

Graduate Student Guidelines

2015-2016

A Department of Religious Studies Publication

University of California

Santa Barbara

CONTENTS

| | |
|--|----|
| INTRODUCTION | |
| Welcome | 1 |
| Program Overview | 1 |
| DEGREE REQUIREMENTS BY PROGRAM | |
| MA-PhD Program | 2 |
| PhD Program | 3 |
| MA Plan II | 3 |
| DEPARTMENTAL REQUIREMENTS | |
| The 200 Series | 4 |
| Languages | 4 |
| Research Methods | 6 |
| Pedagogical Training | 6 |
| Professional Development | 6 |
| DEPARTMENTAL OPTIONS | |
| Areas of Study | 7 |
| Approaches and Themes | 7 |
| INTERDISCIPLINARY OPTIONS | |
| IHC Research Focus Groups | 7 |
| UCSB PhD Emphases | 7 |
| DEGREE MILESTONES | |
| MA (Plan I) | 8 |
| PhD | 8 |
| TIMELINES & PROGRESS | |
| Official Graduate Division Timeline for Completion of the Degree | 12 |
| Review of Student Progress | 12 |
| Departmental Recommendations for Progress and Sample Programs | 13 |
| FUNDING & FINANCIAL ASSISTANCE | 16 |

| | |
|---|----|
| GENERAL INFORMATION | 17 |
| Faculty | 17 |
| Staff | 18 |
| Departmental Roles related to Grad Students | 19 |
| The Graduate Division | 20 |
| | |
| APPENDICES | |
| A – MA Committee and First Language Proposal Form | 21 |
| B – Alpha Form—PhD | 22 |
| C – Petition Form | 23 |
| D – Approved Research Methods Courses (rev. 2011) | 24 |
| E – Graduate Student Conference Travel Funding Policy | 25 |

INTRODUCTION

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

Program Overview

The Department of Religious Studies offers education in the religious dimensions of the human experience in diverse traditions and cultures around the world and through time.

The department encourages a 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 education in the religious dimensions 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 specialized 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, Sikh, Jewish, Christian, Islamic, and Native American. The department offers language courses in Arabic, Coptic, Hebrew, Hindi, Pali, Pashto, Persian, Punjabi, 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 Ph.D. Emphases: Ancient Mediterranean Studies, Cognitive Science, European Medieval Studies, Feminist Studies, Global Studies, Translation Studies.

The master's programs provide a general orientation toward religious studies. The MA, Plan I, is earned in the process of completing the Ph.D. The MA, Plan II, is a terminal MA intended for students who desire training in religious studies, but do not wish to pursue doctoral study in our department. 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 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, 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 other course work, and doctoral exams. The MA-PhD program has two tracks, depending on the amount 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.

DEGREE REQUIREMENTS BY PROGRAM

MA/PhD Program

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

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

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

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

PhD Program

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

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

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

MA Plan II Program (Terminal Master's Program)

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

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

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

DEPARTMENTAL REQUIREMENTS (MA-PhD)

The 200 Series

Students in the MA-PhD and PhD programs are required to take the four-quarter core sequence in theory and method in the study of religion (RL ST 2000 A-B-C-D). Students in the MAII program are required to take RL ST 201 (=RL ST 200A), but may take other courses in the series if desired. The purpose of the sequence is to orient students to the field of Religious Studies by familiarizing students with the figures, texts, conversations, and controversies that have shaped the field historically and are shaping the field today and to initiate students into the field through meta-reflection on how it has been, is, and should be understood. The 200 Series is set up around broad methodological approaches to the study of religion: sociological and anthropological (200A), philosophical and psychoanalytic (200B), phenomenological and hermeneutic (200C), and post-modern literary and historical criticism (200D).

