

Department of Religion
PHD Graduate Student
Handbook

2021-2022 (Oct 2021)

Table of Contents

Introduction.....	1
Offices, Mailboxes, Supplies.....	2
Computers.....	2
Copying, Printing, Faxing and Scanning.....	2
Graduate Student Listserv.....	3
Colloquia and Special Speakers.....	3
Assistantships.....	3
Registration and Advisement.....	4
Requirements for PhD in Religion.....	5
Advisory Committee.....	5
Preliminary and Final Program of Study.....	6
Residency Requirement of the PhD Program in Religion.....	6
Graduate Enrollment Requirements and Leave of Absence.....	7
Admission to the PhD Program without an MA.....	7
PhD Time Limit.....	7
Research Skills Requirement (Foreign Language).....	7
Course Requirements.....	8
Sample Program of Study.....	9
Qualifying and Comprehensive Examination.....	14
Dissertation Proposal and Committee.....	14
Dissertation Credit Hours, Research and Writing.....	15
Application for Admission to Candidacy.....	16
Application for Graduation.....	16
Dissertation Defense and Final Oral Examination.....	16
Resources.....	17
Graduate Student Association.....	17
Mentoring Graduate Students.....	17
Theta Alpha Kappa Religion Honor Society.....	17
Graduate School Student Travel Funding.....	17
Appendices	
A. Academic Honesty Policy.....	17
B. Non-Discrimination and Anti-Harassment Policy.....	18
C. Confidentiality of Student Records.....	18
D. Deadlines.....	18
E. Forms.....	18

INTRODUCTION

The Department of Religion welcomes its graduate students into the society of academic inquiry. Because graduate students are citizens of this academic society, the Department of Religion strongly encourages and expects them 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:

Dr. Wayne Coppins, Department Head Room 9
Peabody Hall, 706-583-0309
wcoppins@uga.edu

The Department Head in collaboration with the Graduate Faculty has the responsibility of oversight for all departmental academic programs and activities, including the Ph.D. program.

Dr. Alan Godlas, Graduate Coordinator
Room 217 Peabody Hall
godlas@uga.edu

The Graduate Coordinator under appointment of the Department Head and in collaboration with the Graduate Faculty has direct supervision over all graduate programs and activities, including the Ph.D. program.

Ms. Cheryl Gantt, Business Manager II
Room 3E Peabody Hall, 706-542-3716
cgantt@uga.edu

The Business Manager 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
kmscott@uga.edu

The Administrative Assistant clears students to register in Banner, schedules classes and classrooms, orders textbooks for the classes, and performs any other task associated with Instruction.

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 USB drive 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.

COPYING, PRINTING, 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.

You can Scan a document 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 Department of Religion 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 during the Fall and Spring semesters to discuss and make decisions regarding 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 Doctoral level graduate students beyond five 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 a Graduate Student YOU MUST register for the 6000-level or above 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 *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 electronically.

After advisement, on or after the first day of registration you can go to Athena 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 9005 is a 3 hour course that can fill hours for graduate students that need hours to meet their requirements. RELI 9000, 9005 and 9300 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 PHD graduate students should register for RELI 8770 (or RELI 7770) and RELI 7771 (or GRSC 7770) in their first semester (if they have not taken them during their MA). Students may only take GRSC 7770 if RELI 7771 is not being taught.

PHD 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).

One of the following two courses is required for Track A, Religion in a Global Society:

RELI 8100, Religion and Globalization, 3 hrs

or

RELI 8000, Religion in Global Society, 3 hrs.

The following course is required for Track B, Religion in the Americas:

RELI 8200, Religion in the Americas, 3 hrs.

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

REQUIREMENTS FOR PHD IN RELIGION

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 (<https://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. In instances where there are discrepancies between Department policies and Graduate School policies, then consult both your major professor and the Graduate Coordinator.

ADVISORY COMMITTEE

Before the end of the first year of residence, the student must choose a faculty advisory committee and must file the proper *Advisory Committee form* with the Graduate School. The Advisory Committee consists of the major professor and minimum of three additional graduate faculty members, all of whom agree to serve on the committee. The major professor cannot be a lecturer and must be a member of Religion Department. The committee may include one graduate faculty from other departments in the university but cannot include lecturers unless they are graduate faculty (for either qualifying examination or dissertations). It is the responsibility of the advisory committee, working together with the student, to determine the student's program of study. (Changes may be made in the Advisory Committee during a student's residence, especially at the dissertation stage.) 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 dissertation, 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. [See <http://grad.uga.edu/index.php/current-students/policies-procedures/>].

