

Department of Religion
MA Graduate Student
Handbook

2018-2019

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INTRODUCTION

The Department of Religion welcomes its graduate students into the society of academic inquiry. Students are expected to act as citizens of this society. In keeping with this notion, the Department of Religion strongly encourages and expects its students to attend all departmental colloquia and sponsored programs. This expectation rises to the level of a requirement for any student receiving a departmental assistantship.

Contact Information for the Department:

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martin@uga.edu

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Ms. Cheryl Gantt, Business Manager II
Room 3E Peabody Hall, 706-542-3716
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Ms. Gantt handles budget matters, payroll, assists the Department Head and the Graduate Coordinator.

Ms. Kim Scott, Administrative Assistant II
Room 3A Peabody Hall, 706-542-5356
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Ms. Scott clears students to register in Banner, schedules classes and classrooms, orders textbooks for the classes, and performs any other task associated with Instruction.

VACANT, Clerk I (Part-Time)
Room 3, Peabody Hall, 542-3978

OFFICES, MAILBOXES, SUPPLIES

You will be given keys to a grad student office if you are on assistantship only. If you are given keys to an office, KEEP THE ROOM LOCKED at ALL TIMES when you are not in the room (even just to go around the corner to the restroom).

Every graduate student will have a mailbox in room 3 where you will be notified of Departmental business and some communication from your major professor. Peabody Hall is open during the regular hours when UGA is open for business (8:00am-5:00pm). The building will be unlocked Monday through Friday from 7:30AM - 9:00PM. The schedule can be extended any days we have classes, lectures, or student organization meetings outside of that schedule. Also note that the building is locked on holidays when UGA is closed. Building access after regular business hours will be by your UGA ID card. Access to the Departmental Office from 5:30 pm – 7:30 am will require a key and your UGA ID card.

Supplies in the Supply Closet (Room 3B) are for Teaching Assistant use in the classroom. DO NOT supply your students in the classroom with paper, pens, etc. They should bring their own and the department is not responsible for supplying them.

COMPUTERS

The computers in the main office (room 3) are not available for student use. If you are on assistantship you will have access to computers in the Graduate Student Office. The computers are a privilege (not a right). Each person using the machine is responsible for proper use of the machine. No downloads to the hard drives are allowed! You may download to a diskette or CD if you wish. There are a number of people using these machines. The office staff does not have time to personally instruct you on the computer use. You will need to be basically self-sufficient or get help from other graduate students. Please remember to SHUT DOWN the computers when not in use. Do not just LOGOFF or leave the computer running. The Religion Dept. staff do not supply computer support. Requests for Computer Support should be submitted to the Franklin College IT Department: <https://webapps.franklin.uga.edu/saimiri/login.php>

COPYING, PRINTING, FAXING AND SCANNING

The office policy states that only professors, office staff, and Religion graduate students are allowed to use the copy machine or any other equipment in the office. Copy codes for the copy machine will be assigned by the Business Manager. Keep copying to a limit! The Business Manager will monitor copying and if you are making excessive copies your privileges will be revoked.

If you have a computer document you need to print you can do so with the Departmental copy machine. The document must be a PDF or JPG document that you can save on a USB Drive. Please see the Office Staff for instructions.

To Fax or Scan a document you can do so using the departmental copy machine. Please see the Office Staff for instructions on how to do this. You can only Scan documents as PDF or JPG documents and you can save them to a USB Drive.

GRADUATE STUDENT LISTSERV

The Department of Religion maintains a Graduate Student Listserv (RELIGIONGRAD-L) which you will be enrolled to. The Department Head, Graduate Coordinator and Office Staff will communicate to you through this Listserv which will go to your UGA mail account.

COLLOQUIA AND SPECIAL SPEAKERS

The Religion Department will have Departmental Colloquia and Guest Speakers sponsored by our department as well as Speakers that will be co-sponsored by the Department throughout the academic year. As a Religion Graduate student you are strongly encouraged to attend these events as part of your educational experience. If you are on Assistantship you are REQUIRED to attend the events as part of your assistantship award agreement.

ASSISTANTSHIPS

Each year the faculty will meet in the spring and discuss Graduate Student Assistantships for the following year. Assistantships are awarded only to students actively pursuing a graduate degree in Religion and are normally awarded for a full academic year. All full-time graduate students are reviewed for Assistantship awards, but our funds are limited. Terms of an assistantship will be outlined in an Award Letter. Students are expected to show reasonable progress toward degree requirements, to satisfy University and Departmental requirements concerning selection of a major professor, approval of program of study, etc. and perform their assigned assistantship duties as outlined by the Department. Failure to abide by the terms of the assistantship could cause loss of part or all of the assistantship. It is the general policy of the department not to extend financial assistance to Masters level graduate students beyond two years.

REGISTRATION AND ADVISEMENT

Pre-registration for the following semester begins approximately three months after the beginning of the current semester. Graduate students are allowed to register the first day of pre-registration and are STRONGLY encouraged to do so by the department. Religion courses numbered 4000/6000 are joint enrollments with undergraduate and graduate students. As Graduate Student YOU MUST register for the 6000-level in order to receive graduate credit. In order to insure a seat in the 6000 level, graduate students need to register early before the course closes out with undergraduates. Students who took any UGA course at the 4000-level as an undergraduate may not take the 6000-level of that same course as a graduate.

Copies of the Schedule of Classes for each semester are online at <http://www.reg.uga.edu/schedule-of-classes> All the deadline dates for the semester along with BANNER instructions and the classes being offered for that semester are available there.

Prior to registration you should contact your major professor to work out a plan of coursework for the coming semester. You should fill out the yellow *Graduate Student Advising* form and have your major professor sign it. You should then bring the signed form to the departmental office and give to the Administrative Assistant II in order to be cleared on BANNER for registration. Registration forms can be obtained in the Religion Dept. office at the front desk.

After advisement, on or after the first day of registration you can go to BANNER and register. Remember that the Religion classes fill up quickly, therefore if you need to register for a 6000 level course you need to do so as soon as possible. You can always finalize the rest of your schedule later.

Graduate students on an assistantship that awards a tuition break MUST REGISTER for at least 12 graduate semester hours Fall and Spring semester and, if applicable, at least 9 hours Summer semester (they can also have their fees automatically deducted from their paycheck). All other graduate students can register for 3-18 hours without getting overload permission. RELI 7005 is a 3 hour course that can fill hours for graduate students that need hours to meet their requirements. RELI 7000, 7005 and 7300 are thesis writing and research classes and are usually taken during your second year. Students should register for these classes under their major professor. All new MA graduate students should register for RELI 7770 their first semester.

