employment or other student appointment titles. A leave of absence is approved for a set period of time only. Three quarters leave is the maximum allowed except for a filing fee quarter.

Medical, Family Emergency, Parenting, and Military Leaves

Circumstances for these leaves of absence are self-apparent and information for each situation can be found on the Graduate Division's website: <http://www.graddiv.ucsb.edu/academic/leave-of-absence/medical-parenting-family-emergency-military-leave-of-absence>. Note that the policy for international students may or may not fall under these guidelines and students should consult with the Office of International Students & Scholars (OISS)

Filing Leave of Absence:

The Filing Leave of Absence enables students who have fulfilled all degree requirements except the final examination and filing of the master's thesis, or doctoral dissertation, to take a Filing Leave of Absence in lieu of registering. See Grad Div's policy and requirements:

<http://www.graddiv.ucsb.edu/academic/leave-of-absence/filing-leave-of-absence>

Returning from an Approved Leave or Requesting Reinstatement

Students who plan to return to registered status for the quarter following the expiration of their leave must notify the Graduate Division 4 weeks prior to the beginning of the quarter. Failure to do

so will result in “lapsed” status. Students who have a break in their registration and lapse, must petition for Reinstatement to return to registered status (see below).

In Absentia Registration

In absentia registration may be approved for one to three quarters for students pursuing graduate **study or research** outside the State of California. (Note: you cannot apply for *In Absentia* status to write the thesis/dissertation.) *In absentia* registration entitles the students to a significant reduction in the registration fee. Other fees, such as the education fee and out-of-state tuition, remain unaffected. To apply for the in absentia fee reduction, please see <https://www.graddiv.ucsb.edu/academic/forms-petitions>.

Refer to Graduate Division’s Graduate Handbook for detailed University policy.

In Absentia and Leaves of Absence have consequences for how the university “counts” quarters to Time-To-Degree completion:

	<i>In Absentia</i> Registration	Filing Leave	Medical Leave	Family Emergency Leave	Parenting Leave	Military Leave
Time-to-Degree	Does not extend	Does not extend	Extends up to 3 quarters	Extends up to 3 quarters	Extends up to 3 quarters	Extends up to 3 quarters
PhD Classification	Does not extend	Extends P2	Extends P2	Extends P2	Extends P2	Extends P2
Non-Resident Tuition Reduction	Does not extend	Does not extend	Does not extend	Does not extend	Does not extend	Does not extend

Lapsing

Students who are neither enrolled nor on approved leave for a particular quarter are considered to have lapsed their status as a graduate student. If quarterly fees are unpaid a student is considered to have lapsed. Students who enter lapse status relinquish virtually all student privileges, including contact with their advisors and use of university facilities – that is, if you lapse, you are no longer considered part of the university. In order to return to regular student status a Petition for Reinstatement with instructions can be obtained from the Graduate Division (3117 Cheadle Hall) or <https://www.graddiv.ucsb.edu/academic/forms-petitions>. The completed petition must be brought to the Graduate Program Advisor for processing. This petition will be evaluated by the Graduate Committee in consultation with the student’s advisor who will recommend approval or disapproval of reinstatement to the DGS. A plan for completion and timetable must be verified by the student's research advisor and submitted to the DGS with the Reinstatement Petition. All requests for reinstatement must be approved by the DGS for further evaluation and approval by the Graduate Division. In some cases, students who have been unregistered for a long period of time may be required to re-do qualifying examinations following reinstatement to prove currency in the field. Once a student is reinstated, s/he/they must be continuously enrolled. The Department will

not approve a second reinstatement request. Refer to Graduate Division's Graduate Handbook for details of this policy: <http://www.graddiv.ucsb.edu/academic/lapsed-status-reinstatement> .

Leave of Absence vs. Lapsing

Students considering Leave of Absence registration status, or lapsing status must consider the differences between these two options. You must petition for either option and consult with the Graduate Program Advisor and/or the DGS.

