

Department of Religion
PHD Graduate Student
Handbook

2018-2019

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.....	18
Graduate Student Association.....	18
Mentoring Graduate Students.....	18
Theta Alpha Kappa Religion Honor Society.....	18
Graduate School Student Travel Funding.....	18
Appendices.....	
A. Academic Honesty Policy.....	20
B. Non-Discrimination and Anti-Harassment Policy.....	21
C. Confidentiality of Student Records.....	24
D. Deadlines.....	25
E. Sample Forms.....	28
Advisory Committee Form.....	29
Preliminary and Final Program of Study Forms.....	30
Recommended Change in Program of Study Form.....	32
Qualifying Examination Cover Sheet.....	33
Application for Waiver of Graduate Out-of-State Tuition.....	34
Admission to Candidacy Form.....	35

Dissertation Defense and Final Oral Examination Form.....	36
Electronic Dissertation submission.....	37
Request for Leave of Absence from Graduate Enrollment.....	40
Request for Transfer Credit.....	41

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. Sandy D. Martin, Department Head
Room 3H Peabody Hall, 706-542-1485
martin@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. Nanetta Spina, Graduate Coordinator
Room 3F Peabody Hall, 706-583-0308
spinan@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.

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 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 Spring semester 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 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 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 7770 their first semester and RELI 7771 their second semester (if they have not taken them during their MA).

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).

The following course is required for Track A, Religion in a Global Society:

RELI 8100, Religion and Globalization, 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 (<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. 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. (Sheets listing current faculty members with their areas of interest is available on the departmental website: religion.uga.edu.) [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. Please see the sample "Preliminary 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 38 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 9000 (Doctoral Research) and ten semester hours of RELI 9300 (Doctoral Thesis) must be included on the student's program of study. [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.

In addition to the above requirements all Religion PHD students are required to take RELI 7770 (Theory and Methods in the Study of Religion) and RELI 7771 (Teaching Religious Studies) unless taken as an MA student.

Students on Track A will be required to take RELI 8100 (Religion and Globalization). 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.

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

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

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

- Students admitted with only a Baccalaureate degree must complete the MA in the first two years of the program of study.

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 done by an examination to 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 of the courses will be chosen only with the approval of the major professor.

Core Courses:

The following courses are required for all students regardless of track:

RELI 7771, Teaching Religious Studies, 3 hrs. (if not taken during the M.A.)

RELI 7770, Theory and Methods in the Study of Religion, 3 hrs. (if not taken during M.A.)

RELI 9000, Doctoral Research, min. 3 hrs. (max. 12 hrs.)

RELI 9300, Dissertation writing, 10 hrs. (max. 12 hrs.)

The following course is required for Track A, Religion in a Global Society:

RELI 8100, Religion and Globalization, 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; see below for list of Restricted Electives)

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

RELI 8200 Religion in the Americas, 3 hrs. (max. 6 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: RELI 8100 is a required course for Track A and can be used as a restrictive elective for Track B students. 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 7770	Theories and Methods in Religious Study and Pedagogy	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 7770	Theories and Methods in Religious Study and Pedagogy	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 7770 Theory and Methods in the Study and Pedagogy, 3 hrs.

(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 7770	Theories and Methods in Religious Study and Pedagogy	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), at least one (but not more than one) of whom shall be 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 between 3 and 12 hours of RELI 9000 (Doctoral Research). While writing the dissertation, students take between 10 and 12 hours of 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.** <http://tate.uga.edu/services/printcopy.html>

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

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>

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>

<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>

TRAVEL FUNDING

Doctoral Student International Travel Grants from the Office of the Vice President for Research

Travel grants are for doctoral students who are at an advanced stage in their graduate program and are presenting results of their dissertation findings. Students wishing support for international travel should contact their graduate coordinator in order to submit their request to the Office of the Vice President for Research. Students receiving an invitation to present a paper at a professional meeting within the continental United States may submit a travel request to the Graduate School. Contact the department's graduate coordinator concerning the guidelines applicable to these travel grants. *(See the **OVPR website** for more information.*

Graduate School Student Domestic Travel Funding

A student receiving an invitation to present a paper at a professional meeting within the **Continental United States** may submit a travel request through the department to the Graduate School. **All requests from the department should be submitted at the same time by the requesting department according to the schedule below.** The following guidelines will be used in considering all such requests:

- ✓ First preference will be given to doctoral students or students pursuing the terminal degree in their discipline (MFA or MLA). A request from a master's student will be considered **ONLY** if the department does not offer a doctoral degree.
- ✓ **Applicants should be reporting results of their dissertation or thesis research and should be the primary author of the publication or presentation.**
- ✓ The meeting or conference must be of regional or national importance.
- ✓ Approval of travel requests will be limited to one trip per student per fiscal year.
- ✓ The student must possess a minimum GPA of 3.50 based on at least five semesters of full-time graduate study at UGA.
- ✓ The student cannot have any grades of Incomplete (I) or unsatisfactory (U).