MA Students on any assistantship MUST BE REGISTERED by the day of Late Registration of each semester. Only classes numbered 6000 or above will count toward your program of study (with the exception of the final course of your language requirement).

ALL graduate assistants are REQUIRED to have health insurance. See the website at <https://hr.uga.edu/students/student-health-insurance/> for more information.

REQUIREMENTS FOR MA IN RELIGION

1. 30 semester hours to be distributed in the following fashion: 24 hours of course work (18 in a major area, 6 in a minor) and 6 hours of thesis and related research (total of 30 semester hours). At least twelve hours (excluding 7000 -- Master's Research) must be taken in courses not admitting undergraduates. No more than 6 hours of 7000 may be included on the program of study.

a. A major (18 hours) to be selected from one of the following areas of concentration:

American Studies (American Religion, African American Religion, Native American Religion, Southern Religion)

Asian Studies (Literature, History, Thought in Hinduism, Buddhism, Confucianism, Taoism, Jainism, Sikhism, and/or Shinto)

African and African Diaspora Studies

Biblical Studies (Hebrew Bible, New Testament, Biblical World)

Christian Studies (Bible & Christian Literature, History, Thought)

Islamic Studies (Quran & Islamic Literature, History, Thought and Sufism)

Jewish Studies (Hebrew Bible & Jewish Literature, History, Thought)

b. A minor (6 hours) in an area outside the major field, selected in consultation with the major professor from the areas of concentration listed above or from other pertinent areas such as:

Anthropology

Classics

Greco-Roman History

Philosophy

Political Science

Sociology

Psychology

Linguistics

Ancient Near Eastern History

(This list is a suggestion, other minors are available with the approval of your major professor)

2. A reading knowledge of Arabic, Hebrew, Greek, Latin, Pali, Sanskrit, French, German, Chinese, Japanese, or other pertinent language (to be decided upon by the student in consultation with the major professor). This requirement may be satisfied by departmental examination or successful completion at the University of Georgia of the third course in the chosen language with a grade of B or above. **This is a Departmental requirement and does not count in your 30 hours above.**

3. All Graduate students are required to take RELI 7770, "Theories and Methods in Religious Study and Pedagogy." **This is a Departmental requirement and does not count in your 30 hours above.**

Each Candidate for a Graduate Degree in the Department of Religion must meet all requirements for the degree and comply with all policies set out in the Graduate School Bulletin (<http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>). It is your responsibility to be familiar with these requirements and policies. This Handbook does not replace the Graduate School Bulletin. If there is any discrepancy between Department policies and Graduate policies, then Graduate School policies shall prevail.

ADVISORY COMMITTEE*

Before the end of the first year of residence a faculty advisory committee must be selected and the proper *Advisory Committee form* filed with the Graduate School. The Advisory Committee consists of the major professor and two additional members. Under normal circumstances these additional members are drawn from the Department of Religion. In some cases, a member may be drawn from outside the department. The major professor will be a member of the Department of Religion in all cases. (Changes may be made in the Advisory Committee during a student's residence.) Forms can be obtained at <http://grad.uga.edu/index.php/current-students/forms/>. All information on the form must be typed including names of committee members in the appropriate boxes.

The Advisory Committee, in consultation with the student, is charged with planning the student's program of study. It is also charged with approving the program of study, reading and approving the thesis, and administering the written exam and oral defense. The Major Professor has the primary responsibility for guiding your research, but you should consult all members of the Advisory committee to draw upon their expertise in relevant areas.

Since the Advisory Committee must be chosen by the end of the first year of residence, this means that a major area of concentration must also be selected, since the major professor will represent that major area. (Sheets listing current faculty members with their areas of interest and the major and minor areas of concentration are available in the departmental office.) In addition, it is recommended that a thesis topic or field should be selected by the end of the first year of study. [See <http://grad.uga.edu/index.php/current-students/policies-procedures/>].

PROGRAM OF STUDY*

A Student must complete a program of study which constitutes a logical whole. The recommended program of study is laid out on a *Program of Study form* which must be submitted to the Graduate School before the end of the second semester of residence and must be done before a student is admitted to candidacy for a degree. Please read the "Requirements for Graduation" and see the sample "Program of Study" form in the Appendices for instructions on how to fill out this form properly.

The courses listed in this program must carry a minimum of 30 semester hours consisting of at least 24 hours of course work, at least one-half of this credit (12 hours) must be in UGA courses only open to graduate students (8000-level courses). A maximum of three semester hours of RELI 7000 (Master's Research) and three semester hours of RELI 7300 (Master's Thesis) must be included on the student's program of study. [See <http://grad.uga.edu/index.php/current-students/policies-procedures/>]

In addition to the above requirements all Religion MA students are required to take RELI 7770 their first semester here. All students on assistantship are required to take RELI 7771 while on assistantship, unless exempted by the graduate coordinator. These courses are included in the Departmental Requirements section of the Program of Study Form and do not count toward the 30 required hours for the MA.

Forms can be obtained at <http://grad.uga.edu/index.php/current-students/forms/>. All information on the form must be typed including names of committee members in the appropriate boxes.

***NOTE:** The three names on the Advisory Committee form and the three names on the Program of Study form should be the same people. If you make a change in your committee you will have to fill out a new revised form to reflect the change. These are the three people who will be on your thesis committee and sign your Thesis Defense form when you complete your oral defense.

FOREIGN LANGUAGE REQUIREMENT

To complete the MA in Religion you will be required to satisfy the Reading Knowledge of a Foreign Language. This is part of your Departmental Requirements on your Program of Study form. You can satisfy this requirement in a number of ways: (1) complete the third semester of a language with a grade of B or better; (2) complete a reading knowledge course with a grade of B or better; (3) test out of the reading knowledge course (see your major professor); (4) or complete a specialized course that covers the reading knowledge of a language with a grade of B or better. The language you will be required to take will depend on your MA course focus and your Major Professor.

GRADUATE ENROLLMENT REQUIREMENTS AND LEAVE OF ABSENCE

Effective Fall 06 for new admits/readmits: Students must register for two out of three terms (Fall, Spring, and Summer). After the last day of each semester, any degree-seeking graduate student who has not maintained continuous enrollment by registering for the required credits or obtaining an approved leave of absence will lose their status as an enrolled graduate student. Students who wish to resume graduate study must: (a) re-apply to the Graduate School for admission and pay required application fees, (b) pay a reinstatement fee equivalent to registering for 3 graduate credits at the current in-state tuition rate for each semester since her/his last semester of enrollment, including summer. If a student needs to be absent from the program before completion, they must apply for a Leave of Absence. A Leave of Absence requires approval of the Religion Dept. Graduate Coordinator and the Dean of the Graduate School. An approved Leave of Absence stands in lieu of registering for the minimum of 3 credits for each semester for which the Leave of Absence is granted.