Consider:

- **Leave of Absence and the Filing Leave of Absence:** the student has petitioned under certain allowable conditions and been approved by Graduate Division to be out of registration status for a set period of time (and only for this period of time.)
- **Lapsing:** the student chooses not to register for a quarter, or more, and is therefore no longer considered a student by the university. To return, the student must petition for reinstatement and seek departmental and Graduate Division's approval to do so. If the student has not demonstrated timely progress or has not been in good communication with his/her/their committee, reinstatement may be denied.

Note: A student can inadvertently transition from leave of absence status to lapsed status if they do not register/return to the university at the end of an approved leave of absence. In this case the student must petition for reinstatement.

DEPARTMENT MISCELLANEA

Department Colloquium. Students are strongly encouraged to attend the departmental colloquia held periodically (usually two or three times a quarter) throughout the academic year from 3:00-5:00 on Wednesdays. A hallmark of the department, the colloquia are an occasion for faculty and graduate students to present and discuss research in progress. For more information or if you want to propose a session, please consult the faculty "Colloquiarch" (Prof. Barbara Holdrege, 2017 - 2018).

NB: The Department is currently in the process of removing Colloquium attendance as currently required for degree completion. Students need not register for RG ST 593. We anticipate this removal of the requirement to be retroactive for students currently in the program.

Education Abroad Program. Graduates students at UCSB are eligible for the University of California Education Abroad Program (UCEAP). With institutional partners in 40 countries worldwide, UCSB graduate students can spend from one quarter to an entire year abroad. Certain requirements apply and details can be found at <http://eap.ucop.edu/OurPrograms/Pages/GraduateStudents.aspx?src=srch-foot-grad>. It is helpful to know that the UCSB Education Abroad Program is directed by Religious Studies Professor Juan Campo.

Department Honorary Awards. The faculty honors undergraduate and graduate students at the end of every academic year at a ceremony on the Wednesday of the last week of classes.

Certificates of excellence are presented to students in areas represented by emeriti faculty in their honor. Awards are also given for service to the Department. Students are nominated by faculty to the undergraduate faculty advisor who convenes an ad hoc committee for deciding the winners. A list of awards is in Appendix I.

Annual Memorial Lectures, Endowed Chair Lectures, Post-Doctoral Visitors, and Other People You Will See in the Hallway. The Department sponsors annual public lectures to honor the legacies of emeriti professors, and hosts programming through the various endowed chairs seated in Religious Studies. We are also host to any number of visiting scholars (post-doctoral researchers, visiting scholars, adjunct lecturers) who contribute to the vitality and scope of the department's intellectual life. These events and scholars include:

Robert S. Michaelsen Memorial Lecture – on American religion topics

Ninian Smart Memorial Lecture – on comparative religion

Programming through the Virgil Cordano, OFM, Chair in Catholic Studies Endowment

Programming through the Marsha and Jay Glazer Chair in Jewish Studies Endowment

Programming through the Walter H. Capps Center for the Study of Ethics, Religion, and Public Life

Visiting scholar in Catholic Studies through the J.E. & Lillian Byrne Tipton Distinguished Visiting Professorship in Catholic Studies Endowment.

The Department also hosts Fulbright sponsored Foreign Language Teaching Assistants (FLTAs) each year. This year the FLTAs will work in Arabic, Turkish, and Kazakh.

In addition to these public events, the Department is host to the Center for Middle East Studies, the Middle East Studies Undergraduate Major; the American Indian and Indigenous Studies Undergraduate Minor; the Jewish Studies Undergraduate Minor, and the Persian Studies Undergraduate Minor.

