

JOINT DOCTORAL  
PROGRAM IN RELIGION

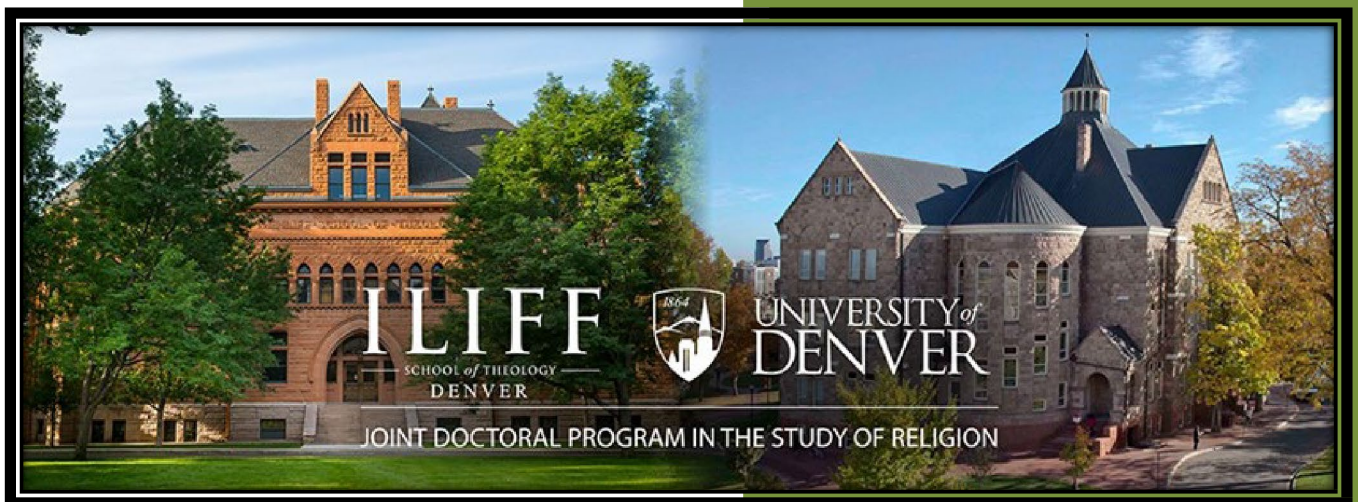
ILIFF  
— SCHOOL of THEOLOGY —  
DENVER



UNIVERSITY of  
DENVER

2021–2022

# JDP Student Handbook



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## PREFACE

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This Handbook provides an official guide to the University of Denver and Iliff School of Theology Joint Doctoral Program in the Study of Religion (JDP). It is designed to inform students of requirements and to aid them in making plans and decisions for their course of study. Students are responsible for knowing and following the policies and procedures contained herein, and should consult the Director or Assistant Director if there are questions of interpretation.

Each doctoral student entering the Program in fall 2021 should obtain and retain a copy of this Handbook and whatever supplements or revisions to it that may be issued. Copies are available in the JDP Office and on the [JDP Portfolio website](#).

The JDP reserves the right to change its policies and procedures. Such changes are effective whenever so determined. Students who matriculate in 2021–22 must meet the curricular requirements as specified herein.

In addition, students are responsible for policies and procedures relevant to JDP students that are stated on the websites for each institution.

[DU's Policies and Procedures.](#)

[Iliff Masters Student Handbook.](#)

The JDP strongly endorses and holds its students to the following policies and standards:

**DU Honor Code and Student Conduct:** <http://www.du.edu/studentlife/studentconduct/honorcode.html>

**DU Inclusive Excellence** (the whole of Chancellor's Statement on Diversity, Equity and Inclusion):

<https://www.du.edu/equity>

**Title IX:** <http://www.du.edu/equalopportunity/titleix/>

**Iliff Core Values:** <https://www.iliff.edu/about/#about-corevalues>

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## MISSION STATEMENT

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Drawing broadly upon the resources of both institutions, the University of Denver and Iliff School of Theology Joint Doctoral Program in the Study of Religion (JDP) prepares globally minded, socially-conscious scholar-teachers through dynamic, interdisciplinary training in the study of religion as theorized and lived.

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## ADMINISTRATION OF THE PROGRAM

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Most administrative processes such as registration, billing and financial aid are handled through the University of Denver. Students should log into <http://pioneerweb.du.edu> for access to their student records and accounts.

The daily management of the Program is handled by a variety of individuals and committees.

### *Program Administrators*

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The Program Manager is dedicated full-time to the administration of the Program. The Program Manager works in the JDP Office, which is located in Iliff Hall, room I-110. Students are encouraged to communicate regularly with the Program Manager to ensure their academic records are up-to-date, to notify the office of successful completion of requirements, to submit forms for signatures, and to handle other such matters pertaining to tracking and verifying progress toward the successful completion of degree work.

The Director and Assistant Director are responsible for the academic leadership of the Program. These two positions alternate every three years between DU and Iliff faculty and are appointed by the Vice Provost for Research and Graduate Education at DU and the Senior Vice President of Academic Affairs & Dean of the Faculty at Iliff.

Faculty Director: Dr. Mark K. George, Iliff School of Theology  
mgeorge@iliff.edu

Faculty Assistant Director: Dr. Sandra Dixon, University of Denver  
Sandra.dixon@du.edu

Program Manager: Dr. Rhonda Eaker  
Rhonda.eaker@du.edu

### *Executive Administrators*

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The Executive Administrators serve equally as the JDP Deans representing their respective institutions. They are responsible for appointing the Director and Assistant Director and helping to resolve, in consultation with the Program Administrators and JDP Committee, high-level concerns, issues, and conflicts related to the Program.

Dr. Corinne Lengsfeld, Senior Vice Provost for Research and Graduate Education, University of Denver

Dr. Boyung Lee, Senior Vice President of Academic Affairs and Dean of the Faculty, Iliff School of Theology

### ***DU/Iliff Joint Ph.D. Committee***

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The DU/Iliff Joint Ph.D. Committee (the JDP Committee) serves as the main governing body of the Joint Ph.D. Program. This Committee makes decisions regarding curricular matters, certain student JDP petitions, Program assessment, and Program policies.

#### **2021-2022 JDP Committee members:**

Dr. Sandra Dixon (DU)  
Dr. Rhonda Eaker (JDP)  
Dr. Kelly Fayard (DU)  
Dr. Mark K. George (Iliff), Chair  
Dr. Albert Hernandez (Iliff)

Dr. Boyung Lee (Iliff)  
Dr. Corinne Lengsfeld (DU)  
Dr. Eric Smith (Fall 2021, Iliff)  
Dr. Anthony Alumkal (Winter, Spring 2022, Iliff)  
Dr. Andrea Stanton (DU)

Please see the [JDP Portfolio](#) site for dates, times, and locations of JDP Committee meetings.

