

Graduate Student Guidelines

2011-2012

A Department of Religious Studies Publication

University of California

Santa Barbara

INTRODUCTION

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

DEGREE REQUIREMENTS

MA/PhD Program

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

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

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

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

PhD Program

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

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

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

MA Plan II Program (Terminal Master's Program)

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

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

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

TIME TO DEGREE AND ADVANCEMENT TO CANDIDACY

Graduate Division Requirements:

Track 1

MA/PhD Program:

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

PhD Program:

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

Track 2

MA/PhD Program:

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

PhD Program:

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

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

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

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

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

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

RELIGIOUS STUDIES LANGUAGE REQUIREMENTS

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

Satisfying the Requirements

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

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

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

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

Another way of satisfying the requirement in French is to take the French 11A and 11B series, French for Graduate Students (if they are offered), and **receive a B+ or better in 11B**. You are not required to take 11A, but we strongly recommend that you do. 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. 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 reach the intermediate level with a final letter grade of B+ or better, or prepare the student for a departmental foreign language exam. Evidence of the final grade must be presented on an official transcript.

Policy Statement with Regard to Language Substitution

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

MA COMMITTEE & THESIS

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

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

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

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

Theses as Potential Articles

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

PHD COMMITTEE, ADVANCEMENT, & DISSERTATION

Alpha Form

Work toward the PhD begins when the student submits the **Alpha Form** to the PhD committee chair and then to the graduate program assistant (see Appendix B). The form will then be evaluated by the faculty for approval. This form proposes the doctoral dissertation area, committee, courses, second language, field exams, and examiners. The form must be turned in to the graduate program assistant by the end of the third week of the 7th quarter for MA/PhD students, or by the end of the third week of the 3rd quarter for PhD students.

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

Reconfiguring a Dissertation Committee

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

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

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

Field Exams and Dissertation Prospectus

Once the Alpha Form is approved, the student takes courses advised by the committee and prepares for (normally three) field exams. Each field will have for its "study guide" a bibliography, prepared by the student in consultation with the PhD committee. A field is a sub-area of the student's concentration. Whereas the 200ABCD exams are designed to test a student's knowledge of religious studies generally, fields are more specific. Perhaps the handiest way to conceive of a field is to imagine answering the question, "What courses are you prepared to teach in a religious studies department?" To answer "Christianity," "Islam," "Sociology of Religion," or "Church History" would be inappropriate because these are more like concentrations and are too broad to be courses (and thus fields). On the other hand, it is unlikely that entire courses would be taught on "13th-Century Witchcraft," "Egyptian Sect Movements," "Regional Differences in Church Participation," or "Kentucky Revivals in the 19th

Century,” even though the student may eventually write a dissertation on such a topic. That is, these topics are too narrow to be courses (and thus fields). One could, however, imagine teaching courses in “Medieval Christianity,” “Islamic Sectarianism,” “Religious Organizations,” or “19th-Century American Church History.” These are fields. Fields reflect the coursework a student has taken over and beyond 200ABCD, courses that have introduced him/her to the several bodies of literature that serve to make up his/her concentration. The exams test the student’s command of those bodies of literature.

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

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

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

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

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

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

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

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

It is the student's responsibility to schedule his/her committee for an agreed-upon date and time for the oral exam(s). The graduate program assistant needs to know once these arrangements have been made, as she will prepare a form for this occasion. The examiners will be the PhD committee, but the oral exam will also be open to all members of the religious studies faculty.

The second language exam must also be completed prior to advancing to candidacy. Note that some students complete their second language requirement much earlier in their graduate career; this is by all means encouraged.

With the successful passing of these exams, and with all departmental requirements having been met, the student is advanced to doctoral candidacy (CPhil).

Dissertation

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

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

There are specific requirements for formatting and filing the dissertation; refer to the online Filing Guide at <http://www.graddiv.ucsb.edu/academic/filingprocess/>. Be sure to advise the graduate program assistant as you near completion of the dissertation, especially if you want assistance in understanding which forms or petitions to file. It is the student's responsibility to ensure that the form for waiving the final defense is signed along with the signature pages of the dissertation; the graduate program assistant will prepare the form and send it to the student for collecting signatures if committee members are at a distance, or the GPA can hold the form (and the signature pages too, if the student wants to send them in) to be signed by the committee if they are all present at UCSB and notified by the student to come in and sign.