APPENDICES

A – Graduate Division Timeline for Completion of the Degree

B – PhD Milestones: Department Recommendations

C – MA Committee and First Language Proposal Form

D – Alpha Form—PhD

E – Student Petition for General Requests

F – Approved Methods Courses (rev. 2011)

G – Approved Annual Student Review forms

- MA/PhD Annual Student Review (pre-candidacy)
- Advanced to Candidacy Annual Student Review

H – Comparison Chart on *In Absentia*/Leaves of Absence/Lapsing

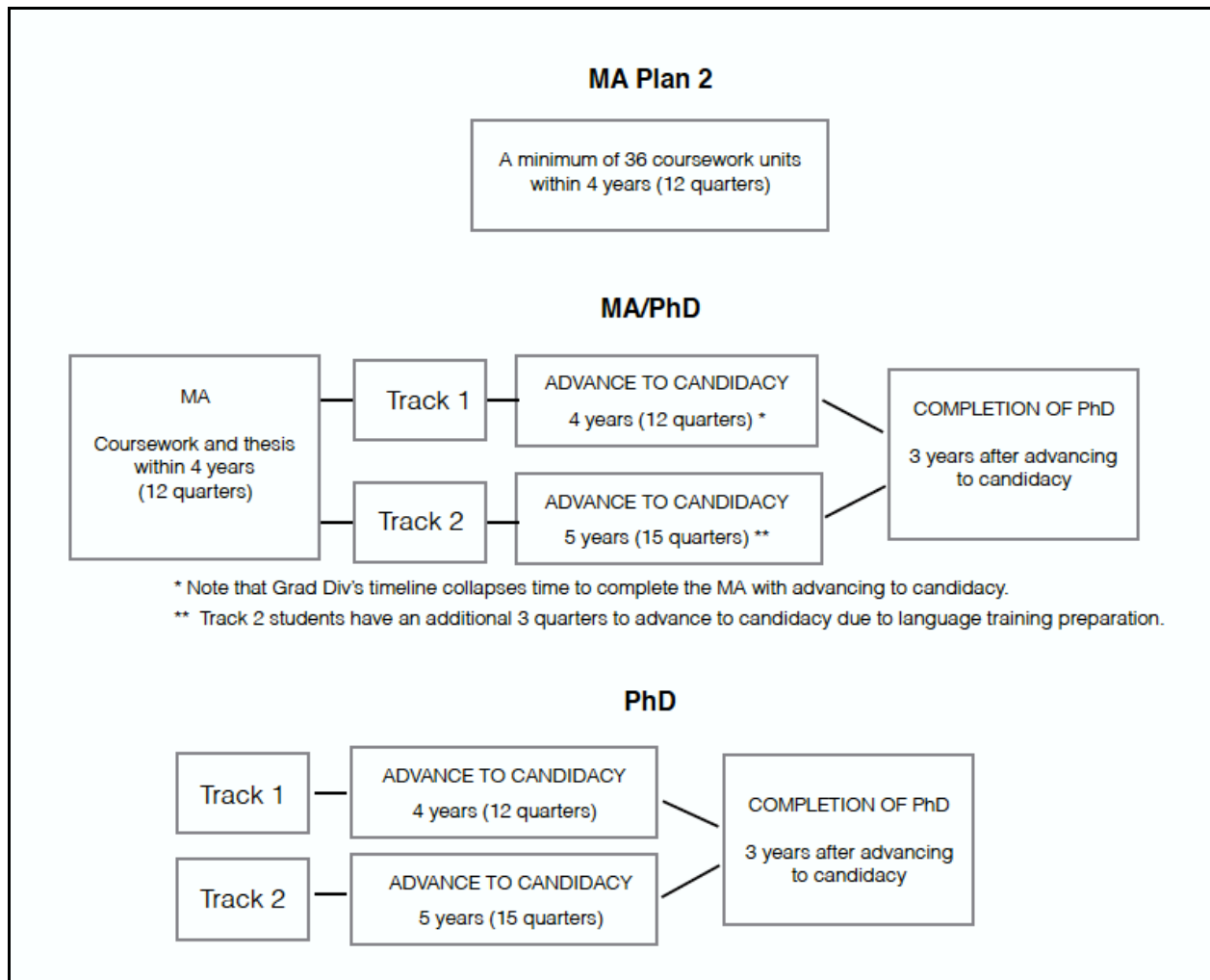
I – List of Department Honorary Awards

APPENDIX A

Graduate Division Timeline for Completion of the Degree

Students are urged to pay close attention to the timelines for completing their degree objectives. The university is vigilant about student progress and what is referred to at “normative time to degree.” While the Department operates on internal deadlines and specific requirements, all milestones and terms of the program conform to University of California guidelines.