<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/>

APPLICATION FOR GRADUATION

The application for graduation must be filed with the Graduate School **no later than Friday of the first full week of classes two semesters prior to the anticipated graduation date**. Application forms must be submitted from the Graduate School website at <http://grad.uga.edu/index.php/current-students/forms/> [See <http://grad.uga.edu/index.php/current-students/policies-procedures/>]

Fee for late submission of forms to the Graduate School is \$50. This applies to the Application for Graduation and submission of the Advisory Committee and Program of Study forms before graduation.

QUALIFYING COMPREHENSIVE EXAMINATION

The examination will vary depending on the area of concentration selected. Content of the exam will take into account the student's course work, research and special competencies. This major exam will have to be completed before you can defend your thesis. Qualifying examinations will be given three times during the academic year – October and January. Your qualifying exam should be taken as soon as you and your major professor feel is appropriate. In any case, your exam should be completed **before your thesis research and writing begins**. [NOTE: The following differs in some respects from the exact procedure outlined in the Graduate Bulletin] A written exam covering the major area of concentration must be taken and passed to qualify for submitting a thesis. This exam will last no more than six total hours. The timing of the exam and the distribution of its hours are at the discretion of the major professor, in consultation with the student. The department recommends, however, that the exam be taken during the semester in which the courses on the program of study are completed or as soon as feasible thereafter. The exam is graded by the major professor and one other faculty member. The “Department of Religion Qualifying Examinations Cover Sheet” should be attached to the front of the exam when turning it in to your major professor (see appendix for copy of form). Under normal circumstances, the grading of this exam will be completed within two weeks after it has been taken. The student will then be notified of the outcome by the major professor. When all steps are accomplished the exam is placed by the graduate coordinator in the student’s file.

THESIS PROSPECTUS

Before beginning thesis research the student must present to the major professor an acceptable, written thesis prospectus. The prospectus should be submitted to your major professor by the beginning of your second year. [NOTE: The following differs in some respects from the exact procedure outlined in the Graduate Bulletin] A student must submit a thesis which shows independent judgment in developing a problem from primary sources. The student shall write a complete, detailed proposal of the thesis which clearly outlines the thesis topic, the methodology to be employed, and the significance of the research. The proposal should include a bibliography. This proposal will be read by the advisory committee, and, when approved, it is signed by the members of the committee. A copy of the proposal is then given to the graduate coordinator to place in the student’s file. The proposal should be submitted no later than the end of the third semester of residence.

For a sample Thesis Prospectus see the Sample Forms in the Appendices.

THESIS RESEARCH AND WRITING

The thesis is developed under the direction of the major professor. When a draft suitable for oral defense has been completed, it is given to the major professor who then gives it to the other members of the reading committee. In some cases, individual chapters will be given to the readers as the thesis is in development. In any case, the draft for defense must be given to the entire reading committee at least one month prior to the oral defense. [NOTE: If the thesis in development has been given to the readers on a chapter by chapter basis, an entire, complete copy of the draft for defense must still be presented to the readers.]

The Graduate School requires that your thesis follow a certain format. Copies of the Thesis and Dissertation Guidelines can be obtained at the Graduate School website (See: <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>). The thesis, and the “Thesis Defense and Final Examination Approval” form (after the

oral defense), must be submitted to the Graduate School no later than the final day of classes for Fall and Spring Semester (for Summer deadlines check with the Graduate School (<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>)).

The last semester of enrollment is not the time to begin researching and writing your thesis! You should be *finalizing* your thesis your last semester. Your advisory committee will need time to read the thesis and offer suggestions. You will need time to incorporate suggestions and resubmit a copy to the committee for any other changes. By the time you have your defense your thesis should be in the FINAL stage. There are certain guidelines that the Graduate School requires concerning the format of your thesis. When you begin typing the thesis you will need to consult the Thesis and Dissertation Guidelines: <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>. These guidelines are strictly enforced.

Deadlines for turning in the thesis will have to be followed or you will not be able to graduate on time. You are REQUIRED to have a copy of your thesis checked for formatting errors by the Graduate School prior to turning in the thesis (this should be done as soon as you have a more-or-less completed copy of the thesis). Check for the deadline for this FORMAT CHECK. They will alert you of any errors in meeting the guidelines that you will need to fix prior to turning in the final copy. See: <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

The thesis, and the “Thesis Defense and Final Examination Approval” form (after the oral defense), must be submitted to the Graduate School no later than the final day of classes for Fall and Spring Semester (for Summer deadlines check with the Graduate School (<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>)).

THESIS DEFENSE AND FINAL EXAMINATION

[NOTE: The following differs in some respects from the exact procedure outlined in the Graduate Bulletin] An oral defense of the thesis before the Advisory/Reading Committee must be scheduled at least two weeks prior to the date of final clearance by the Graduate School.

When you have completed the thesis, the reading committee has read the thesis and your major professor has indicated that you are ready for your final defense, your major professor, together with you, should schedule your oral defense. You should have finished your comprehensive exam by this time. After passing your oral defense you can have your major professor sign your approval page of the thesis and take your thesis along with the *Final Defense Approval Form for your Master’s Thesis* and *Electronic Thesis Submission* form to the Graduate School (Forms can be obtained at <http://grad.uga.edu/index.php/current-students/forms/>). All information on the form must be typed including names of committee members in the appropriate boxes). THESIS DEFENSES WILL BE HELD NO LATER THAN 2 weeks before the last day of classes the semester you graduate. **Remember to have one copy of your thesis bound for the Department of Religion office.** <http://tate.uga.edu/services/printcopy.html>

The thesis, and the “Thesis Defense and Final Examination Approval” form (after the oral defense), must be submitted to the Graduate School no later than the final day of classes for Fall and Spring Semester (for Summer deadlines check with the Graduate School (<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>)).

THESE DEADLINES ARE YOUR RESPONSIBILITY TO MEET. You need to be working closely with your major professor and the graduate coordinator to be sure you do not miss these deadlines. Deadline dates are also posted on the bulletin board in room 210. You will also need to note that you must be enrolled for a minimum of 3 hours the semester in which you plan to graduate. This is usually the REL 7300 class, but if you have already registered for this class at an earlier date and have postponed your graduation you can register for something else your final semester if you wish.

A COPY OF ALL FORMS SUBMITTED TO THE GRADUATE MUST BE LEFT IN THE RELIGION DEPARTMENT OFFICE.