### ***DU/Iliff Joint Ph.D. Executive Committee***

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The Executive Committee meets in special circumstances to make decisions regarding sensitive and/or urgent matters. It may be called into session during the summer when the JDP Committee does not meet.

Dr. Sandra Dixon  
Dr. Rhonda Eaker  
Dr. Mark K. George  
Dr. Boyung Lee  
Dr. Corinne Lengsfeld

### ***Students' Identification in the Program***

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Students in the Joint Ph.D. Program should refer to themselves as "JDP students" or as "DU/Iliff Joint Ph.D. Students," and not primarily as either Iliff or DU students. Joint Ph.D. students maintain student status and have access to resources in both institutions through their matriculation in the Program.

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## ADVISING AND MENTORING

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### *Academic Advisor*

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The initial academic advisor for all students is the JDP Assistant Director. The academic advisor helps ensure steady progress through the Program by facilitating development of a plan of study, facilitating transfer courses and advancement to preliminary candidacy, and by connecting the student to appropriate academic resources as needed. It is the student's responsibility to schedule a meeting with their academic advisor before registration begins each quarter. Once a faculty member agrees to a student's request to serve as their dissertation director, that faculty member assumes the role of academic advisor.

### *Mentor*

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The role of mentor is different from that of academic advisor. The mentor is a faculty member who will provide additional advice on elective classes and matters related to the student's professional field of specialization and research focus. Each student is encouraged to discuss possible mentors with the Assistant Director and then approach a faculty member during the first two quarters of their first year to ascertain the faculty member's willingness to serve. Once the faculty member agrees to serve in this capacity, the student advises the Assistant Director and Program Manager of the mentor's name so that it may be recorded in the student's official record.

Even with a mentor, students continue to see their academic advisor (Assistant Director) quarterly, to ensure that they are staying on track with their requirements, until a dissertation director takes over responsibility for academic advising. A mentor may become the dissertation director, but it is not assumed that the two have to be the same.

### *Dissertation Director (a.k.a., Dissertation Advisor)*

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By the end of the second year, students must select a dissertation director, who must be an appointed tenure-line faculty member at either Iliff or DU who agrees to serve in this role. Students are responsible for notifying the JDP Office and the Assistant Director of the dissertation director's name. Once selected, the dissertation director takes over the student's academic advising. This faculty member becomes the chair of the dissertation committee and will assist the student in identifying other faculty who would be appropriate members of the committee. After these committee members are identified and agree to serve, the student must submit a [JDP Formation of Dissertation Committee](#) form to the JDP Office.

Please note: Academic advisors and mentors are available to help, but students are ultimately responsible for knowing and fulfilling the requirements.

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## PROGRAM REQUIREMENTS

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This Handbook is specific to students beginning in fall 2021. Please refer only to this document for degree requirements and JDP policies. Be aware that some students remain in the Program from an earlier curricular structure with different degree requirements.

Frequently used forms and anticipated course offerings, as well as a copy of this Handbook and other resources, are found on the [JDP Portfolio site](#).

Students are also responsible for knowing all [Office of Graduate Education academic requirements](#), policies, and procedures.

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### *2021–2022 Degree Requirements*

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#### **The Doctor of Philosophy (Ph.D.) Degree**

1. Formal admission to the DU/Iliff Joint Ph.D. Program in the Study of Religion.
2. Regular status and advancement to preliminary candidacy.
3. Ninety hours of graduate-level credits (minimum) as follows:
  - 82 credit hours of coursework, including
    - three core courses;
    - three colloquia;
    - four comprehensive review/ examination courses.
  - 8 credit hours of dissertation (independent) research credits (RLGN 6995).
4. All students must be in residence for at least nine quarters.
5. Modern Research Language (tool) proficiency requirement.
6. Four comprehensive examinations.
7. Dissertation proposal oral defense.
8. Advancement to final candidacy.
9. Dissertation oral defense.
10. Minimum GPA of 3.0.
11. Completion of the Program within 7 years.
12. Graduation.



## ***Advancement to Preliminary Candidacy***

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All students must advance to Preliminary Candidacy. Requirements for advancement are described in the Office of Graduate Education (OGE) [Graduate Bulletin](#).

In order to fulfill those requirements, incoming JDP students meet with their advisor (the Assistant Director) within the first quarter to create an acceptable plan for coursework and acquisition of necessary tools (modern language research tool). Once the requirements have been met and recorded, no later than the end of the student's second quarter in the Program, the JDP Office will advance the student to preliminary candidacy. It is the responsibility of each student to check with the JDP Office by the end of the first year to ensure advancement is complete.

## ***Modern Research Language (Tool) Proficiency Requirement***

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Students in the Joint Ph.D. Program are required to demonstrate proficiency in one modern research language other than their first or primary language. Typically, French, German, or Spanish, for native English speakers, and English for all others, this language requirement is a "tool" that provides students with the ability to read scholarship in that language.

### **English as the Modern Research Language**

Students for whom English is not their first or primary language, and who have not already acquired a college degree from an accredited English-language institution in the U.S.A., are required to pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 100 (internet) or 600 (paper) or the International English Language Testing System (IELTS) with a minimum score of 7.0. Students for whom English is not their first or primary language and who submitted a U.S. transcript with evidence of degree completion at the time of admission will be considered to have fulfilled their language proficiency requirement.

### **Other Languages**

Students who speak English as their first or primary language normally satisfy the language proficiency requirement in one of three ways:

- 1) passing a language examination at DU's [Center for World Languages and Cultures \(CWLC; see the website's section on "Proficiency Testing" for specific information\)](#);
- 2) receiving a grade of "B" or higher in the last quarter or semester of the second year of language study at the college/university level within the past five years (submit the transcript to the JDP Office);

3) submitting a transcript not more than ten years old showing successful completion of a degree or major in a modern research language.

Please take note:

- Language courses taken while preparing to meet this requirement will not count toward the 90 credits needed for the Ph.D. degree and are not covered by Program-awarded financial aid.
- Language classes may be taken at a community college or other university.
- Students may not defend their dissertation proposal until the language proficiency requirement has been met.
- The CWLC allows students to take the language exam a maximum of three times.
- Students who use a language approved by their advisor that CWLC does not test may petition to have a faculty person fluent in the language examine them, but the examination and results must meet the normal CWLC level of competence.
- Any exceptions to these ways of satisfying the language requirement must be approved by the Director before work begins, and the student must work with the JDP Office to record results.