Language Requirements

Religious studies MA (Plan I) and PhD students are required to show proficiency in two foreign languages (one for the MA, one for the PhD). The required basic language is French or German for all students, regardless of the track they are on or their area of specialization. The second or research language for Track 1 students is French or German, whichever was not used as the basic language, or an acceptable substitute in keeping with area requirements and approved by the student's advisor. 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. Please refer to the policy statement regarding language substitution, below.

Satisfying the Requirements

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

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

- **Part I:** The student and language advisor will agree upon a 35- to 40-page article or chapter, which the student will translate in advance. For the exam, one to one and a half pages will be selected and the student will translate the text into English without the aid of a dictionary. This work will be graded according to the degree of mastery over vocabulary, grammar, and style, as reflected in the translation.
- **Part II:** The advisor and the student will agree upon an area within the student's field, and a 5-page text will be taken from a source within this area that will remain unseen by the student prior to the exam. The student will summarize the text in English with the aid of a dictionary. Part II

will be graded according to the ability to comprehend the substance and significant details contained in the 5-page text, as reflected in the summary.

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

Another way of satisfying the requirement in French is to take the French 11A and 11B series, French for Graduate Students (if they are offered), and **receive a B+ or better in 11B**. You are not required to take 11A, but we strongly recommend that you do. Going directly into FR 11B must be approved by the instructor. These courses are offered by the Department of French and Italian. **Note that the availability of these courses is contingent on funding and they are not offered every year.**

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

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

Policy Statement with Regard to Language Substitution

Substitutions will not be considered for a student's basic foreign language (French or German) requirement. The second or research language for Track 1 students is French or German, whichever was not used as the basic language, or an acceptable substitute in keeping with area requirements and approved by the student's advisor. 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

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; there is a copy in the RS Library) are recommended starting points for thinking about methods. Specifics 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 D). Other courses may be substituted by petition with the approval of the student's advisor and the Graduate Advisor.

Pedagogical Training

New students and first time TAs 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. The overwhelming majority of students in the MA/PhD and PhD programs serve as Teaching Assistants for multiple courses during their time in the program. Students also are strongly encouraged to serve as a Teaching Associate when the opportunities are available. The Department makes efforts to ensure all students will have such an opportunity at least once during their time in the program, usually in summer sessions. Graduate students who teach in summer sessions are encouraged to avail themselves of the university-wide Teaching Associates Summer Mentorship Program, which provides pedagogical training to summer session teaching associates.

Professional Development

Students are strongly 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 department offers funding to students to attend conferences whenever possible {see Appendix E}. Some students also have the opportunity to serve as research associates for faculty involved in ongoing research projects. 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.

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.

DEPARTMENTAL OPTIONS

Areas of Study

In consultation with their mentor or advisor, students are expected to choose an Area of Study, each of which has area specific requirements that are available on the departmental 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, Mediterranean Religions, Native American Religions, Philosophy and Religion, Religion and Culture, Religions in North America, and South Asian Religions.

Approaches and Themes

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.

Colloquia

Students are strongly encouraged to attend the departmental colloquia held periodically through out the academic year from 3:00-5:00 on Wednesdays. The colloquia are an occasion for faculty and graduate students to present and discuss research in progress. For more information, please consult the faculty "colloquark."

INTERDISCIPLINARY OPTIONS

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/ihcresearch/rfgs/>

PhD Emphases

Graduate students at UCSB may take advantage of several interdisciplinary emphases to enhance their education by acquiring skills that supplement their major discipline. Both the program leader of the interdisciplinary emphasis and the Department Graduate Advisor or Chair in the student's major 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. Links to the webpages for each emphasis is available on the departmental website under Graduate Studies.

DEGREE MILESTONES

To advance through the program, students must complete an MA thesis (if entering the program without an MA), the Alpha Form (which outlines their proposed course of doctoral study), qualifying exams, a dissertation prospectus, and a doctoral dissertation.