**GRADUATION CHECK LIST FOR CANDIDATES OF THE
MASTER OF ARTS DEGREE IN RELIGION**

- ____ 1. Contact the Graduate Coordinator and choose major professor.
- ____ 2. Choose an Advisory Committee (consult your major professor). Fill out the form and submit to the Graduate School. (This is usually done by the end of your first semester in residence.)
- ____ 3. Program of Study. The Program of Study must be prepared by the student and the major professor and sent to the Graduate School after being approved by the departmental graduate coordinator. This step is usually completed by the end of the student's second semester. The Program of Study must include:

30 semester hours of course work (not counting courses toward the foreign language requirement). At least 12 hours of the student's program must be in 8000 level courses where no undergraduates are present. The other 18 hours may be taken in courses numbered 6000 or above (with no more than six hours of credit coming from thesis research, 7000) and 3 hours in RELI 7300, Master's Thesis (usually taken your last semester). The 30 hours of course work are to be distributed in the following fashion:

1. Major -- 18 hours
2. Minor -- 6 hours (selected in consultation with the major professor)
3. RELI 7000 – 3 hours
4. RELI 7300 – 3 hours

The foreign language, RELI 7770 and RELI 7771 (for GTAs) are listed as Departmental Requirements.

NOTE: An overall grade point average of 3.0 must be maintained on all courses in the Program of Study. No grade below a "C" may be included in a Program of Study. (A "C-" will not count)

- ____ 4. Change in the Program of Study. Any changes to the program of study must be approved by the major professor, the departmental graduate coordinator, and the Dean of the Graduate School. The Recommended Change in Program of Study form should be submitted as soon as the student and major professor see the need for it.
- ____ 5. Transfer of Credit. Transfer of graduate credit earned at an accredited institution may be allowed (up to 6 semester hours) if approved by the major professor, the departmental graduate coordinator, and the Dean of the Graduate School. The Request for Transfer of Credit and an official transcript must be submitted at least thirty days prior to the date the student plans to graduate. (The language requirement cannot be transferred from another institution.)
- ____ 6. Language Requirement. The Department of Religion requires M.A. students to have reading knowledge of a foreign language. This should be completed as soon as possible. The requirement may be satisfied by departmental examination or successful completion of a third semester course (or the equivalent) with a grade of B or higher.
- ____ 7. A qualifying examination in your major area, to be worked out with major professor. Exams will ordinarily be read by at least two professors. Taken BEFORE your thesis defense.
- ____ 8. Submit Thesis Prospectus with the help of the major professor to your Advisory Committee before you begin writing the thesis.

- _____9. Application for Graduation. The application must be filed with the Graduate Office before the end of the first full week of classes the semester the student plans to graduate.
- _____10. Submit thesis to advisory committee. The student guide for preparing and processing the thesis may be obtained in the Graduate School website.
- _____11. Submit Thesis copy to Graduate school for Format Check. Check Deadlines for submission date.
- _____12. After thesis is in final form your major professor should set up your thesis defense and final examination with the advisory committee. To be held no later than 2 weeks before the last day of classes.
- _____13. After the thesis defense and final examination is administered, the Approval Form for Master's (MA) Thesis Defense and Final Oral Examination and an electronic submission of the corrected thesis no later than the final day of instruction for the semester you graduate (check dates for summer graduation). This official copy of the thesis will be electronically submitted by the Graduate School to the main library for archiving. **Remember to have one copy of your thesis bound for the Department of Religion office.**
- _____14. Incompletes must be removed at least one week prior to graduation.
- _____15. Change of Address. A student must notify the Registrar's Office and the Graduate School of any address change by writing or filing a Change of Address form.
- _____16. Students unable to complete degree requirements by the date indicated on the application for graduation must notify the Graduate School at once to indicate the new date. Otherwise, the file will be placed on inactive status until a re-application for graduation is submitted.
- _____17. A student must be registered for a minimum of 3 hours (normally 7300) the semester in which the student graduates.

Diplomas are mailed approximately ten to twelve weeks after graduation.

THE FORMS LISTED ABOVE ARE LOCATED ON THE UGA GRADUATE SCHOOL WEBSITE

<http://grad.uga.edu/index.php/current-students/forms/> .

AND SHOULD BE FILLED OUT BY THE STUDENT AND SUBMITTED TO THEIR MAJOR PROFESSOR FOR PROCESSING.

RESOURCES

GRADUATE STUDENT ASSOCIATION: or the GSA, represents the interests of all graduate and professional students at UGA. Currently, the University enrolls approximately 7,200 full-time graduate and professional students.

It is the commitment of the elected GSA officers that we will do whatever can be done to further the quality of graduate student life at UGA. This includes advocating the educational and professional interests of graduate students, coordinating social and educational events, making sure that graduate students' voices are heard by University governing bodies and individual administrators, and improving the quality of the graduate experience however we can.

For More information see: <https://gsa.uga.edu>

MENTORINGGRADUATE STUDENTS: Mentoring for graduate students and getting the most from your major professor and your program please see:

<http://www.rackham.umich.edu/downloads/publications/mentoring.pdf>

<http://www.grad.washington.edu/mentoring/GradStudentMentor.pdf>

THETA ALPHA KAPPA RELIGION HONOR SOCIETY. See Dr. Wayne Coppins, wcoppins@uga.edu, for more information. <http://religion.uga.edu/theta-alpha-kappa>

APPENDIX A

ACADEMIC HONESTY AT UGA

<https://honesty.uga.edu/Resources/For-Students/>

Every student must agree to abide by UGA's academic honesty policy and procedures known as [A Culture of Honesty](#), when applying for admission to the University of Georgia. [A Culture of Honesty](#) and the University of Georgia Student Honor Code work together to define a climate of academic honesty and integrity at the university.

All members of the university community have a responsibility to uphold and maintain an honest academic environment and to report when dishonesty occurs. The Office of the Vice President for Instruction is responsible for the university's academic honesty policy and procedures and supporting the University of Georgia [Student Academic Honesty Council](#) to ensure that information related to the academic honesty policy is available to all members of the university community. <https://honesty.uga.edu/Academic-Honesty-Policy/>

APPENDIX B

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY (NDAH POLICY)

The University of Georgia ("the University") is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents' policy, and University policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person's race, sex (including sexual harassment), sexual orientation, ethnic or national origin, religion, age, disabled status, or status as a disabled veteran or veteran of the Vietnam era. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the University.

Please read and be familiar with this policy: <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>

DEFINITION OF SEXUAL HARASSMENT

Consistent with the requirements of applicable federal and state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as such laws may be revised or amended, with their respective applicable implementing regulations, including Title 34, Subtitle B, Part 106 of the Code of Federal Regulations and with the Equal Opportunity/Affirmative Action Policy of the University of Georgia ("UGA"), UGA does not discriminate on the basis of sex in employment, programs, services, or activities.