The following advice will help students determine the most efficient way of preparing to meet this requirement:

- Students with at least two years of college/university language study or who are bilingual are strongly encouraged to take the CWLC language examination in the first or second quarter of their first year of study. Students who fail the first or second attempt are strongly encouraged to enroll in the appropriate level language course sooner rather than later so as not to delay satisfaction of this requirement and therefore delay progress toward completion of their degree (the dissertation proposal may not be defended until such time as this requirement is satisfied). If a student fails the language exam after the third attempt, the student must enroll in a language course in order to complete the last quarter or semester of that language and receive a grade of "B" or higher.
- Students with less than two years of college/university language study (or its equivalent) should take a placement exam to determine which level of language class they should begin taking and enroll as soon as possible so as not to delay satisfaction of this requirement.
- Those without any formal academic study of an appropriate foreign language should begin taking language classes immediately so that they can complete two years of coursework in order to satisfy this requirement in a timely manner.

### **Language Requirements apart from the Modern Research Language (Tool) Requirement**

In addition to the modern research language (tool) proficiency requirement, students whose coursework and research focuses on ancient texts may be required to achieve proficiency in other languages, such as Hebrew, Greek, Aramaic, Coptic, or Latin. They may take these languages as part of their elective

coursework, often as independent studies or, instead, participate in informal reading groups offered by faculty and staff to assist students in gaining proficiency in languages. Students should consult with their academic advisor and mentor about desired levels of language proficiency and how to attain them.

## ***Coursework Requirements***

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All students are required to take the following courses:

### **Required Courses:**

The three core courses (12 credit hours):

- RLGN 4000 Theories and Methods in the Study of Religion (usually in year 1)
- RLGN 5000 Pedagogy and the Teaching of Religion (usually in year 1)
- RLGN 6000 Dissertation Research Proposal Seminar (always in year 3)

The three colloquia (12 credit hours):

- RLGN 5010 Lived Religion Colloquium
- RLGN 5020 Conceptual Approaches to Religion Colloquium
- RLGN 5030 Religion in Text, Image, and Artifact Colloquium

Please note: Because the theme of each colloquium changes from one offering to the next they may be repeated for additional elective credit.

### **Elective Courses:**

Students also must take at least 42 credit hours of electives. Transfer credits for any required courses may increase electives to more than 42 credit hours. By the beginning of the third year, students must have completed 62 credit hours.

### **Comp Review Courses:**

In the third year, students register for their four comprehensive examinations (16 credit hours):

- RLGN 6010 Comprehensive Review I: Perspectives in the Study of Religion (includes a preparatory course)
- RLGN 6020 Comprehensive Review II: Theories and Methods in an Area of the Study of Religion
- RLGN 6030 Comprehensive Review III: Knowledge in a Professional Field
- RLGN 6040 Comprehensive Review IV: Knowledge in Minor Areas or Subfields

Following the completion of all other course work, and having completed 82 credit hours, students enroll each quarter for one credit of

- RLGN 6995 Dissertation Research: 8 credit hours total, one per quarter

A total of 90 credit hours is required to compete the Ph.D. degree. Students may go over the 90 credit hours if they need additional time to complete the dissertation research.

### ***Latinx Certificate***

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The certificate in Latinx Studies is guided by faculty at both DU and Iliff with the purpose of helping JDP students consider questions of Latinx histories and culture from a theological and religious studies perspective. It also provides opportunities to engage directly with Latinx communities through field placement and outreach opportunities. This certificate prepares students to teach Latinx Studies focusing on religion, theology, and social praxis. It is taken for credit as part of the regular JDP hours and requirements and it will appear on the transcript. JDP students must apply for admission to the certificate program, be accepted, and successfully complete all its requirements. For more information, see the “Certificate in Latinx Studies” tab on the [JDP Portfolio site](#) and the “Latinx Studies” requirements [in the Graduate Bulletin](#).

### ***Future Faculty in Religion Certificate***

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This not-for-credit certificate of completion is designed to provide and document additional teacher training and preparedness for a faculty position. It becomes part of the student’s teaching portfolio and can be made available to prospective employers. This certificate supplements the required Pedagogy course. As a certificate of completion, it does not certify a particular level of achievement and is not included on the academic transcript. The certificate is offered in partnership with DU's Office of Teaching and Learning (OTL). For more information, please see [the JDP Portfolio page](#).

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## SAMPLE COURSE SCHEDULE

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*Note that as long as the student reaches 62 credit hours by the end of the second summer, the exact number of credits taken each quarter is flexible, as are the specific classes. An eight-credit course load constitutes full-time graduate work.*

### **Year One**

Fall (8 credit hours)

RLGN 4000	Theories and Methods in the Study of Religion (4 credit hours)
RLGN 5030	Religion in Text, Image, and Artifact Colloquium (4 credit hours)

Winter (12 credit hours)

RLGN 5000	Pedagogy and the Teaching of Religion (4 credit hours)
Elective	(4 credit hours)
Elective	(4 credit hours)

Spring (10 credit hours)

RLGN 5020	Conceptual Approaches to Religion Colloquium (4 credit hours)
Elective	(4 credit hours)
Independent Study	(2 credit hours)

Summer

Modern research language study, if needed (and possibly taking the examination)

### **Year Two**

Fall (12 credit hours)

Elective	(4 credit hours)
Elective	(4 credit hours)
Independent Study	(4 credit hours)

Winter (12 credit hours)

RLGN 5010	Lived Religion Colloquium (4 credit hours)
Elective	(4 credit hours)
Elective	(4 credit hours)

Spring (8 credit hours)

Elective	(4 credit hours)
Elective	(4 credit hours)

**Total credit hours at completion of second year: 62**

### **Year Three – this year is not flexible**

Fall (8 credit hours)

RLGN 6010 Comprehensive Review I: Perspectives in the Study of Religion (4 credit hours)

RLGN 6020 Comprehensive Review II: Area Theories and Methods (4 credit hours)

Winter (8 credit hours)

RLGN 6030 Comprehensive Review III: Knowledge in a Professional Field (4 credit hours)

RLGN 6040 Comprehensive Review IV: Knowledge in Minor Area or Subfield (4 credit hours)

Spring (4 credit hours)

RLGN 6000 Dissertation Proposal Seminar (4 credit hours)

**Total credit hours at completion of third year: 82**

### **Sample Schedule for Years 4+**

The oral defense of the dissertation proposal should be completed as soon after RLGN 6000 as possible. All students must take a minimum of 8 credits of RLGN 6995 Dissertation Research, normally one credit per quarter, starting in the fall quarter of the fourth year. See the section about dissertation research credit on page 21.

The sample schedule below shows the normal situation.