Below are the Graduate Division (“official”) timelines towards degree completion.



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

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

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.

Students are responsible for keeping track of their progress through their program and meeting all university, department, and area of study requirements and for checking in with the graduate program advisor.

APPENDIX B

PhD Milestones: Department Recommendations

Department Recommendations for Completion of PhD Degree

	MA/PhD - TRACK 1	MA/PHD - TRACK 2	PhD - Track 1	PhD - Track 2
YEAR 1	200 Series	200 Series	200 Series	200 Series
	Choose advisor by end of winter quarter	Choose advisor by end of winter quarter	Choose advisor by end of winter quarter	Choose advisor by end of winter quarter
	Finalize MA committee by end of spring quarter	Finalize MA committee by end of spring quarter		
YEAR 2	Complete 200 Series	Complete 200 Series	Complete 200 Series	Complete 200 Series
	Complete MA thesis by end of 6th qtr or beginning of 7th qtr			
	French/German requirement	French/German requirement	French/German requirement	French/German requirement
	TA Experience	TA Experience	TA Experience	TA Experience
YEAR 3	Choose exam committee by end of fall quarter	Complete MA thesis by end of 9th qtr or beginning of 10 qtr	Choose exam committee by end of fall quarter	
YEAR 4	Advance to PhD candidacy by end of spring quarter/ end of coursework / 2nd language met	Choose exam committee by end of fall quarter	Advance to PhD candidacy by end of spring quarter/ end of coursework / 2nd language met	Choose exam committee by end of fall quarter
	TA Experience	TA Experience	TA Experience	TA Experience
YEAR 5	Research	Advance to PhD candidacy by end of spring quarter/ end of coursework / 2nd language met	Research	Advance to PhD candidacy by end of spring / end of coursework / 2nd language met
YEAR 6	Dissertation writing	Research	Dissertation writing	Research
YEAR 7	Complete PhD	Dissertation writing	Complete PhD	Dissertation writing
YEAR 8		Complete PhD		Complete PhD
	(21 quarters total)	(24 quarters total)	(21 quarters total)	(24 quarters total)

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: _____

Alpha Form—PhD
Department of Religious Studies

Student: _____
Date Submitted: _____

General Plan: Brief description of suggested doctoral dissertation.
Note: The plan is not absolutely set but may be varied by petition.

Proposed committee:
1. Chair _____
2. _____
3. _____
4. (Optional) _____

First language (French or German), completed during MA or prior to advancing:

Proposed courses:

Second language, to be approved by PhD committee:

Proposed three field exams: *Student should bear in mind his/her future teaching ambitions.*
Tentative dates of exams: _____
Title of field exam: _____ **Title of field exam:** _____ **Title of field exam:** _____
Examiner: _____ **Examiner:** _____ **Examiner:** _____

Further comments (including extra exam):

APPROVAL:
PhD Committee Chair signature _____
Department Chair signature _____

APPENDIX E

**DEPARTMENT OF RELIGIOUS STUDIES
GRADUATE STUDENT PETITION FOR DEPARTMENTAL
DEGREE REQUIREMENTS**

Name: _____ Perm: _____

Address: _____ Phone: _____

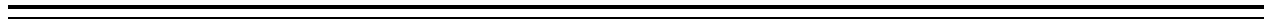
_____ E-Mail: _____

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

APPENDIX F

Approved Research Methods Courses

Department of Religious Studies

(Approved to meet the departmental requirement for a research methods practicum)