<https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

EXAMPLES OF SEXUAL HARASSMENT

Examples of sexual harassment may include, but are not limited to the following:

1. Physical Assault.
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
3. Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.

4. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliate another.

5. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that do not serve a medical or academic purpose.

CONSENSUAL RELATIONSHIPS

When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual sexual relationship may lead to sexual harassment Or other breaches of professional obligations. The University prohibits all faculty and staff; including graduate teaching assistants, from pursuing sexual relationships with undergraduates whom they are currently supervising or teaching.

The University also strongly discourages sexual relationships between faculty or administrators and graduate/professional students and/or employees whose work they supervise. Anyone involved in a sexual relationship with someone over whom he or she has supervisory power must recuse himself or herself from decisions that affect the compensation, evaluation, employment conditions, instruction, and/or the academic status of the subordinate involved.

OFF CAMPUS PROGRAMS AND ACTIVITIES

Students and employees who feel that they have experienced discrimination and/or harassment while participating in off-campus programs and activities should immediately report such incidents to the program director or the NOAH Officer. Off-campus programs and activities include, but are not limited to, study abroad programs, internships, student teaching and applied learning experiences.

SUPERVISORY RELATIONSHIPS

No Individual who is in a position of authority over another, either in the employment or educational context, has the authority to discriminate against or harass others by virtue of his or her supervisory role. The University does not in any way, expressly or impliedly, condone the discrimination or harassment of a student or employee by a supervisor. Furthermore, a supervisor who does not appropriately handle reports or incidents of discrimination and/or harassment, or who does not report those incidents to the NDAH Officer, may be subject to disciplinary action.

ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION

The University is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination and/or harassment. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or the University's Non-Discrimination and Anti-Harassment Policy..

DISCRIMINATORY HARASSMENT:

At the University of Georgia, discriminatory harassment is defined as: Unwelcome verbal or physical conduct which is directed at a person because of their race, color, religion, national origin, sex, sexual orientation, age, veteran status, or disability, when:

1. .Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;
2. Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or
3. Such conduct unreasonably interferes with one's ability to participate in or benefit from an educational program or activity.

OTHER VIOLATIONS OF THE NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

Other violations of this policy may include, but are not limited to the following:

1. Retaliation against a person who has made a report or filed a complaint alleging sexual harassment, or participated as a witness in a sexual harassment investigation.
2. Disregarding, failing to investigate adequately, or delaying investigation of allegations of sexual harassment, when responsibility for reporting and/or investigating sexual harassment charges comprises part of one's supervisory duties.

STUDENT TO STUDENT COMPLAINTS

Discrimination and/or harassment perpetrated by a student who is not employed by the University should be treated as a disciplinary matter and should be reported the Director of the Office of Student Conduct at 706-542-1131.

RESPONSIBILITY OF STUDENTS AND EMPLOYEES

All students and employees should report any discrimination and/or harassment that they experience and/or observe to the NOAH Officer. No student or employee should assume that an official of the University of Georgia knows about his or her particular situation. The University encourages any person who feels he or she has been discriminated against or harassed to report the incident to the NOAH Officer. Any student, faculty member, or employee who knows of, or receives a complaint of discrimination or harassment should report the information or complaint to a supervisor and/or the NDAH Officer.

VIOLATIONS OF THE NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The University will not tolerate discrimination or harassment of its students, visitors, and employees and will investigate all allegations. Where either discrimination and/or harassment is found, steps will be taken to end it immediately. In those instances where it is determined that an individual has discriminated against another or harassed another, that individual will be subject to appropriate discipline. The level of discipline will depend on the severity of the discrimination or harassment and may include, but is not limited to, probation or termination.

To make deliberate false accusations of discrimination or harassment violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of discrimination or harassment does not constitute proof of a false and/or malicious accusation. Other violations of this policy may include, but are not limited to, the following:

1. Retaliation against a person who has made a report or filed a complaint alleging discrimination or harassment or participated as a witness in a discrimination or harassment investigation.

2. Disregarding or delaying investigation of allegations of discrimination or harassment, when responsibility for reporting discrimination or harassment are part of one's supervisory duties.

For information on reporting abuse of this policy: <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>

APPENDIX C

CONFIDENTIALITY OF STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) and University policy provide important safeguards for maintaining the confidentiality of student records. For the complete text of these policies, see Appendix II of this publication.

In general there are two basic rules to remember: 1) each student has the right to inspect, review, and challenge the content of his/her University records, and 2) no personally identifiable information may be disclosed to unauthorized individuals or organizations without the student's prior written consent (unless otherwise provided for under FERPA).

As a TA, you are responsible for protecting the confidentiality of students' work. Examinations and papers may not be left in open, unattended areas for students to pick up, nor may students' scores be posted in public places unless names are coded so that individual students cannot be identified by others. TAs are also expected to avoid discussions regarding an individual student's academic work with persons other than the faculty member and other TAs teaching the course.

For More information: <https://reg.uga.edu/general-information/ferpa/>

APPENDIX D

DEADLINES

THE UNIVERSITY OF GEORGIA

The Graduate School

DEADLINE DATES

December (FALL SEMESTER) 2018

Note: All theses/dissertations must be submitted electronically

If you plan to graduate during FALL 2018, please adhere to the following deadlines:

August 24, 2018	Final date for graduate students to apply for December 2018 graduation.
August 24, 2018	Final date for submitting Program of Study forms to the Graduate School for graduation in December 2018 . An Advisory Committee form for Master of Arts, Master of Science, and all doctoral candidates must be on file by this date.
October 1, 2018	Final date for submitting applications for Admission to Candidacy to the Graduate School for doctoral candidates who plan to graduate in December 2018 . If you were not admitted to candidacy prior to June 8, 2018, you must register for 10 hours Fall 2018.
October 12, 2018	Final date for submitting requests for Transfer of Credit, with accompanying transcripts, to the Graduate School for students graduating in December 2018 .
October 19, 2018	Final date for doctoral students to submit information for the Commencement Program for December 2018 graduation (use the form at http://grad.uga.edu/index.php/current-students/forms/)
November 5, 2018	Final date for electronically submitting one complete copy of a thesis or dissertation for a format check for December 2018 graduation (http://t.uga.edu/22F).
November 28, 2018	Final date for receipt of the following by the Graduate School: Final Defense Approval Form & ETD Submission Approval Form (all doctoral, MS, MA, MHP, and MLA) and corrected copy of thesis/dissertation for December 2018 graduation. (https://getd.libs.uga.edu)
December 7, 2018	Final date for completing all requirements except submission of theses/dissertations (see earlier deadline). The Graduate School must receive notification concerning removal of incompletes, final examinations, etc., for December 2018 graduation. (This does not include grades for courses in which students are currently enrolled)
December 14, 2018 <i>Friday @ 2:30pm</i>	Graduation. Diplomas will be mailed approximately six to eight weeks after graduation. Address changes, if necessary, should be made with the Office of the Registrar (http://www.reg.uga.edu/changeOfInformation) to ensure receipt of diploma.
January 7, 2019	Date the Graduate School will accept theses/dissertations for future graduations.