FUNDING & FINANCIAL ASSISTANCE

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

- The faculty meet each Winter quarter to allocate departmental funds. These funds are used to recruit applicants as well as support continuing students. Recipients of awards are notified in writing by the end of April.
- For those who receive a fellowship award, we request written acknowledgment of acceptance of the award.
- Those who receive a teaching assistantship will be asked to indicate the quarter(s) in which they prefer to TA and their course preference(s). We will do our best to honor these requests while at the same time responding effectively to class needs. All TA salaries are paid once a month: on the first, or on the preceding Friday if the first falls on a weekend.
- Those who receive a university research assistantship will be working with the faculty member who has received a grant to pay the salary. It is he/she who will coordinate all aspects of employment and assign the duties. RAs will report their hours to the financial analyst.
- Those who receive Rowny and Cordano Fellowships are designated as Rowny (or Cordano) Research Assistants during each stipend year (or quarter) of the fellowship, and will be assigned to a specific faculty member to support research. The department will seek to vary the assignment of instructional support and research with each Rowny assistantship. The faculty member will coordinate all aspects of the work, but hours must be reported to the graduate program assistant.
- For those who receive a readership, the current pay rate is \$12.97/hour. Payment is based on reading three assignments (exam or paper) per hour. The instructor for the course is responsible for grading the first 30 assignments; readers are hired only for upper-division courses with enrollment significantly above 30.
- Those who receive fee fellowships will generally, unless requested otherwise, have these applied to the earliest quarters of the academic year. The BA/RC (Billing and Accounts Receivable) statement will show such credit.

GENERAL INFORMATION

<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		3038
José I. Cabezon, Professor and Department Chair	3564	3001G
Juan E. Campo, Associate Professor	3945	3054
Magda Campo, Continuing Lecturer		3058
Thomas A. Carlson, Professor		3036
Racha el Omari, Assistant Professor		3059
Roger Friedland, Professor		3083
W. Randall Garr, Professor	8428	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		3074
Fabio Rambelli, Professor		2253
Dwight F. Reynolds, Professor	7143	3056
Wade Clark Roof, Professor	2562	3082
Inés M. Talamantez, Associate Professor		3069
Anne Taves, Professor and Graduate Advisor		3085
Christine M. Thomas, Associate Professor		3067
Stefania Tutino, Associate Professor		3063
Vesna A. Wallace, Professor		3065
David G. White, Professor		3077
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

Affiliated Faculty in Other Departments

Sarah Cline, History
Elizabeth De Palma Digeser, History
Ronald C. Egan, East Asian Languages & Cultural Studies
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
R. Stephen Humphreys, History
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
Anne Marie Plane, History
Stuart T. Smith, Anthropology
Jon R. Snyder, French & Italian
Paul R. Spickard, History
Elisabeth Weber, Germanic, Slavic, & Semitic Studies

Staff

Shubra Agrawal, HASC Financial Manager	4623	4001
Lisa Blanco, HASC Student Academic Services Manager	3316	4001
Terri Dunson, Personnel Assistant	3215	4001
Sally Jean Lombrozo, Graduate Program Assistant	2744	4032
Deborah McCleister, Undergraduate Advisor	4381	4034
Lili Petrossian, Financial Analyst	2557	4001
Stephen Wilcox, Computer Liaison	2731	4020A

Other Useful Numbers

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

Departmental Roles Related to Graduate Students

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

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

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

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

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

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

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

The Graduate Division

Location and Hours

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

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

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

Lynn Wilcoxon, Director, Academic Services	4654
Rickie Smith, Assistant Director, Academic Services	5485
Janice Gore, Academic Advisor	3935
Gwen Miller, Academic Advisor	2559
Kristina D. Brown, Academic Advisor	8898
Jennifer Sheffield Bisheff, Fellowship Coordinator	2710
Matthew Delaney, Financial Analyst	8344
Michaela D’Ambrosio, Academic Appointment Analyst	4342

Procedures

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

RETURN COMPLETED FORM TO GRADUATE PROGRAM ASSISTANT

DEPARTMENT OF RELIGIOUS STUDIES

MA Committee and First Language Proposal

Name of MA Candidate: _____

Perm: _____

Year Entered: _____

Name of MA Thesis Advisor: _____

MA Committee Members:

First Language Requirement (French or German):

Signature of MA Candidate: _____ Date: _____

Signature of MA Advisor: _____ Date: _____

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 _____