PRELIMINARY PROGRAM OF STUDY AND FINAL PROGRAM OF STUDY

A Student must complete a preliminary program of study which constitutes a logical whole. The recommended program of study is laid out on a *Preliminary Program of Study form* which must be done before a student is admitted to candidacy for a degree.

The courses listed in this program must carry a minimum of 38 semester hours consisting of at least 24 hours of course work. A doctoral program of study should consist of 16 or more hours of 8000- and 9000-level courses, exclusive of 9000 (research), 9300 (dissertation writing), and directed studies. Note: 9000, 9300, and directed studies cannot count toward the 16 hours of 8000/9000 level course requirements. See <http://grad.uga.edu/index.php/current-students/policies-procedures/>. 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.

Unless they have taken these courses as an MA student, all PhD students are required to take:

- RELI 7771 (Teaching Religious Studies) or GRSC 7770 (Graduate Teaching Seminar);
And
- RELI 8770 (Theories and Methods in the Study of Religion) or RELI 7770

Note: if RELI 8770 was taken as an MA student, another 8000 level course will need to be taken to fulfill the required 16 hours of 8000 or 9000 level courses mentioned above.

Students on Track A will be required to take RELI 8100 (Religion and Globalization) or RELI 8000 (Religion in Global Society). Students on Track B will be required to take RELI 8200 (Religion in the Americas).

A FINAL Program of Study form must be approved by the Advisory Committee and submitted to the Graduate School by the Deadline indicated for the Semester the student plans on graduating. Usually this is within the first 10 days of the semester. 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.

RESIDENCY REQUIREMENT OF THE PH.D. PROGRAM IN RELIGION

Students must complete a minimum of three full years of residential study beyond the bachelor's degree (or two years beyond the M.A., or its equivalent, if earned elsewhere than UGA), exceptions to this rule being permitted only with the approval of the Department and Graduate School. This can be gained either by

- 60 hours of graduate-level coursework beyond the bachelor's degree (in the case where one has not previously earned a master's degree at UGA), which can be completed either in two 30-hour blocks of consecutive work or 60 hours of consecutive work; or by
- 30 hours of consecutive graduate-level coursework beyond the master's degree (in the case where a master's degree has previously been earned at UGA)

GRADUATE ENROLLMENT REQUIREMENTS AND LEAVE OF ABSENCE

All students will adhere to the Graduate School's "Continuous Enrollment" policy. 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. <https://grad.uga.edu/index.php/current-students/enrollment-policy/>

ADMISSION TO THE PH.D. PROGRAM WITHOUT AN M.A.

Students admitted with only a Baccalaureate degree must complete the MA before they proceed to follow either Track A or Track B in order to complete the Ph.D.

PH.D. TIME LIMIT

All requirements for the degree, except the dissertation and final oral examination, must be completed within a period of six years. This time requirement dates from the first registration for graduate courses on a student's program of study. A candidate for a doctoral degree who fails to complete all degree requirements within five years after passing the comprehensive examination, and being admitted to candidacy, will be required to take the comprehensive examinations again and be admitted to candidacy a second time.

RESEARCH SKILLS REQUIREMENT

Two modern research languages plus any other primary languages deemed necessary and appropriate and approved by the student's advisory committee. This assessment shall be taken prior to the Ph.D. comprehensive examinations; no dissertation proposal will receive final approval until all language requirements have been met. Students are expected to meet this requirement by demonstrating a reading knowledge of the foreign languages applicable to research in their fields, as determined by their major professors. This requirement must be satisfied by one of the following methods:

- Earning a grade of B or higher in a University of Georgia language course specifically designed for graduate students who are attempting to fulfill their language requirements. Such courses include (but are not limited to): SPAN 2500, GRMN 3500, and FREN 2500.
- Receiving a passing grade on a departmental foreign language translation test. These tests are offered once a semester by Romance Languages, Germanic and Slavic Studies, and other departments.
- Passing the language exam given by a faculty member. Students who elect to satisfy the language requirement in this manner must have the permission of their major professors and the Graduate Coordinator.

COURSE REQUIREMENTS

38 credit hours are required for the Ph.D. degree in Religion, consisting of the following:

Core courses: 19 hours

Track course: 3 hours

Restricted electives: 12 hours

Electives: 4 hours

All PhD students are required to take at least 16 hours of 8000 or 9000 level courses. Note: 9000 and 9300 cannot count towards the 16 hours of 8000/9000 level course requirements.

All of the courses will be chosen only with the approval of the major professor.