### **Year Four**

Fall (1 credit) RLGN 6995

Winter (1 credit) RLGN 6995

Spring (1 credit) RLGN 6995

### **Year Five**

Fall (1 credit) RLGN 6995

Winter (1 credit) RLGN 6995

Spring (1 credit) RLGN 6995



Dr. Ryan Hall (2017 graduate) with her dissertation committee

### **Year Six**

Fall (1 credit) RLGN 6995

Winter (1 credit) RLGN 6995

### **Year Seven and beyond (if needed)**

Fall (1 credit) RLGN 6995

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## COMPREHENSIVE EXAMINATIONS

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Comprehensive examinations test both comprehensiveness of knowledge and competency within specific areas, including breadth as well as depth. The examinations comprise a major component of the Program. Passing them is recognized as a milestone in the completion of the Ph.D. degree.

All students who entered the Program since 2015 take four comps, each associated with a review course. RLGN 6010 and 6020 are taken in the fall term of the third year and RLGN 6030 and 6040 are taken in winter term of the third year. Each course has two faculty examiners who will write the exam questions and grade the answers. The primary examiner must be tenure-line member of the Joint Ph.D. Program faculty. The second reader must hold the terminal degree in their field. Iliff faculty on limited term contracts must also have the Iliff dean's approval. A JDP petition for an academic exception must be submitted to the JDP office to request an examiner outside these approved parameters.

Both the review courses and the exams are pass/fail. In cases where two examiners are unable to agree upon the results of an exam, that examination will be sent to the JDP Committee for a determination, a process that may take an additional quarter.

Any student who fails an examination may retake it once at the end of the next quarter. Other options for timing and format of a retake or partial retake may be determined as appropriate by the examining faculty with the approval of the Director. A student who fails the retake is terminated from the Program. A student who fails the retake may appeal the decision.

Note: for all four examinations, answers normally are not to exceed 25 pages per examination (typed, double-spaced, with 1-inch margins).

### **RLGN 6010 Comprehensive Review I: Perspectives in the Study of Religion**

RLGN 6010 is taken by all JDP students in the fall of their third year. The exam is a 4-hour, closed book, no-notes exam taken near the beginning of the tenth week of fall quarter. The bibliography is compiled by all JDP faculty and includes material from RLGN 4000 and other classes. The goal is to integrate theoretical material from various classes in a more critical and sophisticated manner than students encountered when they started the Program. The bibliography is available on [Portfolio](#).

- The class is convened weekly by an ABD JDP student or a recent alumnus. This convener, in consultation with students and examiners, will divide the bibliography into a schedule of weekly discussions.
- The two faculty examiners meet with the convener and students the first day of class so that everyone has an opportunity to get to know one another as well as come to agreement on the

following matters:

- Set a date for the final examination, typically in the first part of week 10 or finals period;
  - General instructions for the examination, including the number of questions that will appear on the examination, and how many of those questions students will be required to answer;
  - Whether sample questions are available and how students can access them;
  - Whether the examiners will attend any additional meetings with students and convener and/or recommend other faculty to attend specific sessions to help students understand the material;
  - How students may contact the examiners if they have questions about the materials or examination.
- The examination will be administered on the agreed upon date in a room arranged by the JDP Program Manager. All students will take the examination in that room at the same time and the 6010 convener will proctor the examination to be able to address any examination issues that might arise during the examination period.
  - Should an unforeseen interruption occur during the exam, such as student illness, fire, bomb threat, or internet failure, the convener and examiners will determine the best course of action for the immediate circumstance and will consult the JDP Director for approval or modification of any follow-up action before implementing it.

### **RLGN 6020 Comprehensive Review II: Area Theories and Methods**

In the spring of their second year, each student chooses one of the following six Program areas in which to take their second comp exam. They will register for the appropriate section of RLGN 6020 in the fall of the third year:

Bible, Ancient Judaism, and Early Christianity  
Social Justice, Race, and Identity  
Media, Art, and Religion  
Religion and Human Experience  
Religion and Politics  
Theories of Religion

- Each area has two faculty examiners selected by the JDP staff to formulate a plan with the student or students registered for their area to review and discuss the standard area bibliography, which is posted on [Portfolio](#).
- The area bibliography is set by the area faculty. If the area bibliography has more than 40 items listed on it, the faculty and student work together to select the equivalent of 40 books for the examination (instructions for doing so may be established by area faculty and are to be followed).
- The primary examiner and the student(s) will meet at the start of the quarter for two purposes. First, to establish a regular schedule of meetings with the examiners during the quarter, to help the student(s) prepare for the examination. Second, to discuss the examination format, including the



number of questions, whether the 4- or 72-hour length, and other related matters.

- The date of the exam is scheduled by the faculty examiners in consultation with the students. Exams should be scheduled in week 10 or finals week of the fall quarter, but not on the same day as the RLGN 6010 comprehensive exam.
- The faculty will set up the exam questions as a time released assignment in the appropriate section of the 6020 DU Canvas course.

### **RLGN 6030 Comprehensive Review III: Knowledge in a Professional Field**

The RLGN 6030 exam covers knowledge in the particular field the student intends to claim as their professional identity. A “field” in this case is defined as any commonly recognized specialization in the guild. The review and examination are concerned with the formation of professional identities of students. Unlike the fall review courses, this one functions as an independent study for one or two students and the primary examiner (normally their dissertation advisor). A second faculty examiner (a committee member or other faculty) works with the student and the primary examiner on the bibliographies, questions, and expectations. Both examiners grade the comprehensive. See also “Responsibilities for RLGN 6030 and 6040 (winter quarter)” below.

### **RLGN 6040 Comprehensive Review IV: Knowledge in Minor Areas or Subfields**

This review course has maximum flexibility to accommodate the great diversity of the Program. The examination is tailored to the student, but in no case will it be so narrow that it is an examination on the dissertation. There are at least two options:

1. Greater Specialization: The subject area reflects the student’s subfield(s) within the field identified in the Field Exam.
2. “Minor” Field(s): Here a student selects a bibliography from another field or fields in which they would like to demonstrate secondary competence. Consideration must be given to the student’s goals in the job market in deciding what is best as a “minor” field(s).

Students work with their dissertation advisor to determine the best subject for this fourth exam and to choose the two examiners. See also “Responsibilities for RLGN 6030 and 6040 (winter quarter)” below.

### **Responsibilities for RLGN 6030 and 6040 (winter quarter)**

The dissertation advisor normally is the primary examiner for RLGN 6030 and 6040 and will be the instructor of record. The student must ask both first and second readers to serve in these positions and get their signatures on the JDP 6030/6040 Comp Form before turning it in to the JDP office by the first Thursday of the first week of winter classes. The dissertation advisor will help the student determine the second reader. Each comp must have at least 2 readers and, between 6030 and 6040 examinations, each student must have at least 3 different readers. For example: RLGN 6030: Prof A and B; RLGN 6040: Prof A and C.