If you have applied for Fall graduation and find you will not be able to meet one of these deadlines, email gradinfo@uga.edu to request a change in graduation.

Graduate School 210 S. Jackson Street Athens, GA 30602

GRADUATE STUDENTS MUST BE REGISTERED FOR A MINIMUM OF 3 HOURS IN AT LEAST 2 SEMESTERS PER ACADEMIC YEAR (FALL, SPRING, SUMMER), INCLUDING THE 3 HOURS OF GRADUATE CREDIT THAT IS REQUIRED FOR REGISTRATION DURING THE SEMESTER IN WHICH DEGREE REQUIREMENTS ARE COMPLETED.

To review the Graduate Enrollment Policy, please visit <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/>

THE UNIVERSITY OF GEORGIA

The Graduate School

DEADLINE DATES

May (SPRING SEMESTER) 2019

Note: All theses/dissertations must be submitted electronically
If you plan to graduate during SPRING 2019, please adhere to the following
deadlines:

January 25, 2019	Final date for graduate students to apply for May 2019 graduation.
January 25, 2019	Final date for submitting Program of Study forms to the Graduate School for graduation in May 2019 . An Advisory Committee form for Master of Arts, Master of Science, and all doctoral candidates must be on file by this date.
January 25, 2019	Final date for submitting applications for Admission to Candidacy to the Graduate School for doctoral candidates who plan to graduate in May 2019 . If you were not admitted to candidacy prior to October 1, 2018, you must register for 10 hours in Spring 2019.
March 4, 2019	Final date for submitting requests for Transfer of Credit, with accompanying transcripts, to the Graduate School for students graduating in May 2019 .
March 15, 2019	Final date for doctoral students to submit information for the Commencement Program for May 2019 graduation (use the form at grad.uga.edu)
April 1, 2019	Final date for electronically submitting one complete copy of a thesis or dissertation for a format check for May 2019 graduation.
April 22, 2019	Final date for receipt of the following by the Graduate School: Final Defense Approval Form & ETD Submission Approval Form (all doctoral, MS, MA, MHP, and MLA) and final corrected ETD for May 2019 graduation. getd.libs.uga.edu
April 26, 2019	Final date for completing all requirements except submission of theses/dissertations (see earlier deadlines). The Graduate School must receive notification concerning removal of incompletes, final examinations, etc., for May 2019 graduation. (This does not include grades for courses in which students are currently enrolled.)
May 10, 2019 <i>Friday @ 9:30 am</i>	Graduation. Diplomas will be mailed approximately six to eight weeks after graduation. Address changes, if necessary, should be made with the Office of the Registrar to ensure receipt of diploma. grad.uga.edu/index.php/current-students/policies-procedures/graduation-ceremonies/graduation-information
May 27, 2019	Date the Graduate School will accept theses/dissertations for format checks for future graduations.

If you have applied for Spring graduation and find you will not be able to meet one of these deadlines, email gradinfo@uga.edu to request a change in graduation.

Graduate School 210 S. Jackson St. Athens, GA 30602

GRADUATE STUDENTS MUST BE REGISTERED FOR A MINIMUM OF 3 HOURS IN AT LEAST 2 SEMESTERS PER ACADEMIC YEAR (FALL, SPRING, SUMMER), INCLUDING THE 3 HOURS OF GRADUATE CREDIT THAT IS REQUIRED FOR REGISTRATION DURING THE SEMESTER IN WHICH DEGREE REQUIREMENTS ARE COMPLETED.

*To review the Graduate Enrollment Policy, please visit
grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy*

APPENDIX E

FORMS

You and your major professor are jointly responsible for seeing that this paperwork is done and the deadlines are met properly. Do not rely on anyone to remind you. You must take on the responsibility to see that the forms are done at the proper times. You should pay attention to the deadline dates that are posted on the Graduate School webpage. The forms are available online at the Graduate School webpage <http://grad.uga.edu/index.php/current-students/forms/> .

These are PDF forms and you can type in the information on the computer (they MUST be typed). Please type the names of the professors into the appropriate boxes, the graduate coordinator's name, and then print out a copy to be signed. **A COPY OF ALL YOUR SIGNED PAPERWORK MUST BE LEFT IN THE DEPARTMENTAL OFFICE BEFORE SENDING IT OVER TO THE GRADUATE SCHOOL.**

The following are EXAMPLES of the forms NOT the actual forms for you to use. The Actual forms are pdfs and should be filled out ONLINE.

Original

Revised

Advisory Committee for Master of Arts and Master of Science Candidates

The University of Georgia Graduate School

210 S. Jackson St., Athens, GA 30602

(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

As Graduate Coordinator, I recommend the appointment of the three members listed below as the Master's Advisory Committee for:

Name	<input type="text" value="Type name here"/>	CAN # (810)	<input type="text"/>	Your Major is Religion regardless of your area of study
Address	<input type="text"/>	Degree	<input type="text" value="MA"/>	
	<input type="text"/>	Major	<input type="text" value="Religion"/>	

Student's Committee

(Please type major professor and committee members' names)

<input type="text" value="Type in Name"/>	Major Professor
<input type="text" value="Type in Name"/>	Member
<input type="text" value="Type in Name"/>	Member

The three-person committee, in consultation with the student, is charged with planning and approving the student's program of study, advising the student on required research skills, guiding the thesis research, reading and approving the thesis, and administering the thesis defense and the final examination over the program of study. The major professor and at least one of the other members of the Advisory Committee must be members of Graduate Faculty. This form should be submitted to the Dean of the Graduate School before the end of the first semester of residence of a prospective candidate for the degree.

APPROVALS

Graduate Coordinator (Name & Signature)	<input type="text"/>	Date	<input type="text"/>
Graduate Dean	<input type="text"/>	Date	<input type="text"/>

Program of Study for Master of Arts and Master of Science Candidates

The University of Georgia Graduate School
210 S. Jackson St., Athens, GA 30602

(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

Name	Type in Name	CAN # (810)		Your major is Religion regardless of what area of study you focus in
Address		Degree	MA	
		Major	Religion	

Please use * to designate 6000 and 7000 level courses open only to graduate students.