Core Courses:

Unless they have taken them as an MA student, all PhD students, regardless of track, are required to take the following courses:

RELI 7771, Teaching Religious Studies, 3 hrs. or GRSC 7770, Graduate Teaching Seminar, 3hrs.

RELI 8770, Theories and Methods in the Study of Religion, 3 hrs. or RELI 7770

RELI 9000, Doctoral Research, min. 3 hrs.

RELI 9300, Dissertation writing, min. 10 hrs.

One of the following two courses is required for Track A, Religion in a Global Society:

RELI 8100, Religion and Globalization, 3 hrs

or

RELI 8000, Religion in Global Society, 3 hrs.

The following course is required for Track B, Religion in the Americas:

RELI 8200, Religion in the Americas, 3 hrs.

Restricted Electives:

12 hours of 8000-level courses (excluding directed readings, independent studies)

Some examples of restricted electives include:

RELI 8000 Religion in Global Society, 3 hrs. (max 6 hrs.)

RELI 8005 Canons and Their Discontents, 3 hrs (max 3 hrs.)

RELI 8100 Religion and Globalization, 3 hrs. (max. 6 hrs.)

RELI 8200	Religion in the Americas, 3 hrs. (max. 6 hrs.)
RELI 8210	Seminar in Traditional and Contemporary Topics in African Traditional Religion, 3 hrs. (max. 9 hrs.)
RELI 8220	Seminar in Interactions of Religious Traditions in Africa, 3 hrs (max. 9 hrs.)
RELI 8450	Seminar in Problems and Topics in Biblical Research, 3 hrs. (max. 9 hrs.)
RELI 8460	Seminar in Problems and Topics in Judaism, 3 hrs. (max. 9 hrs.)
RELI 8480	Seminar in Problems and Topics in Islamic Research, 3 hrs. (max. 9 hrs.)
RELI 8490	Seminar in Problems and Topics in Asian Religions, 3 hrs. (max. 9 hrs.)
RELI 8500	Seminar in the History of Christian Thought, 3 hrs. (max. 9 hrs.)
RELI 8510	Seminar in Problems and Topics in Theology, 3 hrs. (max. 9 hrs.)
RELI 8520	Seminar in Christian Theologians, 3 hrs. (max. 9 hrs.)
RELI 8610	Seminar Topics in Religion, Theory, and the Arts, 3 hrs.
PHIL (RELI) 8630	Seminar in Philosophy of Religion, 3 hrs. (max. 9 hrs.)
RELI 8700	Seminar in Problems and Topics in Religion Research, 3 hrs. (max. 12 hrs.)
SOCI 8030	Sociology of Religion, 3 hrs.

Note: Track A students are required to take either RELI 8100 or RELI 8000. If they take both courses, they can use one of them as a restrictive elective. Track B students can use both of these courses as restrictive electives. RELI 8200 is a required course for Track B and can be used as a restrictive elective for Track A students. The content of all the seminars listed above will differ from year to year and will be designed so that the topics meet the needs of each track.

Electives:

4 hours minimum, any course offered at UGA that the student can take in order to broaden their expertise in their area with the approval of their major professor.

Total Hours: 38

SAMPLE PROGRAMS OF STUDY

Below are three sample programs, the first two of which are for the two proposed tracks for the Ph.D. in Religion; these programs presuppose that the students taking them would have already received an M.A. in Religion or the equivalent. The third sample program is for a student starting without an M.A. in Religion or the equivalent.

Note: Required courses are designated with one asterisk; newly developed courses are designated with two asterisks. Required and new courses are designated with three asterisks.

Track A: Religion in a Global Society

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
Fall, Year One		
RELI 8770	Theories and Methods in the Study of Religion	3
RELI 7771	Teaching Religious Studies	3
RELI 6101	History of Christian Theology (Ancient-Medieval)	3
Spring, Year One		
RELI 8100	Religion and Globalization	3
HIST(AFST) 6550	Christianity and Colonialism in Africa	3
RELI 8490	Seminar in Problems and Topics in Asian Religions	3
Fall, Year Two		
RELI 8450	Seminar in Problems and Topics in Biblical Research	3
EPID(HPAM) 7700	Public Health and Healthcare Ethics	3
RELI 8700	Seminar in Problems and Topics in Religion Research	3
Spring, Year Two		
RELI 6300	Islam and Its World	3
RELI 6401	The Buddhist Tradition	3
RELI 9000	Doctoral Research	1-12
Fall, Year Three		
RELI 8700	Seminar in Problems and Topics in Religion Research	3
RELI 9000	Doctoral Research	1-12
Spring, Year Three		
SOCI 8030	Sociology of Religion	3
RELI 8700	Seminar in Problems and Topics in Religion Research	3
RELI 9000	Doctoral Research	1-12
Fall, Year Four		
RELI 9000	Doctoral Research	1-12
RELI 9300	Doctoral Dissertation	1-12
Spring, Year Four		
RELI 9000	Doctoral Research	1-12
RELI 9300	Doctoral Dissertation	1-12