- The two readers and the student will work together to develop an approved bibliography and design a

study program for the quarter. The dissertation advisor and second reader will work with students to determine the conditions (open or closed book/notes, 4-hour or 72-hour) and format (how many questions on exam and whether there is any flexibility to choose among them).

- The readers will draft the question(s) and post it/them to the DU canvas course as a time-released assignment that will start on a day and time agreed to by the student and will end 4 or 72 hours later.
- The comp exams are normally taken in week 10 or finals week of winter quarter but should not be on the same day. A full day of rest between the 6030 exam and the 6040 exam is desirable.

### *Accommodations for Students with Disabilities*

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Students who have a time-and-a-half testing accommodation established through DU's Disability Services Program will have 6 hours to complete a 4-hour comprehensive examination and 90 hours to complete a 72-hour comprehensive examination. The JDP adopted this policy in consultation with the Disability Services Program. The policy is informed by graduate-level testing practice at DU and by the differences in the demands of the 4-hour and 72-hour comprehensive exam formats.

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## THE DISSERTATION

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The dissertation represents the culminating research experience for Ph.D. students through which degree candidates complete quality original scholarship that contributes to the candidate's specific field within the study of religion. Information, deadlines, and instructions about the [Dissertation and Graduation](#) are available on the OGE site.

If the title of the dissertation changes between the defense of the proposal and the defense of the dissertation, no special paperwork needs be filed in the JDP Office, but the student must convey the proper final title to the Program Manager at the time that the dissertation is completed and successfully defended.

Dissertations should be conducted on topics for which there are adequate faculty resources at the University of Denver and the Iliff School of Theology.

### *Dissertation Committee*

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By a student's third year they must begin to form their dissertation committee. There are three roles on the committee.

1. Dissertation Director: No later than the start of the third year, this person takes over as the student's advisor and takes the lead in overseeing the dissertation process.
2. Dissertation Committee Members: Additional faculty members who read the dissertation and provide feedback from their areas of expertise.
3. The Oral Defense Committee Chair: This is a non-voting faculty member of the committee who participates in the final oral defense as an impartial outsider. The job of the Oral Defense Chair is to ensure a fair and equitable process in the defense. This person does not need to be identified until shortly before the dissertation defense.

Formation of the committee is to be undertaken by the student in consultation with the dissertation director. Once all the members of the dissertation committee (except the outside chair) have been identified, invited and agreed to serve, students must fill out the [JDP Petition to Form a Dissertation Committee](#). Once the appropriate signatures are obtained, students must submit the completed form to the JDP Program Manager for review and approval by the Directors. In the case of any irregularity or concern about the proposed committee, the Directors may send the matter to the JDP Committee for action at its next stated meeting. In addition to JDP approval, the Office of Graduate Education must approve the dissertation committee.

The Directors must approve any changes to a dissertation committee that already has been approved. To pursue such a change, students should first consult the dissertation director and the member to be replaced (if applicable), and then the member to be added. Once all parties have agreed to the change, the student must complete the [JDP Petition to Change Dissertation Committee](#) form and submit it to the JDP Program Manager for approval by the Directors. If there are concerns about the new committee, the Directors may send the matter to the JDP Committee for action at its next stated meeting.

Qualifications and roles of each person include:

### **Dissertation Director**

The DU Graduate bulletin outlines the requirements for the dissertation director [here](#). The JDP has the following additional requirements:

- Tenure-line and research faculty from DU or Iliff are automatically eligible to serve as the dissertation director if their expertise is in the student's field of study;
- Takes over the role of academic advisor;
- Chairs the proposal defense and signs forms to report results;
- Meets or corresponds regularly with the student with constructive criticism;
- Determines when the student is ready for the oral defense;
- Writes recommendation letters for the student.

## **Committee Members**

The DU Graduate bulletin outlines the requirements for dissertation committee members [here](#). The JDP follows these requirements along with the following:

- Tenure-line and research faculty from DU or Iliff are automatically eligible to serve as dissertation committee members if the dissertation subject is appropriate to their field of expertise.
- Every committee must have at least one DU and one Iliff faculty member as voting members. No more than one member of the committee may come from a third institution.
- Any person not tenured or tenure-track at either DU or Iliff must be approved by the JDP Director. Students should submit a CV for any such individual when they submit the *JDP Petition to Form a Dissertation Committee*.

## **Oral Defense of Dissertation Committee Chair (Outside Chair)**

The requirements and role for the Oral Defense Committee Chair are also outlined in the DU [Graduate Bulletin](#). The JDP has the following additional requirements:

- Must be a tenured member of either the Iliff or DU faculty whose area of specialization is outside the field of specialization represented by the student's dissertation;
- When a doctoral degree is interdisciplinary, the defense committee chair should be from a discipline not represented in the degree, but can be from the same department and institution (DU or Iliff) as any other faculty member on the committee except the dissertation director;
- Has no conflict of interest or appearance of conflict of interest with the student, topic, or field, or with any other committee member;
- Takes responsibility for ensuring a fair examination process that adheres to the policies of both DU and Iliff;
- It is the responsibility of the student and dissertation director to find an appropriate oral defense committee chair who meets these requirements and agrees to serve. In case of difficulty reaching agreement, the JDP Director will make a decision. This decision cannot be appealed.

## **Dissertation Proposal**

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Each student is required to prepare and defend a research proposal that outlines the work to be carried out for the dissertation.

The dissertation proposal must include the following items:

- The proposed title;
- A statement of the thesis and description of the scope of the dissertation;
- A description of the methodology to be used in the research;

- The rationale for pursuing the thesis, indicating why the topic is significant and what contribution it can be expected to make to the discipline;
- A provisional bibliography, in correct form, which will demonstrate rigor used in the search for necessary sources.

The proposal should be no more than 10 pages of text (bibliography is additional, but total length should not exceed 25 pages), and is to be double-spaced, with 12-point font and 1" margins.

It is recommended that students consult with the religious studies area reference librarian in the Anderson Academic Commons as they develop their proposals. This librarian's signature is required on the JDP Dissertation Proposal Form once the librarian is satisfied that the bibliographic methods used by the student are appropriate and that the resources are adequate for the dissertation research. The student may then request permission from the dissertation committee to proceed to the oral defense of the proposal.

### *Oral Defense of the Proposal*

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The student's dissertation committee must approve the proposal before the student may begin full time work on the dissertation. This is done through a proposal defense.