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term
major class				Minor class				RELI 7300	3		
major class				Minor class							
major class				RELI 7000	3						
major class											
major class											
major class											

ONLY 30 hours listed!

TOTAL NUMBER OF HOURS

→ only 30 hrs
 → at least 12 hrs of classes numbered 6000 or above

HOURS OPEN ONLY TO GRADUATE STUDENTS: exclude thesis and research courses in this total.

I understand that if human subjects are involved in my research, it is my responsibility to file a research protocol application with the Institutional Review Board (Boyd GRSC, Room 606) before I begin collecting data. I acknowledge that failure to secure this permission prior to conducting my data collection using human subjects will negate the use of that data for my master's thesis. (Human subjects information available at <http://www.ovpr.uga.edu/hso/>)

type name	
Student's Signature (all students must sign)	Date

Research Skills Requirement (if applicable)

Departmental Requirements RELI 7770, RELI 7771 (for GTAs); Language Requirement (Class or test & list language & grade)

Master's Advisory Committee: (Please type all names, sign, and date)

Can't list language class here and in the 30 hours above

Name (Typed)	Signature	Date
type name (Chair)		
type name		
type name		

APPROVALS

Graduate Coordinator Date

(Name & Signature)

Graduate Dean Date

Courses start to expire at GPA

the beginning of:

READ INSTRUCTIONS ON PAGE 6 FOR INFORMATION ON HOW TO FILL OUT THIS FORM PROPERLY

Recommended Change in Program of Study

The University of Georgia Graduate School
210 S. Jackson St., Athens, GA 30602

(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

Name	type name	CAN # (810)	
Address		Degree	MA
		Major	Religion

<input type="checkbox"/> Add	Course Number	Hours	<input type="checkbox"/> Remove	Course Number	Hours

Reasons:

APPROVALS

	Name (Typed)	Signature	Date
Major Professor			
Graduate Coordinator			
Graduate Dean			

Department of Religion Qualifying Examinations Cover Sheet

Please attach this cover sheet to one copy of the examination. Each reader should comment on the exams and may make summary comments on this sheet.

When the exams have been read by two people, please return the copy of the exam with comments to the Business Manager in the Religion Department Main Office to file.

Name of Student _____

First reader: _____

Indicate evaluation: Pass or Fail

Comments:

Second reader: _____

Indicate evaluation: Pass or Fail

Comments:

Signature of Major Professor

Semester Completed: _____

Application for Waiver of Graduate Out-of-State Tuition

This form must be submitted prior to the last day of classes of the term preceding the effective term.

Doctoral students who have advanced to candidacy and thesis master's students who have satisfactorily completed all required courses will be allowed to register at a rate equivalent to the prevailing in-state tuition rate beginning the term following the one during which these requirements were satisfied. This form must be accompanied by a program of study form if one is not already on file in the Graduate School. Doctoral students who were admitted to candidacy prior to Fall 2007 must submit this form to receive the waiver for the next semester. Doctoral students who advance to candidacy Fall 2007 or later will automatically receive the tuition waiver beginning the following term. Master's students must submit this form to receive the waiver.

Name _____ CAN # (810) _____

Degree _____ Major _____

E-Mail _____

Master's Student (only those degrees that require a thesis approved by the Graduate School)

Semester last course on program of study completed: _____
(program of study form must be attached if not already on file in the Graduate School; will be effective the semester following the semester the request is received by the Graduate School provided all course on program of study have been completed)

Doctoral Student *use this form ONLY if you were admitted to candidacy prior to Fall 2007 or were readmitted to the same program Fall 2006 or later)

Date of Admission to Candidacy: _____
(Application for Admission to Candidacy form must be on file at the Graduate School)

Student's Signature _____ Date _____

Approvals:

Graduate Coordinator's Signature _____ Date _____

Graduate Dean's Signature _____ Date _____

First semester waiver will be effective: _____

**APPROVAL FORM FOR MASTER'S THESIS AND FINAL ORAL EXAMINATION
MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES**

The University of Georgia Graduate School
210 S. Jackson St., Athens, GA 30602



Part I: Submission of thesis to advisory committee

The Thesis Of:

CAN # (810): Degree: Major:

Entitled:

is submitted for examination by the masters advisory committee.

Major Professor: Date:

Part II: Approval / Disapproval of thesis (to be signed by the members of the advisory committee). The master's advisory committee has read and reports the following action on the above thesis. At least two of three members must approve the thesis before the final defense may be held.

Did this student use human subjects in his/her research? Yes No

If so, provide the project number and date approved by IRB

Do not sign below unless the question regarding human subjects has been answered.

Master's Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapproved	Date
<input type="text" value="type name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="defense date"/>
<input type="text" value="type name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="defense date"/>
<input type="text" value="type name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="defense date"/>

Note: If the advisory committee declines approval of the thesis as ready for the final defense, the major professor will notify the student.

Part III: Oral Defense and Final Examination. (To be signed by members of the advisory committee. Two positive votes are required for approval of both the defense of the thesis and the examination).

The Master's Advisory Committee reports the following results of the defense of the thesis held on:

Master's Advisory Committee (type name and sign)	Thesis Defense Date: <input type="text" value="defense date"/>		Final Exam (if applicable) Date: <input type="text" value="comp exam"/>	
	Oral Pass	Oral Fail	Final Exam Pass	Final Exam Fail
<input type="text" value="type name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="type name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="type name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Graduate Coordinator: Date:

Part IV: Final Approval. (To be completed only when advisory committee members have approved suggested changes in Part II). The suggested changes have been completed satisfactorily:

Major Professor: Date:



Instructions and Guidelines

Copyright:

Every thesis and dissertation is required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloging and Web search operations.

Students who utilize the manuscript style of a thesis or dissertation **must** procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other copyrighted materials contained within the document.

The Office of Vice President of Research provides information concerning the copyright issue. To view this information, students should refer to the Graduate School Website.

Release Options:

The University of Georgia's land-grant mission includes sharing scholarly work with other scholars, students, and the public. Pursuant to this, theses and dissertations are made available publicly upon degree conferral. It is anticipated that the majority of graduate students will recognize the value of open access to scholarly work and will elect immediate release of their thesis or dissertation (option 1 on ETD submission form). Under unusual circumstances, students may request restricted or delayed public access to theses or dissertations for a limited period of time. Two options for restricted or delayed release are available:

- A. Limited access to authorized users of the UGA Library only, for a period of two years from the date of degree conferral. This option does not require written justification and is non-renewable. Select option 2 on ETD submission form.
- B. Embargo (withhold) from UGA Library, for a period of two years from the date of degree conferral. This option requires written justification and prior approval by the Dean of the Graduate School. **Approval of the Graduate Dean must be obtained well in advance of the submission deadline.** Select option 3 on ETD submission form and submit with documented approval at least four weeks before the deadline for final submission.