Track B: Religion in the Americas

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
Fall, Year One		
RELI 8770	Theories and Methods in the Study of Religion	3
RELI 7771	Teaching Religious Studies	3
RELI 6107	American Religious History	3
Spring, Year One		
HIST(RELI) 6214	Introduction to the Religions of the Caribbean	3
PBHL 8100	Current Topics in Public Health	3
RELI 8200	Religion in the Americas	3
Fall, Year Two		
HIST(LACS) 6200	Studies in Latin American History	3
RELI(AFAM) 6201	African American Religious History	3
RELI 8700	Seminar in Problems and Topics in Religion Research	3
Spring, Year Two		
RELI(ANTH)(NAMS) 6701	Methods in the Study of Native American Culture	3
ANTH(NAMS)(LACS) 6460	The Aztecs and the Maya	3
RELI 9000	Doctoral Research	1-12
Fall, Year Three		
RELI 8520	Seminar in Christian Theologians	3
HIST 6710	The Atlantic World (1500-1800)	3
RELI 9000	Doctoral Research	1-12
Spring, Year Three		
SOCI 8030	Sociology of Religion	3
RELI 8700	Seminar in Problems and Topics in Religion Research	3
RELI 9000	Doctoral Research	1-12
Fall, Year Four		
RELI 9000	Doctoral Research	1-12
RELI 9300	Doctoral Dissertation	1-12
Spring, Year Four		
RELI 9000	Doctoral Research	1-12

Students entering without the MA:

Additional Core Courses, Restricted Electives, Elective courses and Sample Program for all students entering without the UGA M.A. in Religion or Its Equivalent (all courses chosen only with the approval of the major advisor)

a) Core Courses: 9 hours, to be taken by all students entering without the UGA M.A. or its equivalent in Religion, regardless of track.

(i) RELI 8770 Theories and Methods in the Study of Religion, 3 hrs or RELI 7770.

(ii) RELI 7000 Master's Research, 3 hrs.

(iii) RELI7300 Master's Thesis, 3 hrs.

Note: A student would take RELI 7000 and RELI 7300 only if s/he enters without the M.A. in route to the Ph.D. If the student already possesses the UGA M.A. in Religion or its equivalent, then s/he should register for RELI 9000 and 9300.

b) Restricted Electives: 12 hours of 8000 level courses (excluding directed readings, independent studies; see above for list of Restricted Electives)

c) Electives: 12 hours minimum, any course offered at UGA that the student can take in order to broaden their expertise in their area with the approval of their advisor.

d) Requirement: Of the 24 hours of Restricted Electives and Electives, 18 hours must be taken in a major area and 6 hours in a minor area, excluding 7000 level courses, determined with the approval of the major advisor.

Total: 33 hour minimum (students entering without UGA M.A. in Religion or equivalent)

Sample Program of a Student Entering the Ph.D. Program without a UGA M.A. in Religion or its equivalent

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
Fall, Year One		
RELI 8770	Theories and Methods in the Study of Religion	3
RELI 8480	Seminar in Problems and Topics in Islamic Studies	3
ARAB 6107	Islamic Arabic I	3
Spring, Year One		
RELI 8700	Seminar in Problems and Topics in Religion Research	3
RELI 6304	The Koran, Sacred Text of Islam	3
ARAB 6108	Islamic Arabic II	3

Fall, Year Two		
RELI(CMLT) 6307	Comparative Islamic Literature	3
RELI 7000	Master's Research	3
RELI 8700	Seminar in Problems and Topics in Religion Research	3
Spring, Year Two		
RELI 7300	Master's Thesis	3
RELI 8700	Seminar in Problems and Topics in Religion Research	3
RELI 7771	Teaching Religious Studies	3

Note: Upon completion of such a program (which entails writing an M.A. thesis and receiving the M.A. degree), students will then proceed to follow either Track A or Track B in order to complete the Ph.D.

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. After completing the required coursework, the student must pass comprehensive qualifying written and oral examinations on topics determined by the major professor (i.e. committee chair) and the advisory committee (in consultation with the student), covering major field studies, comparative studies and theory.

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.