Once the student and the dissertation committee decide on an appropriate two-hour dissertation proposal defense time and date, the student must send a request to schedule the defense, along with a copy of the proposal and the [JDP Dissertation Proposal Request Form](#) (signed by the Librarian and containing the date of the oral defense), to the JDP Office at least three weeks prior to the defense. The office will schedule a room, make the proposal available for public review, and announce the proposal defense to JDP faculty and students two weeks prior to the scheduled defense.

Students will bring to their defense the [JDP Dissertation Proposal Results Form](#), along with a copy of the [Thesis/Dissertation Oral Defense Committee Recommendation Form](#) for the Office of Graduate Education. Once the proposal has been approved, students will obtain the required signatures on both forms and submit them to the JDP Office. At this point, the Oral Defense Committee Chair can be left blank.

**Nota Bene:** Students planning human subjects research must complete any necessary IRB approvals prior to submitting proposal defense paperwork. <http://www.du.edu/research-scholarship/research-services/compliance>.

Relevant forms and instructions for proposals are found [here](#).

### *Dissertation Credit*

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All students who entered the Program after 2015 must take a minimum of 8 credits of RLGN 6995 Independent Research (formerly called Dissertation Research). The units start at the beginning of their fourth year after

students have completed 82 units of coursework, and are taken one credit per quarter (fall, winter, spring) until the total of 8 is reached. The only exception to this start time occurs when a student has not completed the modern language requirement and therefore cannot yet defend the dissertation proposal. In this case, a student must take a leave of absence to complete the language requirement and then start the dissertation research credit.

If a student completes the dissertation and its defense (and is therefore ready to graduate) before the eighth quarter of RLGN 6995, the remaining dissertation research credits are taken in the last quarter before graduating.

If a student completes the 8 units and is not ready to defend the dissertation and graduate, the student must continue to take at least 1 dissertation unit per year in the fall quarter until the dissertation is successfully defended and the degree is completed even if this means going over the 90 credits required for a degree.

Independent (Dissertation) Research Credit is not covered by the JDP tuition discounts, which ends at 82 units. However, other scholarships and fellowships are available for students during this time and students are encouraged to apply for them.

## *The Dissertation Defense*

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Students must deliver the dissertation to all committee members (including the Oral Defense Committee Chair) at least 14 days before the oral defense. Students must ask committee members their preferred form for reading, i.e., whether print or electronic (PDF), bound or loose-leaf. For PDF dissertations, the complete dissertation must be delivered as a single file (i.e., not divided into chapters or other sections, but a PDF of the entire dissertation from front matter to last page of the bibliography). All the required components of the dissertation as stipulated in the [Thesis and Dissertation Formatting Guidelines](#) must be included in the defense draft, including front matter, table of contents, bibliography, etc., as well as any supplementary material, such as images or charts.

## *Scheduling and Verification of the Oral Defense*

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Students must work with their examination committee and the Program Manager to schedule a time and date for the defense. The Program Manager will reserve a room for the defense and send out a notification to the JDP community. The student must submit the [Schedule of Oral Defense](#) form to the Office of Graduate Education no later than four weeks prior to the anticipated date of the defense. After the form has been submitted, the OGE staff will verify that all examination committee members meet the minimum university requirements to participate in the oral defense.

## *Conducting the Defense*

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Students are expected to be physically present at DU/Iliff for their oral defense unless emergency circumstances make it impossible. In this case, the student must consult their dissertation director and the Oral Defense Committee Chair and then follow OGE procedures to request permission to participate by conference call, web app, or other medium.

The Oral Defense Committee Chair will preside over and manage the defense process. The Chair is responsible for making certain the defense is conducted in a professional manner and that the student has a fair opportunity to defend the dissertation. The Chair is expected to provide opportunities for each voting member of the examination committee to participate in the defense and to ensure that the defense is of high quality while remaining within proper limits of inquiry.

Interested members of the DU/Iliff community may also attend the oral defense. After the Oral Defense committee has conducted the essential examination of the candidate, pertinent questions (as determined by the examination committee) may be asked by others who are present.

When the defense is completed, the Chair will request that the candidate and all other persons not on the examination committee leave the room and will call for a motion to pass or fail the candidate. A recommendation to pass can have no more than one negative vote from members of the examination committee. If the motion is a recommendation to pass, the committee must then agree on the conditions of the recommendation, as follows:

- **Pass with no revisions** means that only grammatical, labeling, or numbering changes are required. Only a limited number of sentence additions or deletions should be necessary.
- **Pass with minor revisions** means that the candidate is required to reorganize portions of the manuscript and change some of the content.
- **Pass with major revisions** means that a complete chapter or chapters must be rewritten, additional tables are required and interpreted, or the general format must be changed. Responsibility for seeing that needed revisions are made rests with the dissertation director, but committee members also may require their approval before final submission. The dissertation director and designated committee members must agree the changes made meet the requirements of the examination committee in order for the vote to pass to be validated.
- **Fail** means that the dissertation content is not of acceptable quality or that the candidate cannot defend the research. In most cases, failing the defense results in the rejection of the student's dissertation and a new or related study usually will need to be undertaken.

A candidate who fails the oral defense may petition the Oral Defense Committee for a maximum of one re-examination. If granted, the re-examination must be scheduled through the Office of Graduate Education and must occur within normal timelines. Failure of the re-examination results in termination from the Program

without the awarding of the PhD degree.

The “Result of Oral Defense form”, which will be sent from the Office of Graduate Education directly to the Oral Defense Committee Chair, must be signed by all committee members and returned immediately after completion of the Oral Defense to the Office of Graduate Education. All signatures must be original. In rare occasions, when a committee member participates remotely, a faxed or scanned signature will be accepted.

### *Submitting the Dissertation*

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The student must submit the completed dissertation, incorporating any and all changes required by the examination committee, to the Office of Graduate Education in order to graduate. Prior to submitting the completed dissertation, students need to verify that the dissertation complies with the [Thesis and Dissertation Formatting Guidelines](#) and arrange for a formatting review of the dissertation with the Office of Graduate Education.

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## FINAL CANDIDACY

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Advancement to final candidacy takes place in the last term in which the student expects to complete the degree. It is the student’s responsibility to ensure that the JDP Program Manager has all the information needed to advance the student to final candidacy when requested.

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## CONTINUOUS ENROLLMENT

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Continuous enrollment is designated for students who have completed all their coursework and are working on a dissertation to complete their degree. It allows them to remain in full-time standing for the purpose of loan deferment, the GI Bill, visa status or any other situation that requires a student to be full time. It also keeps a student in good standing if they aren’t enrolled in anything else during a given quarter (for instance after they have completed their 8 independent research (dissertation) credits).