MA (Plan 1) Mentor & Advisor: Entering students will be assigned **an MA mentor** by the graduate advisor immediately 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 select two additional faculty members for the MA committee, in consultation with the advisor. All three will normally be members of the UCSB Academic Senate (i.e., ladder faculty), of which two must be from the Department of Religious Studies and the third may be from another department. There are many faculty members in other departments at UCSB who are official affiliates of our department, and they may serve on MA committees as department faculty.

MA Committee and Language Proposal Form: The student should then obtain the MA Committee and Language Proposal form from the graduate program advisor (see Appendix A), or download it from the department website. It will record the formal composition of the student's MA committee and will bear the signature of the thesis advisor. The form also specifies the basic language (French or German) in which the student has demonstrated (or will demonstrate) proficiency at the MA level. The student completes the form, obtains the committee chair's signature, and then returns it to the graduate program advisor.

MA Thesis: The MA thesis is typically a scholarly research project that addresses an important issue in the study of religion in an area of interest to the student under the supervision of his or her MA advisor. 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. Again, see the Graduate Division website for thesis/dissertation filing guidelines. Upon completion of the MA thesis, the student submits the Alpha Form (see Appendix B) to the graduate program advisor signed by the PhD committee chair (see below).

Doctoral Mentor & Advisor: Upon admission to the program, entering doctoral students are assigned a PhD mentor by the graduate advisor 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. Entering doctoral students are expected to complete and turn in the signed Alpha Form to the graduate program advisor by the end of the third week of their 3rd quarter.

Alpha Form: The Alpha Form is a plan for doctoral study (see Appendix B). This form proposes the doctoral dissertation area, committee, courses, second language, field exams, and examiners. The student should development the plan in consultation with their faculty advisor and relevant examiners and dissertation committee members. Usually the professors who write a student's exams also serve on their dissertation committee, but this is not a requirement in all cases. Examiners and committee members should initial the form, which is then signed by the committee chair, and turned in to the graduate program advisor by the end of the third week of the 7th quarter for MA/PhD students, or by the end of the third week of the 3rd quarter for PhD students.

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

Reconfiguring the Alpha Plan: With the support of their advisor, a student wishing to reconfigure his/her exams or dissertation committee prior to writing his/her exams may submit a revised Alpha Form initialed by the new examiners/committee members and signed by the committee chair to the graduate program advisor. All former examiners/committee members should be informed of the change.

Qualifying Exams: 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, the exams test a student's mastery of important scholarly literature and ability to teach courses in broad fields¹ related to the student's chosen area of study. Second, the exam assesses a student's methodological skills in addressing problems in the study of religion in their chosen area. Third, the exam provides 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. Finally, the exam provides a diagnostic assessment of the student's preparation to begin the dissertation process.

Scheduling Exams: The second language exam and all required coursework, including the research methodology course requirement, must also be completed prior to scheduling exams. Note that some students complete their second language requirement much earlier in their graduate career; this is strongly encouraged. The field exams are usually scheduled within a one- to two-week period, most often on Monday, Wednesday, and Friday of a designated week. Typically four hours are allotted to each exam, although the actual minimum is three hours and there is a maximum of six hours. The student should be sure to schedule the exams with the graduate program advisor, who will find a room and will administer the written exams. Field exams may not be given as “open book” or take-home exams, and no books, notes, bibliographies, or written assistance of any kind are

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.

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 drive for transferring the exam from the laptop to her computer, for dissemination to the committee.

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

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

1. Identify and contextualize the topic of research,
2. Present a thesis or argument,
3. Contain a review of relevant literature,
4. Identify appropriate methods for the research and writing of the dissertation,
5. Include a concise statement of the problematic out of which the thesis arises,
6. Include a plan of textual/archival/field research and contacts, including a timeline
7. Include a working bibliography.

Advancement to Candidacy: Upon satisfactory defense of both exams and prospectus, the student is advanced to candidacy.