[Last updated April 2011 / Revisions through Fall 2017]

Particular Research Methods (as applied specifically to religion or not)

RGST 116C/216C, Archaeology and the Study of Religion (Thomas)
RGST 143/243, Seminar in Religion and Society: Research Methods (Roof)
RGST 172, Evolutionary Cognitive Science of Religion (Taves)
~~RS 211, Orality, Literacy and the Study of Religion (Reynolds)~~
RGST 237, Seminar in the Scientific Study of Religion (Taves)
RGST 250, Seminar in the History of Religions (Hecht)
RGST 272, Seminar in Comparative Methods in the Study of Religion (Holdrege)
RGST 292EG, Religion and Ethnography: Theory, Praxis and Experience (Perez)
RGST 292RR, Social Scientific Methods in the Study of Religion (Blankholm)
ANTH 240, Research Methods in Cultural Anthropology
ANTH 240B, Research Design and Writing in Sociocultural Anthropology
ANTH 245AB, Quantitative Data Analysis in Archaeology
~~CHST247A Oral History (Ramirez)~~
FMST238 Participatory Action and Community Research (Chang)
GEOG 176A, Introduction to Geographic Information Systems
HIST 202, Historical Methods
MUS 225, Field & Laboratory Methods in Ethnomusicology (Marcus)
PSY 221AB, Design and Measurement
SOC 205AB, Data Analysis in Sociology; Statistical Methodology
SOC 211AB, Field Research in Sociology

History of Study and Methods in Specific Areas or Traditions

RGST 206B, Seminar on Vedic Traditions
RGST 206G, Seminar on Hindu Discourses of the Body
RGST 215, Proseminar on Islamic Studies
RGST 216A on South Asian Buddhism
RGST 254B The Study of Tibet (Cabezón)
~~RS 242, Seminar in European Christianity (Tutino)~~
RGST 280, Method in Islamic Studies (Ahmad)
HIST 292ABC, Foundations of U.S. History

NOTE: Other courses that seem to fit the requirement may be petitioned using the departmental petition form.

APPENDIX G – MA/PhD Annual Student Review (pre-candidacy form)

Department of Religious Studies
MA/PhD Student Annual Progress Report for 2016-2017

Student _____ Perm # _____

Graduate Program Start Date _____ Expected Month/Year Advancing to
Candidacy _____

Faculty Advisor _____

Send this form as an email attachment, along with an updated and highlighted (see below) CV to your advisor. Then set up a time with your advisor to review your progress. Your advisor should let you know if concerns on their comment page may require review by the Graduate Committee. You may also submit concerns of your own regarding your progress directly to Andrea Johnson for inclusion in your dossier. If required, the Director of Graduate Studies may request a meeting with you and/or your advisor. These annual reviews accumulate as a record of your progress in your student file.

PLEASE TYPE ALL RESPONSES ON THIS FORM and forward it to your advisor on or before May 19, 2017. Where information has not changed, you can cut and paste from your last annual review.

A. MILESTONES

Requirements/Milestones for completion of MA	Successful Completion (y/n)	If not, expected date:
200 series		
Foreign language requirement		
Establish MA Committee		
Complete MA thesis		

What is the general topic of your research?

If you have not completed your MA, indicate progress toward the completion of your MA thesis (summarize research objectives and what has been accomplished and research plans for the coming year):

If you earned your MA through another program, indicate:

Name of university:

MA Committee Chair:

Date MA Awarded:

C. Scholarly Work and Professional Activities since your last Annual Report

Attach an updated CV and highlight (boldface, or italics):

1. Research projects planned/underway/completed
2. Professional conferences attended
3. Professional talks planned/given (note place of presentation)
4. Papers for publication underway/submitted for publication/accepted for publication (note topic, status, etc.)
5. Departmental, University, Community, or National Service
6. Awards, Honors, Recognitions
7. Other teaching practice (guest lectures in classes; presentations in seminars or research/study groups, etc.)