Students who are writing their dissertation [apply for continuous enrollment](#) annually, but must register for continuous enrollment through [PioneerWeb](#) or the Registrar *every quarter*. For more information about registering for continuous enrollment, see the [Graduate Bulletin](#).

Students will not apply for continuous enrollment in the spring quarter of their third year, even though



their course load will drop to 4 credit hours. The university understands that students are transitioning to dissertation status during this quarter. Instead, students will apply for continuous enrollment to begin in the fall of their fourth year. Exceptions may apply for some international students, who should check with the Office of International Student and Scholar Services (ISSS) in the fall of their third year to ensure that they will remain in compliance with their visas.

United States citizens and permanent residents participating in continuous enrollment are eligible for [federal student loans](#) and [in-school deferment](#) on previous loans while they are within the financial aid eligibility limits (10 years for doctoral students). You must follow all financial aid procedures to obtain loans while registered for continuous enrollment, which include submitting a [FAFSA](#) and completing all loan requirements. All loans will be set up to disburse evenly over the fall, winter, and spring quarters of the academic year; students who enroll in the summer quarter will need to complete a summer aid application available every spring.

Note: If a student has no need to be full-time, and is enrolled in at least one independent research credit during any particular quarter, CE is not required for that quarter.

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## “OPT-OUT” DU/ILIFF JOINT MA IN THE STUDY OF RELIGION

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In the rare instance where a student has completed everything except the dissertation and finds that they cannot complete the PhD within the ten-year limit, the student may officially withdraw from the JDP and apply to receive the “opt-out” DU/Iliff Joint MA in the Study of Religion. Please consult the JDP Office for details.

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## GRADUATION AND COMMENCEMENT

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Graduation from the Program is a significant achievement and milestone. Students must apply two quarters in advance to graduate. Candidates should be aware of [application deadlines](#) listed on the application page. Please consult the [Graduation Requirements](#) page of the DU Graduate Bulletin for more information and to ensure you have satisfied all the requirements of the Program. Start the graduation process online by completing the [graduation application](#).

Please be aware that each student bears ultimate responsibility to ensure all graduation and Program requirements are met and to make available appropriate documentation whenever requested to

demonstrate satisfaction of each requirement. The Program Manager endeavors to track student progress and to provide duplicate records and documentation for each student as progress is made through the Program, but again, ultimate responsibility lies with each student.

Once all requirements are satisfied, the completed dissertation is submitted, and the Program is completed, students are invited to participate in graduation exercises. As a student of both DU and Iliff, graduating students are welcome to participate in the graduation exercises of both (or either) DU and Iliff.

[Commencement ceremonies at DU](#) are held twice a year, once in June and once in August. Iliff's commencement ceremony is held annually in June. If a student wants to participate in the Iliff commencement ceremony, then that student must apply for spring graduation and complete all DU and OGE [Graduation Requirements](#), including the successful defense and submission of their (final) dissertation to OGE by the stated deadlines for spring graduation. The Program Manager coordinates various processes needed to complete participation in the commencements. It is the student's responsibility to contact the Program Manager to ensure all processes have been completed.

Students participating in either commencement ceremony are required to wear the appropriate JDP academic regalia. Caps, gowns, and hoods may be purchased or rented through DU.

Information regarding [transcripts](#) and [diplomas](#) can be found under the [Academic Records](#) section of the Office of the Bursar's webpage.



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## OTHER POLICIES AND PROCEDURES

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### *Directed Study*

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Directed Study is used when a student must take a particular course *to fulfill a requirement*, the course already exists in the DU course catalog, but that course is not offered during the two years of residency course work. In these circumstances, the course is offered on an individual basis. The [application form](#) is the same as for an independent study, but the box for Directed Study should be checked and the title for the required course should be used. The course number is the same number as the course being replaced. Directed Study does not count toward the Independent Study credit limit, but its use is strictly limited to the above circumstances.

### *FERPA*

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The University of Denver is committed to the safeguarding and accurate maintenance of student records. [The Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974 provides students with a number of rights regarding their educational records. General questions, concerns, or informal complaints should be directed to the DU Office of the Registrar. The Iliff School of Theology is also governed by FERPA and its faculty are required to abide by the Act. Nonetheless, the university's policies related to FERPA govern JDP students' official records because the university manages them.

### *Grade Appeal Process*

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JDP students who wish to appeal a grade issued in a course must follow the procedures and timelines laid out in the Office of the Registrar's web page, located [here](#).

### *Grades and Grading*

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The purpose of course grades is to provide an honest appraisal of a student's work; to communicate this appraisal clearly; and to enable professors to make plausible determinations between performance levels of students.

- A: signifies high quality work.
- B: signifies acceptable graduate level work.
- C: signifies weak graduate work. Credit will be given, but JDP students who earn more than one grade of "C" should seriously reconsider their continuation in the Program.

D or F: signifies unacceptable graduate work. Credit will not be given.

Incomplete may be given in limited circumstances according to [DU policy](#).

The University of Denver employs the following system of numerical conversions of letter grades:

A .....	4.0
A- .....	3.7
B+ .....	3.3
B .....	3.0
B- .....	2.7
C+ .....	2.3
C .....	2.0
C- .....	1.7
D+ .....	1.3
D .....	1.0
D- .....	0.7
F .....	0

All students are required to maintain a cumulative GPA of B (3.0) or higher, which also is necessary to graduate. Please note that RLGN 6995 Dissertation Research receives a grade of Pass/Fail and does not impact the GPA. Grades earned at other institutions are not included in the computation of GPA achieved in the JDP.

### ***Grievances (Non-Grade Related)***

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Graduate students are expected to attempt to resolve any complaint informally with the responsible faculty, staff, or administrator. If all reasonable informal efforts to resolve a complaint fail, the student may file a formal grievance following the procedures in the [Graduate Bulletin](#).

Should those procedures not resolve the situation to the satisfaction of the student, the JDP Director shall refer the matter to a standing or ad hoc faculty/professional staff committee. The JDP Director may choose members of the committee who represent units or subunits other than the one from which the grievance is made. The grievance committee at this or higher levels may, at its discretion, receive from the student, relevant faculty or staff members, or other individuals, any additional evidence or argument that it deems necessary to resolve the grievance. The grievance committee will furnish a decision in writing, to both parties, normally within four weeks of receipt of the grievance.

If the student believes that the initial process of grievance resolution has not been satisfactory, the student may appeal in writing to the University of Denver's Vice Provost for Research and Graduate Education and Iliff School of Theology's Senior Vice President of Academic Affairs, who may make a decision or appoint a committee for resolution.