There are two alternative timetables for completing and defending the field exams and dissertation prospectus. These alternatives are:

- The student takes the field exams, and then has one quarter (plus the summer if the timing is applicable) to carry out the necessary archival/field research to draft the dissertation prospectus. Under this option, two oral examinations of a total of three hours duration will be held, the first within two weeks of completion of the field exams and consisting of a review of the performance during the exams and the second within two weeks of the submission of the dissertation prospectus and consisting of a defense of the prospectus.
- The student submits the dissertation prospectus before taking the field exams, and the oral examination is held within two weeks of completing the fields and covers both the field exams and the defense of the prospectus.

It is up to the dissertation committee and the student to determine which alternative is the most satisfactory. There are different rationales to justify both alternatives, but in either case the normative standards of progress must be respected.

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

It is the student's responsibility to schedule his/her committee for an agreed-upon date and time for the oral exam(s). The entire committee must attend, preferably in person but if one member is away they

may participate via skyping. Special arrangements need to be made in advance in such a case. The graduate program 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 these exams, and with all departmental requirements having been met, the student is advanced to doctoral candidacy (CPhil) and is considered “ABD” or “all but dissertation.” Note that for international students, advancing to candidacy has the added advantage of enabling them to waive their non-resident tuition for a total of three years (nine quarters).

Reconfiguring a Dissertation Committee: Reconfiguring a dissertation committee after writing exams or advancing to candidacy is a serious matter, in so far 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.

The Dissertation: The dissertation represents the culmination of a student's intellectual and scholarly growth. The dissertation should be 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*. 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.

The Doctoral Defense: The doctoral defense may be waived at the discretion of the dissertation committee. Once the committee approves the dissertation, the degree is awarded.

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 sole responsibility.

TIMELINES & PROGRESS

Official Graduate Division Timeline for Completion of the Degree

Note: These are the official Graduate Division timelines. See below for departmental recommendations for completing the requirements within the official timeline and sample programs for students.

Track 1 MA/PhD Program:

- MA, 4 years (12 quarters)
- Advance to Candidacy, 4 years (12 quarters)
- PhD, 7 years (21 quarters) including the four years for the MA

PhD Program:

- Advance to Candidacy, 4 years (12 quarters)
- PhD, 7 years (21 quarters)

Track 2 MA/PhD Program:

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

PhD Program:

- Advance to Candidacy, 5 years (15 quarters)
- PhD, 8 years (24 quarters)

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

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

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

All students are responsible for maintaining awareness of their time to degree and for checking in periodically with the graduate program advisor.

Review of Student Progress

Each year in the middle of the Spring Quarter, all students who will be registering in the upcoming Fall Quarter are asked to submit an Annual Progress Report on their efforts and accomplishments during the current academic year to their faculty mentor or advisor. The major function of the review is to provide students with timely feedback regarding their progress in the program. The process also allows faculty to identify problems and counsel students about areas that may require more attention and/or the sharpening of certain skills. The progress report contains four sections: **(a) coursework performance**

(courses taken and grades); **(b) overall progress toward the degree** (what benchmarks have been reached that year, what benchmark is the student working toward and how close is the student to achieving this goal); **(c) research activity** (publications, papers submitted for publications, conference papers, research projects); and **(d) service activity** (for the department, campus, community and/or the discipline). Students who have served as TAs or Teaching Associates will also submit their teaching evaluations. Students also are asked to submit an updated curriculum vita with their progress report. Faculty mentors / advisors fill out a review form, which they will 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 will send the APRs and their review form to the Graduate Advisor and the Graduate Program Advisor.

The Graduate Advisor will review the APR packets and bring cases where students are falling behind to the attention of the Graduate Committee. When the Graduate Committee feels it is warranted, it can 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.

Departmental Recommendations for Completion of the Degree

Sample Progress – MA/PhD and PhD Program (Track I)

Year 1 (MA I and PhD)

| Fall | Winter | Spring |
|-------------|---------------|---------------|
| 200A | 200B | 200C |
| Content | Content | Content |
| Content | Language | Language |

Recommendation: Both: Choose advisor by the end of Winter -- year 1.