- ✓ Funding will not be provided to students employed as instructors or classified employees.
- ✓ The applicant must be in one of the following categories: (a) registered for full-time graduate study during the semester of his/her travel, (b) doctoral students admitted into candidacy (minimum 3 credit hours), or (c) a thesis-writing master's student who has satisfactorily completed all required courses (exclusive of 7000 and 7300). If a student is traveling between semesters, he/she must also be in one of these three categories during the semester following travel.
- ✓ The student must submit: abstract, acceptance, and **"Request for Authority to Travel" form** to their department. The department will review each student to verify if they meet the criteria, then forward all applications to the Graduate School. When submitting, please include the name and number of the departmental contact for questions.
- ✓ Travel support provided by any other party (department) must be listed on the Travel Authority form submitted to the Graduate School.

The above criteria are minimum for **applying** for travel funds. Do not assume that meeting these criteria will automatically guarantee funding. Funds are awarded on a rolling basis and only a limited amount of funding is available each semester.

Departmental "match" funding in support of the student's travel will greatly enhance the student's chances for Graduate School funding.

Travel Dates

Oct 1- Dec 31
Jan 1-Mar 31
Apr 1-Jun 30
July 1-Sept 30

Request Deadline

Sept 9, 2016
Dec 9, 2016
Mar 10, 2017
Jun 9, 2017

The amount of the award will be based on such factors as prevailing costs at the meeting site, distance traveled, whether the meeting is national or regional, and the availability of funds. No student will be reimbursed more than the actual cost of the trip.

Please contact Sabrina Hardison, 706-542-6244 or sabrinah@uga.edu, if you have any questions.

<http://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 (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 to 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 NOAH 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 Doctoral 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 Doctoral Advisory Committee for:

Name	<input type="text" value="type"/>	CAN # (810)	<input type="text"/>
Address	<input type="text"/>	Degree	<input type="text" value="PhD"/>
	<input type="text"/>	Major	<input type="text" value="Religion"/>

Student's Committee

(Please type major professor and committee members' names)

Major Professor Graduate Faculty 1-a	<input type="text" value="type name"/>	Co-Major Professor (if any) Graduate Faculty 1-b	<input type="text"/>
Graduate Faculty Member 2	<input type="text" value="type name"/>		
Graduate Faculty Member 3	<input type="text" value="type name"/>		

Additional members may be added at the department's discretion

The committee must consist of a minimum of three members of the graduate faculty, including the student's Major Professor, who will serve as the chair of the committee. This committee, in consultation with the student, is charged with planning and approving the student's program of study, arranging the comprehensive written and oral examinations, advising the student on required research skills, approving the subject for the dissertation, approving the completed dissertation, and approving the defense of the student's research. This form should be submitted to the Dean of the Graduate School before the end of the first year 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"/>

Note: The written and oral comprehensive examinations are administered to determine if the candidate is qualified to continue for the doctorate and should be held as soon as the Doctoral Advisory Committee feels that the student's qualifications for doctoral work can be evaluated. When the student has passed the written comprehensive examination, plan should be made to hold the oral comprehensive examination. The examination must be announced by the Graduate School. The Graduate Coordinator must notify the Graduate School of the time and place of the examination at least **two weeks** before the selected date. Immediately after the oral comprehensive examination, the major professor reports the results of the committee's evaluation of the written and oral comprehensive examinations to the Graduate School. A form for this purpose is provided by the Graduate School.