DISSERTATION PROPOSAL AND COMMITTEE

Before beginning dissertation research, the student must present to the major professor an acceptable, written dissertation proposal, which the Graduate School terms a dissertation prospectus. The proposal must be submitted to your major professor before you begin research on your dissertation. The student shall write a complete, detailed proposal of the dissertation which clearly outlines the 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 student's dissertation committee, normally composed of five persons (but minimally three members). One of these members (but not more than one) may come from an institution other than UGA. (A student's dissertation committee need not be identical to one's advisory committee.) When the major professor certifies that the dissertation prospectus is satisfactory, it must be formally considered by the advisory committee in a meeting with the student. This formal consideration (i.e., a prospectus defense) may not take the place of the comprehensive oral examination. For doctoral students, this is a formal requirement of the Graduate School, and the committee must meet for the defense. Approval of the dissertation prospectus signifies that members of the advisory committee believe that the prospectus proposes a satisfactory research study. Approval of the prospectus requires the agreement of the advisory committee with no more than one dissenting vote as evidenced by their signing an appropriate form, which, together with the approved prospectus, is filed with the graduate coordinator.

When the dissertation is 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.

DISSERTATION CREDIT HOURS, RESEARCH, AND WRITING

When performing dissertation research, students take RELI 9000 (Doctoral Research). While writing the dissertation, students take RELI 9300 (Dissertation Writing). The dissertation 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 dissertation committee. In some cases, individual chapters will be given to the readers as the dissertation is in development. In any case, the draft for defense must be given to the entire dissertation committee at least one month prior to the oral defense. [NOTE: If the dissertation 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 dissertation 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 dissertation, and the “Approval form for Doctoral Dissertation and Final Oral Examination” form, 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 dissertation! You should be *finalizing* your Dissertation your last semester. Your advisory committee will need time to read the dissertation 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 Final Oral Examination your dissertation should be in the FINAL stage. There are certain guidelines that the Graduate School requires concerning the format of your dissertation. When you begin typing the dissertation 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 dissertation will have to be followed or you will not be able to graduate on time. You are REQUIRED to have a copy of your dissertation checked for formatting errors by the Graduate School prior to turning it in (this should be done as soon as you have a more-or-less completed copy of the dissertation). 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 dissertation, and the “Approval Form for Doctoral Dissertation and Final Oral Examination” 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/>)).

APPLICATION FOR ADMISSION TO CANDIDACY

An Application for Admission to Candidacy form must be submitted to the Graduate School one full semester before the date of Graduation. Signed forms are due to the Graduate School within the First 10 days of the semester. See Graduate School Deadlines for Current Students. <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

APPLICATION FOR GRADUATION

The application for graduation must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date. Application forms must be submitted online 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. <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/late-filing-of-graduation-forms/>

DISSERTATION DEFENSE AND FINAL ORAL 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 Dissertation Committee must be scheduled at least two weeks prior to the date of final clearance by the Graduate School.

When you have completed the Dissertation, the dissertation committee has read the dissertation and your major professor has indicated that you are ready for your final oral examination and defense, your major professor, together with you, should schedule your defense. You should have finished your comprehensive exam by this time. After passing your oral defense you can take your SIGNED Approval of Dissertation and Final Oral Examination form 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). DISSERTATION 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 Dissertation bound for the Department of Religion office. <https://tate.uga.edu/print-and-copy/>

The thesis (submitted electronically), and the "Approval of Dissertation and Final Oral Examination" form 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 work 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 9300 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.

RESOURCES

THE GRADUATE STUDENT ASSOCIATION (GSA) is the primary political and social body for graduate students. The Graduate Student Council is a multi-purpose organization focused on advocating, connecting, and empowering graduate students. For more information, see <https://gsa.uga.org>.

MENTORING GRADUATE 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>

THETA ALPHA KAPPA: THE NATIONAL HONORS SOCIETY FOR RELIGIOUS STUDIES AND THEOLOGY.
See <http://religion.uga.edu/theta-alpha-kappa>. For more information, contact Dr. Jodie Lyon at lyon@uga.edu.

TRAVEL FUNDING: Graduate students seeking travel funding for international or domestic travel are encouraged to consult the information provided under the heading "Travel Funding" at the Graduate School Website. See <https://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>

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

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, University System of Georgia (“USG”) policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.

Please read and be familiar with this policy, which can be found on the Equal Opportunity Website (<https://eoo.uga.edu/policies-resources/ndah-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

For all important deadlines for the graduate school, see the Graduate School Website: <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

APPENDIX E

FORMS

For up-to-date forms, see the Graduate School Website: <http://grad.uga.edu/index.php/current-students/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.**