The embargo option will be approved when there is a documented need to withhold distribution of the thesis or dissertation because:

- The thesis/dissertation contains patentable materials currently protected by patent application, or being considered for patent application;
- The thesis/dissertation contains sensitive information that is protected by a confidentiality agreement with a research sponsor or funding agency.
- The thesis/dissertation contains materials anticipated for timely publication with a publisher who has restrictive pre-publication or post-publication policies.

To request an embargo, a letter from the major professor must be submitted to the Dean of the Graduate School well in advance of the ETD submission date. The letter should include detailed documentation of the need for embargo.

On rare occasions, an extension of an embargo may be considered. A petition for an extension will require an additional letter of justification from the major professor (or Department Head in the absence of the major professor), and must be submitted along with documentation prior to expiration of the embargo. Such a petition will be reviewed by the Administrative Committee of the Graduate School.



Submit to Graduate School with your ETD Defense Form
Make sure all signatures are provided

[Please Type]

Student Name: _____
(Last) (First) (Middle)

CAN Number (810): _____

Major: **Religion**

Degree Name: **MA**

Document Title:

type title

ETD Release Options

Check one of the following:

- 1. Provide open and immediate digital access to the ETD.
- 2. Restrict digital access via UGA Library to authorized UGA users only, for a period of 2 years.
- 3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive prepublication/post publication policies. *Requires PRIOR approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.*

Student Agreement

I hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified above. I certify that the version I submitted is the same as that approved by my advisory committee.

Student Signature: _____ Date _____

Major Professor Approval: _____ Date _____

Type Major Professor's Name: **type name**

Request for Leave of Absence from Graduate Enrollment

Application for a Leave of Absence must be received by the Graduate School office of Enrollment Services on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of a semester.

Limits: A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (Summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple request for a leave of absence subject to these overall limitations: (a) 3 semester limit for master's students; (b) 3 semester limit for doctoral students prior to advancement to candidacy; (c) 3 semester limit for doctoral students after advancement to candidacy.

An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock: time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid, including graduate assistantships, requires enrollment for more credits than the Continuous Enrollment Policy.

Name _____ CAN # (810) _____ E-Mail _____

Degree _____ Major _____ Last Term Enrolled _____

Leave is requested for the following term(s): _____

Reason for absence:

Serious medical, health-related issues; please explain fully and attach supporting documentation:

Major financial or employment issues; please explain fully and attach supporting documents:

Significant family issues (pregnancy, childbirth, child care, elder care); please explain fully and attach documentation:

Student's Signature _____ Date _____

Approvals:

Major Professor's Name (typed) _____

Major Professor's Signature _____ Date _____

Graduate Coordinator's Name (typed) _____

Graduate Coordinator's Signature _____ Date _____

Graduate Dean's Signature _____ Date _____

Request for Transfer Credit

The University of Georgia Graduate School
210 S. Jackson St., Athens, GA 30602

(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

Maximum for Master's is 6 semester hours. Maximum for Doctoral is 9 semester hours **after** matriculation into doctoral program at UGA ONLY.

Name		CAN # (810)		
Address		Degree	MA	Text
		Major	Religion	

The student listed above desires to secure approval of transfer credit from:

Department	Course #	Course Title	Semester/Year Taken	Grade	Hours

Do not submit this form unless an official transcript is attached or it has been determined that an official transcript is on file in the Graduate School. The transcript must show that the student was admitted to graduate school, and that the work taken carried graduate credit. No grade below B can be transferred. The course(s) to be transferred may not have been used as part of requirements for another advanced degree.

***Must come within six-year time limit applicable to the student's program of study.**

APPROVALS

Major Professor <small>(Name & Signature)</small>		Date	
Graduate Coordinator <small>(Name & Signature)</small>		Date	
Graduate Dean		Date	

SAMPLE Thesis Prospectus

NAME

Department of Religion

Major Professor: _____

Title:

Exorcism and Possession in the Modern Christian Church: Foundations, Practices, and Controversies.

Abstract:

Exorcism and Possession in the Modern Christian Church: Foundations, Practices, and Controversies will discuss the status of the belief in demonic possession and the practice of exorcism in the twenty-first century as well as its history. The thesis will argue that not only are these practices alive and well within Christianity, but that they are also becoming more popular, and even commonplace within some communities.

Chapter Outline:

Chapter one is entitled *The Penetrating Darkness: Demonic Possession and Exorcism in the Christian Tradition*, and discusses the foundational theology and historical practices relating to demonic possession and exorcism, with particular focus on the early Christian and later Catholic traditions. An overview of the modern rite of exorcism is included, as well as a discussion of the problem of evil and the theological significance of adversarial personalities within Christianity.

Chapter two, tentatively titled *The Manifest Darkness*, will discuss the historical and modern practice of exorcism within the Protestant church, and how those practices differ from the Catholic. An introduction to controversies associated with exorcism will be included.

Chapter three will conclude the thesis, and is tentatively titled *The Swelling Darkness*. I will discuss the modern arguments for and against the practice of exorcism, and argue that far from retreating, these practices are undergoing a resurgence amongst the faithful.

Methodology:

Research utilizing both primary and secondary sources is the main methodology. For early Christian and medieval material, I am relying on secondary sources; mainly primary source translations, peer-reviewed articles, and books specific to the subjects of exorcism, possession, or adversarial personalities. For post-medieval material I utilize primary sources when possible. Locating primary modern sources on the subject is thankfully not difficult, given the boom in internet and print publishing in recent years. In addition, I also utilize artistic sources (such as Bosch, Dante, and Blake, for example, or modern films) wherever possible, in order to illustrate the significance of these beliefs outside of religious circles.

Significance of Research:

This thesis is significant because it outlines a current and growing trend within the broader Christian religious community. It is a common assumption that belief in demonic possession is merely a relic of a superstitious past; however, this is not the case. The belief is widespread, and with it comes its counterpart: the practice of exorcism. Exorcism is a powerful issue; it is controversial because it has the potential to injure or kill, but it can also heal. Understanding the

subtle theological nuances of the problem of evil, and how they lead to belief in possession, and how that belief in turn leads to a practical exorcism, is critical for understanding how this belief is spreading, as well as the ramifications of that spread.

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Committee Approval:

Major Professor: _____

Member: _____

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