D. Development of Teaching Skills (2015-2016)

1. Courses TA'd? Was the course evaluated?

_____	_____
_____	_____
_____	_____

Comment on what you perceive to be your strengths and weaknesses in your TAing. *If your ESCI scores for question 1 is at or below the "Campus TAs over time" score, include copies of your ESCI sheets to this report.*

2. Courses taught (I.e. Instructor of Record)? Was the course evaluated?.

_____	_____
_____	_____

Comment on what you perceive to be your strengths and weaknesses teaching your own course. *Include evaluations for courses where you were the Instructor of Record.*

E. Goals

Please cut and paste goals from last year's Annual Review here, then answer the following:

Have you managed to accomplish the goals you set for yourself a year ago? If you have had any difficulties or challenges, please list. In your opinion, what needs to be done to address these issues?

Future Goals:

Provide a brief summary of what your learning goals are for next year (i.e., more data analysis experience, manuscript preparation, grant writing exposure, TA experience, present at a professional meeting, etc.) and how you plan to achieve them (i.e., courses you plan to take or TA, meetings you plan to attend, etc.):

F. Financial Support

List assistantships and support received this year (include positions held in the Summer):

Teaching Assistant/Associateship(s)		Other		
Qtr/Yr	TAship (Course #)	Qtr/Yr	Reader, Research appointment, other teaching employment	

Did you receive a “Fee Fellowship” this year? If yes, which quarters: ___ Fall ___ Winter ___ Spring

List *all* fellowships and/or research grants you applied for *and the outcomes*:

Please indicate any additional comments, observations, suggestions, and questions you may have.

G. Evaluation Summary to be completed by Advisor

Academic Performance/Progress	Excellent	Very Good	Expected Level	Marginal	Comments
Coursework					
Research: Pre-dissertation/ dissertation					
Writing Skills					

Summary Review

Student is:

	making normal progress toward his/her degree
	making marginal progress toward his/her degree
	not making normal progress toward his/her degree. Faculty/committee recommends the following:

Date student/advisor discussed annual progress: _____

Faculty/Program/Research Advisor: _____
Signature *Date*

Student: _____
Signature *Date*

Director of Graduate Studies Initials _____

APPENDIX G – Advanced to Candidacy Annual Student Review

Annual Progress Report for Students Advanced to Candidacy 2016-2017

Student: _____ **Perm #:** _____

Degree Start Date: _____ **Expected Date of Ph.D.:** _____

Faculty Advisor: _____

The goal of this annual progress report is to identify what has been accomplished this year and what degree milestones you plan to complete the next year.

Qualifying Exam Committee:	Dissertation Committee:
Chair _____	Chair _____
Member _____	Member _____
Member _____	Member _____
Additional _____	Additional _____
Qtr/Yr you advanced:	Tentative dissertation title/topic:

Financial Support

List assistantships and support received this year (include positions held in the Summer):

Teaching Assistant/Associateship(s)		Other	
Qtr/Yr	TAship (Course #)	Qtr/Yr	Reader, Research appointment, other teaching employment

Fellowships received this year:

Central Fellowship? ___ Y ___ N If yes, which quarters: ___ Fall ___ Winter ___ Spring
 Fee Fellowship? ___ Y ___ N If yes, which quarters: ___ Fall ___ Winter ___ Spring

List *all* fellowships and/or research grants you applied for *and the outcomes*:

Scholarly Work and Professional Activities since your last Annual Report

Attach an updated CV and highlight (boldface, or italics):

1. Research projects planned/underway/completed
2. Professional conferences attended
3. Professional talks planned/given (note place of presentation)
4. Papers for publication underway/submitted for publication/accepted for publication (note topic, status, etc.)
5. Departmental, University, Community, or National Service
6. Awards, Honors, Recognitions
7. Other teaching practice (guest lectures in classes; presentations in seminars or research/study groups, etc.)