Recommendation: MA - Finalize MA committee by the end of Spring – year 1

Recommendation: PhD – File Alpha Form designating advisor, doctoral exams and examiners by the end of Spring – year 1.

Year 2 (MA I)

| Fall | Winter | Spring |
|-------------|---------------|---------------|
| 200D | Methods/tools | Content |
| Thesis | Thesis | Thesis |

Recommendation: MA: Complete thesis by the end of the 6th quarter or before the beginning of the 7th quarter.

Year 2 (PhD)

| Fall | Winter | Spring |
|-------------|---------------|---------------|
| 200D | Methods/tools | Content |
| Content | Content | Content |

Year 3 (MA-PhD and PhD)

| Fall | Winter | Spring |
|-------------|---------------|---------------|
| Language | Language | Content |
| Content | Content | Content |
| Content | Quals prep | Quals prep |

Recommendation: MA: File Alpha Form indicating PhD advisor, committee members, and qualifying exams by end of Fall – year 3

Year 4 (PhD)

| Fall | Winter | Spring |
|-------------|------------------------|--|
| Quals prep | Diss proposal or Quals | Quals & proposal defense or Proposal writing & defense |

Recommendation: MA-Advance to candidacy (quals and proposal) *per the Graduate Division* prior to the start of Fall Quarter of year 5.

Recommendation: PhD-Advance to candidacy (quals and proposal) before the end of Spring Quarter of year 4.

Year 5 (PhD)

| Fall | Winter | Spring |
|---------------|---------------|---------------|
| Diss research | Diss research | Diss research |

Year 6 (PhD)

| Fall | Winter | Spring |
|--------------|---------------|---------------|
| Dissertation | Dissertation | Dissertation |

Sample Progress – MA/PhD and PhD Program (Track II)

Year 1 (MA I and PhD, Track II)

| Fall | Winter | Spring |
|-------------|---------------|---------------|
| 200A | 200B | 200C |
| Content | Content | Content |
| Language | Language | Language |

Recommendation: Both: Choose advisor by the end of Winter -- year 1.

Recommendation: MA - Finalize MA committee by the end of Spring – year 1

Recommendation: PhD – File Alpha Form designating advisor, doctoral exams and examiners by the end of Spring – year 1.

Year 2 (MA I and PhD, Track II)

| Fall | Winter | Spring |
|-------------|---------------|--------------------------|
| 200D | Methods/tools | Content or French/German |
| Language | Language | Language |
| Content | Content | Content |

Year 3 (MA I, Track II)

| Fall | Winter | Spring |
|-------------|---------------|---------------|
| Language | Language | Language |
| Language | Language | Language |
| Thesis | Thesis | Thesis |

Recommendation: MA - Complete thesis by the end of the 9th quarter or before the beginning of Year 4 (the 10th quarter).

Year 3 (PhD, Track II)

| <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|--------------------|----------------------|----------------------|
| Language | Language | Language |
| Language | Language | Language |
| Content | Content | Content |

Year 4 (MA-PhD and PhD, Track II)

| <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|--------------------|----------------------|----------------------|
| Language | Language | Language |
| Content | Content | Content |
| Content | Quals prep | Quals prep |

Recommendation: MA - File Alpha Form indicating PhD advisor, committee members, and qualifying exams by end of Fall – year 4

Year 5 (PhD)

| <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|--------------------|----------------------|----------------------------|
| Quals prep | Diss proposal | Quals and proposal defense |

Recommendation: MA-Advance to candidacy (quals and proposal) *per the Graduate Division* prior to the start of Fall Quarter of year 6.

Recommendation: PhD-Advance to candidacy (quals and proposal) before the end of Spring Quarter of year 5.