Preliminary Doctoral Program of Study

The University of Georgia Graduate School

210 S. Jackson St., Athens, GA 30602

This form is for Departmental Use only - Do Not Submit to the Graduate School

Name	<input type="text"/>	CAN # (810)	<input type="text"/>
Address	<input type="text"/>	Degree	<input type="text" value="PHD"/>
	<input type="text"/>	Major	<input type="text" value="Religion"/> Minor <input type="text"/>

Relevant Master's or Other Graduate Degree Courses

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Doctoral Courses

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Research Skills Requirement (if applicable) Departmental Requirements **Doctoral Advisory Committee:** (Please sign and date)

<input type="text"/>
<input type="text"/>

<input type="text"/>	(Chair)
<input type="text"/>	
<input type="text"/>	

Graduate Coordinator Date

Final Doctoral 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 and address	CAN # (810)	
Address		Degree	PHD
		Major	Religion

Relevant Master's or Other Graduate Degree Courses

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours

Doctoral Courses**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
										TOTAL HOURS	

Research Skills Requirement (if applicable) Language goes here

Departmental Requirements RELI 7770, RELI 7771 (if not taken as an MA student)

Doctoral Advisory Committee: (Please type all names, sign, and date)

type name	(Chair)
type name	
type name	

APPROVALSGraduate Coordinator
(Name & Signature)

--

Date

--

Graduate Dean

--

Date

--

Courses start to expire at
the beginning of:

--

GPA

--

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	<input type="text" value="type name"/>	CAN # (810)	<input type="text"/>	
Address	<input type="text"/>	Degree	<input type="text" value="MA"/>	Text
	<input type="text"/>	Major	<input type="text" value="Religion"/>	

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

Reasons:

APPROVALS

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

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: _____

Application for Admission to Candidacy for Doctoral Degrees

The University of Georgia Graduate School

210 S. Jackson St. Athens, GA 30602

(Please submit three (3) copies of this form (one original and two copies) to the Graduate School)

A prospective Doctoral candidate must be admitted to candidacy one full semester before the date of graduation

Name	<input type="text"/>	CAN # (810)	<input type="text"/>
Address	<input type="text"/>	Degree	<input type="text" value="PhD"/>
	<input type="text"/>	Major	<input type="text" value="Religion"/>

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 doctoral dissertation.

(Human subjects information available at: <http://www.ovpr.uga.edu/hso/>)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Student's Signature (all students must sign)

Date

Certification and Recommendation of the Department: Please check all appropriate items

- ☐ We have examined the entire graduate record of the student named above. An average of 3.0 (B) has been maintained on all graduate courses taken and on all completed graduate courses on the Program of Study. No course with a grade below C has been accepted as part of the Program of Study.
- ☐ Written and oral comprehensive examinations have been passed as part of the Program of Study.
- ☐ A dissertation prospectus has been approved (if required for Candidacy).
- ☐ The residence requirement has been met.

We recommend that this student be admitted to candidacy for the degree indicated.

APPROVALS

Major Professor
(Name & Signature)

Date

Graduate Coordinator
(Name & Signature)

Date

Graduate Dean

Date

APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION

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

Reset Form

Part I: Submission of dissertation to the advisory committee.

The Dissertation Of: type name

CAN # (810):

Entitled: type title

is submitted for examination by the doctoral advisory committee. The Graduate School has been notified in writing of the date of the oral defense.

Major Professor: type name

Date: date submitted to read

Part II: Approval / Disapproval of dissertation (to be signed by the members of the advisory committee). The doctoral advisory committee reports the following action on the above dissertation. There can be only one dissenting vote.

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.

Doctoral Advisory Committee (type name and sign)

Approved

Approved with

Suggested Changes

Disapproved

Date

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note: If the advisory committee declines approval of the dissertation 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. Only one dissenting vote is permissible for approval of both the defense of the dissertation and the examination).

The Doctoral Advisory Committee reports the following results of the defense of the thesis held on:

Dissertation Defense Date:

Doctoral Advisory Committee (type name and sign)

Passed

Failed

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<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: type name

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.



Dissertation Abstracts: (Doctoral Students Only)

The traditional dissemination of doctoral dissertation research has been through the publication of the abstract in Bell and Howell's (UMI) *Dissertation Abstracts* and the submission of the entire dissertation to University Microfilms for microfilming and distribution. The electronic submission and availability of the dissertation via the Web now makes the dissertation easier to access. The student should discuss the option of submitting the dissertation or the abstract to *Dissertation Abstracts* with their major professor. Please refer to the Bell and Howell website: <http://www.proquest.com/hp/Support/DServices/prepare/packets.htm> for additional information, agreement forms and fee requirements.



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: PhD

Document 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: _____

1/7/2013

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	<input type="text"/>	CAN # (810)	<input type="text"/>	Text
Address	<input type="text"/>	Degree	<input type="text" value="MA"/>	
	<input type="text"/>	Major	<input type="text" value="Religion"/>	

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

<input type="text"/>
<input type="text"/>

Department	Course #	Course Title	Semester/Year Taken	Grade	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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