Development of Teaching Skills

1. Courses TA'd? Was the course evaluated?

_____	_____
_____	_____
_____	_____

Comment on what you perceive to be your strengths and weaknesses in your TAing. *If your ESCI scores for question 1 is at or below the "Campus TAs over time" score, include copies of your ESCI sheets to this report.*

2. Courses taught (I.e. Instructor of Record)? Was the course evaluated?.

_____	_____
_____	_____

Comment on what you perceive to be your strengths and weaknesses teaching your own course. *Include evaluations for courses where you were the Instructor of Record.*

Goals

Please cut and paste goals from last year's Annual Review here, then answer the following:

Have you managed to accomplish the goals you set for yourself a year ago? If you have had any difficulties or challenges, please list. In your opinion, what needs to be done to address these issues?

Future Goals:

Provide a brief summary of what your academic goals are for next year and how you plan to achieve them:

Evaluation Summary to be completed by Advisor
Strengths

Areas for improvement (include specific description of area for improvement, steps needed to improve and expected timeline for completion of required steps)

Summary Review

Student is:

	making normal progress toward his/her degree
	making marginal progress toward his/her degree
	not making normal progress toward his/her degree. Faculty/committee recommends the following:

Date student/advisor discussed annual progress: _____

Student signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Director of Graduate Studies initials _____

APPENDIX H

Comparison Chart on *In Absentia* / Leaves of Absence / Lapsing

	<i>In Absentia</i>	Leave of Absence/Filing Qtr.	Lapse
Purpose	To enable research or coursework of the nature that makes it necessary to be conducted <i>outside</i> of CA (no other uses approved)	Considered for these reasons: *Medical/health difficulties *Parenting/Pregnancy *Emergencies in immediate family *Armed Services/Military duties * Filing quarter - requires submission of a <i>Filing Leave of Absence Petition</i>	Graduate students who fail to register (lapse) relinquish ALL student privileges
Eligibility criteria	*Student's research or coursework must require work outside of California *Must be directly related to degree program as evidenced by faculty approval *Must involve only indirect supervision *Must enroll full-time *Must be advanced to candidacy	*Must have been registered the preceding academic quarter, unless requesting to extend a leave *Medical leave requires a note from physician (see specifics) *Parenting/pregnancy leave requires note from physician and birth certificate (see specifics) *Military leave requires governmental documentation * Must be a terminal MA student, or a PhD student for filing leave	*Relinquish all student privileges including: *pre-existing offers of department/ other financial support *use of student health services *u-mail (terminated within 13 months) *ability to defer repayment of loans *Int'l student immigration status *non-resident tuition reduction is <i>not</i> deferred by the number of lapsed quarters
Terms and conditions	*Int'l students require OISS approval *Eligible for university support *Not eligible to hold student academic or other appt. titles *remain covered by health insurance *maintain library borrowing privileges	*Int'l students require OISS approval *Not eligible for university support; Financial Aid may be affected *Not eligible to hold student academic or other appointment titles *Not exempt from payment of loans *May be eligible to access Student Health on a fee-for-service *continue library borrowing privileges *If on Filing leave, may <i>not</i> subsequently register in absentia; FULL fees will be assessed for all registration post filing leave quarter *If on Filing leave, a nonrefundable filing fee paid at time of degree completion.	n/a
Registration status	Registered student, minimum 8 units	Not registered, on approved leave	Not registered
Tuition and Fees	Tuition and fees reduced by 85% ; reduction is not applied to other fees, such as health insurance and non-resident tuition	n/a	n/a
Required Paperwork	<i>In Absentia Registration Petition</i> ; Due at least 3 weeks prior to start of quarter	<i>Leave of Absence Petition</i> , or <i>Filing Leave of Absence Petition</i> (specifically for filing leave); Due at least 3 weeks prior to start of quarter \$20 fee for Leave for Absence Petition or Filing Leave of Absence Petition	No paperwork, however a <i>Petition for Reinstatement to Graduate Status</i> is required for students with a break who wish to return. Reinstatement is NOT guaranteed. Due at least 6 weeks prior to start of quarter. Reinstatement petition fee of \$70 (domestic), \$90 (international)
Maximum allowed	Maximum of 2 years, with the 2 nd year requiring letter of support from advisor and Graduate Dean's approval	*Maximum of 3 quarters of non-filing leave; *Maximum 1 quarter Filing leave	n/a
Registration status	Registered student, minimum 8 units	Not registered, on approved leave	Not registered