Year 6 (PhD)

| <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|--------------------|----------------------|----------------------|
| Diss research | Diss research | Diss research |

Year 7 (PhD)

| <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|--------------------|----------------------|----------------------|
| Dissertation | Dissertation | Dissertation |

Sample Progress – MA II Program (terminal degree)

Year 1

| <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|--------------------|----------------------|----------------------|
| 201 | Grad Seminar | Grad Seminar |
| Grad Seminar | Grad Seminar | Grad Seminar |
| Content | Content | Content |

FUNDING & FINANCIAL ASSISTANCE

Multi-Year Funding Packages: Multi-year packages are awarded either through the Graduate Division or the Department in conjunction with the admissions process. Specific details are included in all award letters. Graduate Division packages (Central Fellowships) normally include Teaching Assistantships and Stipends. Departmental packages (Rowny and Cordano Fellowships) normally include a mix of Stipends and Research Assistantships. They may or may not include guaranteed TAships.

Year-by-Year Support: Both the Graduate Division and the Department provide support to students in good standing who do not receive multi-year packages on a year-by-year basis. The Graduate Division does so through a competition for Continuing Central Fellowships and Dean's Advancement Fellowships; the Department does so through awarding TAships and Fee Fellowships.

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 Advisor normally receives a call for departmental nominations for the Dean's Advancement Fellowships (for students at the advancement to candidacy stage) in December, which is then relayed to faculty and graduate students in the department with details on how to proceed if eligible. The Graduate Advisor normally receives a call for departmental nominations for the Continuing Central Fellowships, which have a variety of eligibility requirements, in January or February, at which time they are 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 applications to the Graduate Division.

The **Department** normally awards a limited number of TAships and Fee Fellowships, which cover in-state tuition, to students in good standing. In order to ensure as equitable and appropriate distribution as possible, the graduate program advisor asks 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.

GENERAL INFORMATION

| <u>Faculty</u> | <u>Phone</u> | <u>Office</u> (HSSB unless otherwise stated) |
|--|--------------|---|
| Janet Afary, Professor | | 3047 |
| Ahmad A. Ahmad, Associate Professor | | 3032 |
| Rudy V. Busto, Associate Professor and Undergraduate Advisor | | |
| José I. Cabezón, Professor | | |
| Juan E. Campo, Associate Professor | 3945 | 3054 |
| Magda Campo, Continuing Lecturer | | 3058 |
| Thomas A. Carlson, Professor | | 3036 |
| Racha el Omari, Associate Professor | | 3059 |
| Roger Friedland, Professor | | 3083 |
| W. Randall Garr, Professor | | 3050 |
| Richard D. Hecht, Professor | | 3076 |
| Gregory A. Hillis, Continuing Lecturer | | 3060 |
| Barbara A. Holdrege, Professor | | 3034 |
| Gurinder Singh Mann, Professor | 5115 | 3051 |
| Kathleen Moore, Professor and Department Chair | 3564 | 3074 |
| Fabio Rambelli, Professor | | 2253 |
| Dwight F. Reynolds, Professor | 7143 | 3056 |
| Wade Clark Roof, Professor Emeritus | 2562 | 3001G |
| Dominic Steavu-Balint, Associate Professor | | 2224 |
| Inés M. Talamantez, Associate Professor | | 3069 |
| Ann Taves, Professor and Graduate Advisor | | 3085 |
| Christine M. Thomas, Associate Professor | | 3067 |
| Vesna A. Wallace, Professor | | 3065 |
| David White, Professor | | 3077 |
| Elliot Wolfson, Professor | | 3061 |
| Mayfair Yang, Professor | | 3084 |

Emeriti Faculty

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

Affiliated Faculty in Other Departments

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

Staff

| | | |
|---|------|-------|
| Robert Ortega, HASC Director | 2993 | 4001C |
| Todd Humphreys, HASC Financial Manager | 4623 | 4001B |
| Ra Thea, HASC Student Academic Services Manager | 3316 | 4026 |
| Andrea Johnson, Graduate Program Advisor | 2744 | 4032 |
| Chelsea Simpson, Undergraduate Advisor | 2160 | 4034 |
| Terri Dunson, Academic Personnel | 3215 | 4001 |
| Megan Moore, Financial Analyst | 2557 | 4001 |
| A. J. Hinojosa, Computer Liaison | 2731 | 4044 |