APPENDIX I

DEPARTMENT HONORARY AWARDS

NAMED FACULTY AWARDS

The Catherine L. **Albanese** Award given for academic achievement in American Religious History

The Professor Walter H. **Capps** Memorial Award given for academic achievement in the study of Religion and Public Life

The Professor W. Richard **Comstock** Award given for academic achievement in the study of Religion and Culture

The Professor Wilbur M. **Fridell** Memorial Award given for academic achievement in the study of Japanese Religions (this award may carry a cash prize when Fridell Endowment funds are available)

The Professor Phillip E. **Hammond** Memorial Scholarship given for academic achievement in the field of Sociology of Religion and/or Religion and Government Studies (includes \$2000 stipend for research support during the year of tenure as designated Hammond Scholar, from Rowny funds)(year of tenure is the ensuing year; i.e., for an award given during June 2017, the academic year of tenure as the Hammond Scholar is 2017-2018)

The Professor Gerald J. **Larson** Dissertation Award given for the best doctoral dissertation completed annually in the Department of Religious Studies (includes \$500 stipend from Rowny funds)

The Professor Charles H. **Long** Award given for academic achievement in the study of the History of Religions

The Professor Robert S. **Michaelsen** Memorial Award given for academic achievement in the field of American Religions

The Professor Thomas F. **O'Dea** Memorial Award given for academic achievement in the study of Religion and Society

The Professor Raimundo **Panikkar** Memorial Award given for academic achievement in the study of Comparative Religions in South Asia (this award will include a cash prize once the Pannikar endowment is sufficiently funded)

The Professor Birger A. **Pearson** Award given for academic achievement in the study of Christian Origins and Hellenistic Religions

The Professor R. Ninian **Smart** Memorial Award given for academic achievement in the Comparative Study of Religion and Philosophy

The Professor Charles **Wendell** Memorial Award given for academic achievement in the field of Islamic and Middle Eastern Studies

OTHER AWARDS

The Michael Evan **Porzucki** Prize in Jewish Studies given to a Religious Studies undergraduate or graduate student for excellence in the study of Judaism (includes stipend award of approximately \$250)

Edward C. **Truman** award (Undergraduate only) The UCSB Affiliates of the University of California, Santa Barbara award one scholarship of \$1,000 to a qualified freshman, sophomore or junior majoring in the area of Religious Studies with an aspiration to pursue a religious-related avocation. The award is made on the basis of academic achievement, work history and community service, and relevant future plans. Students must apply in writing during Spring Quarter

Theta Alpha Kappa Undergraduate Achievement Award given in years by rotation across National Honor Society for Religious Studies and Theology Society chapters. Undergraduate Advisor & Undergraduate Assistant nominate.

The **Chair's Distinguished Service Award** given for distinguished service that fosters the multidisciplinary and cross-cultural objectives of the Department of Religious Studies (given by past chairs to students who have helped the department in some significant way, e.g. with setting up a new center or could be used by the Chair to recognize any "distinguished service"). Department Chair nominates.

The **Graduate Advisor's Exceptional Service Award** for extraordinary efforts on behalf of the Religious Studies Graduate Program. DGS & Graduate Program Advisor nominate.