Other Useful Numbers

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

Departmental Roles Related to Graduate Students

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

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

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

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

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

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

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

The Graduate Division

Location and Hours

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

One purpose of the Graduate Division is to monitor degree progress; just as it was the admitting agent during the period of application, it, too, is ultimately the “degree-giver.” Although the graduate program 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. It is impossible for the Graduate Division to keep us informed of every grant or fellowship opportunity that arises, but a comprehensive collection of materials is available on-line at <http://www.graddiv.ucsb.edu/financial/>.

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

| | |
|---|------|
| Rickie Smith, Director, Academic Services | 5485 |
| Kristina D. Brown, Assistant Director, Academic Services | 8898 |
| Janice Gore, Academic Advisor | 3935 |
| Ashley Bradbury, Academic Advisor | 2559 |
| Jennifer Sheffield Bisheff, Assistant Director, Fellowships | 2710 |
| Kelly Lyon, Fellowships Analyst | 2076 |
| Camille Jarmine, Academic Appointment Analyst | 4342 |

Procedures

1. *Registering for classes:* Students should consult their mentor, the graduate advisor, or the graduate program advisor before registering.
2. *Adding and/or dropping a class:* Initial changes are made online and then with an approval code once classes begin and for the first week, and after that by a petition form. The instructor and the graduate advisor must sign it. It is then taken to the Registrar’s Office (Student Affairs Building: 9-12 and 1-4, Monday-Friday).
3. *Waiver or substitution of Graduate Division requirements:* A general petition may be downloaded from the Graduate Division website at www.graddiv.ucsb.edu, signed by the graduate advisor, and turned in to the Graduate Division.
4. *Departmental petition:* A general departmental petition is used for various matters pertaining to departmental decisions and/or substitution of departmental requirements. It is obtained from the graduate program 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 please see Appendix C.

RETURN COMPLETED FORM TO GRADUATE PROGRAM ADVISOR
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:**

**Second language, to be approved by PhD
committee:**

Proposed courses:

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 _____

**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

Approved Research Methods Courses
Department of Religious Studies
(Approved to meet the departmental requirement for a research methods practicum)
Updated April 2011

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

RS 116C/216C, Archaeology and the Study of Religion (Thomas)
RS 143/243, Seminar in Religion and Society: Research Methods (Roof)
RS 172, Evolutionary Cognitive Science of Religion (Taves)
RS 211, Orality, Literacy and the Study of Religion (Reynolds)
RS 237, Seminar in the Scientific Study of Religion (Taves)
RS 250, Seminar in the History of Religions (Hecht)
RS 272, Seminar in Comparative Methods in the Study of Religion (Holdrege)
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

RS 206B, Seminar on Vedic Traditions
RS 206G, Seminar on Hindu Discourses of the Body
RS 215, Proseminar on Islamic Studies
RS 216A on South Asian Buddhism
RS 254B The Study of Tibet (Cabezón)
RS 242, Seminar in European Christianity (Tutino)
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 E

Department of Religious Studies
University of California, Santa Barbara
Graduate Student Conference Travel Funding Policy
Effective Date: March 1, 2014

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

Graduate students are encouraged to seek funding from other sources before applying for travel funding from the Department: graduate students who have advanced to candidacy are urged to 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 will be considered according to the following guidelines.

1. The applicant must be a graduate student 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 Graduate 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:
 - a) students who have not received travel funding from the department in the previous academic year;
 - b) students presenting papers at regional or national meetings of the American Academy of Religion/Society for Biblical Literature;
 - c) students who are not the beneficiaries of 3-5 year "full funding packages" (Central Fellowships, Rowny Fellowships).

Following their return from their conference meetings, students will complete a travel worksheet and will be reimbursed for receipts remitted to the Graduate Assistant, up to a limit of \$350.