If the student finds the resolution unsatisfactory, the final level of appeal is the Provost of the University of Denver. The Provost shall provide notice of the final decision to the student, the Chairs of any committees involved, and the Directors of the JDP.

## *Honor Code and Student Conduct*

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All members of the Joint PhD Program are expected to uphold the values of the [Iliff School of Theology](#) and those of the [University of Denver](#) and to abide by [DU's Honor Code](#). Students are strongly encouraged to read these documents carefully and to download a pdf of the [DU Honor Code](#).

## *Inclusive Excellence*

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Inclusive Excellence is the recognition that a community's or institution's success is dependent on how well it values, engages and includes the rich diversity of students, staff, faculty, administrators, and alumni constituents. The Joint PhD Program strives for inclusive excellence in all its endeavors. For more information about inclusive excellence at DU click [here](#). For more information about core values at Iliff click [here](#).

## *Independent Study*

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Independent study provides opportunities for students to engage in special projects under the supervision of individual faculty members in areas not covered by course offerings. The topic and requirements must be approved by the instructor. Academic grades (A–F) are assigned. Up to 12 quarter hour credits of independent study may be applied toward the Ph.D.

Students complete the [Application for Independent Study](#). The course number to use is RLGN 5991 or RLGN 6991 and the title of the project will appear on the transcript as the course title. Independent studies must be at least one credit hour and generally do not exceed five credits. Students register for the independent study by submitting the form with all necessary signatures to the Office of the Registrar.

## *Leaves of Absence / Temporary Withdrawal*

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Students planning to resume studies in the Joint Ph.D. Program may qualify for a temporary withdrawal. The approved [Leave of Absence](#) form must be submitted to the Office of Graduate Education prior to the leave.

Students who are called to active military duty while enrolled as a University of Denver student should

apply for a Leave of Absence. Active Peace Corps volunteers may apply for a Leave of Absence for the term of their Peace Corps service.

Students on a formal internship, cooperative education, or clinical placement program as part of an academic program at the University of Denver should not apply for a Leave of Absence as they may need to be enrolled for internship or practicum credits. Instead, students should work with their graduate unit to be sure they are in compliance with Program requirements.

Students who have outstanding judicial sanctions or actions due to violations of the Honor Code will not be considered in good standing with the University of Denver and must first be cleared by Student Conduct before they may be readmitted to the University of Denver. Please contact Student Conduct with any questions before applying for a Leave of Absence.

Prior to registration for a student's scheduled return to the JDP, students should contact their advisers for information on choosing courses. Please contact the JDP Office with questions about returning to the Program and registering for courses. International students must contact [DU's Office of International Student and Scholar Services](#) to obtain proper immigration documents before returning.

### ***Medical Leave of Absence***

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A medical leave of absence may be granted or required for serious mental and/or physical conditions that prevent a student from functioning successfully or safely as a member of the JDP community. The complete [Application for a Medical Leave of Absence](#) is handled through the DU Office of Graduate Education. Students who have been granted a leave of absence should inform their advisor and the JDP Program Manager about it.

### ***Other Academic Standards***

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Additionally, students must apprise themselves of the following [Academic Standards](#):

- [Grade Point Average](#)
- [Good Academic Standing](#)
- [Below 3.0 Grade Point Average](#)
- [Graded Work Accepted for the Degree](#)
- [Repeating Courses](#)
- [Candidate Status and Completion of Coursework](#)
- [Grade Changes](#)
- [Probation](#)
- [Suspension](#)

- [Termination](#)
- [Mandatory Withdrawal Policy](#)
- [Administrative Withdrawal](#)

## ***Petitions for Academic Exceptions***

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To request an exception to a JDP Program requirement or the consideration of a special circumstance, the student may submit a petition on the [JDP Program Petition form](#), with appropriate documentation, to the Program Manager of the JDP.

The two Directors and Program Manager will make determinations on routine petitions. In cases of disagreement or in the event of a complex or precedent-setting petition, the Joint Ph.D. Committee will make the determination. If the Directors and Program Manager have made a determination and the student wishes to appeal that determination, the student may request that the petition and appeal--with or without additional explanation or supporting material--be sent to the Joint Ph.D. Committee. In the case of petitions that are acted on by the Directors and Program Manager, students will normally hear results within 2 weeks. When a petition is sent to the JDP Committee, it must be received in the JDP Office at least one week prior to a [regularly scheduled meeting](#) and the student should expect to hear results in the week after the meeting.

For students who seek an exception to a University-wide academic policy affecting students, please see the explanation of the process and guidelines for submitting a petition in the [Graduate Bulletin](#).

## ***Registration***

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JDP students register for courses, whether taught by Iliff or DU faculty, through the DU Office of the Registrar during designated times online.

Joint Ph.D. students may not apply credits earned from University College, the Women's College, or the Sturm College of Law toward the Ph.D. Program, and scholarship funds will not be provided for courses taken in these colleges/schools. Courses at DU that count for the Joint Ph.D. will normally have course numbers at the 3000, 4000, 5000, or 6000 level. DU courses at the 3000 level must also have a notation of "Graduate" under the tab called "level" in the DU online course schedule. Iliff courses that count for the Joint Ph.D. will be listed with a subject "RLGN" on the online schedule of the DU Registrar's webpage.

## ***Time Limit Policy***

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Students are expected to complete their work in the Joint Ph.D. Program within seven calendar years of

their matriculation date. Students unable to meet this deadline may petition for up to three one-year extensions, up to a total time limit of ten (10) years. Students who have reached the ten-year mark and have completed  $\frac{3}{4}$  of their dissertation may request a one quarter extension.

## **TITLE IX**

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[The DU Title IX Coordinator](#) and the [Iliff Title IX Coordinator](#) work to build and maintain a safe, gender equitable environment for JDP students in all aspects of educational programming and employment. In the case of an allegation of prohibited conduct, as defined in Section IV of the University's Equal Opportunity and Title IX Procedures, against a Joint Program student, the Title IX coordinators will work together, following the procedure set forth in section B.9 of the *Agreement Between the Iliff School of Theology and the University of Denver Regarding the Joint PhD Program in the Study of Religion* (July 1, 2018).

## **Transfer of credit**

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Students may request a transfer of up to 10 hours of graduate credit from accredited institutions recognized by the University of Denver, as long as the credits have not previously been applied toward another degree. Please note that this is fewer credits than the [DU transfer credit maximum](#). Only graduate level work relevant to a student's program, taken after the bachelor's degree, passed with a B or better (not B-), and completed not longer than 5 years ago, may be accepted by the JDP. Courses taken pass/fail generally are not transferrable.

To request transfer credits, fill out a [Transfer of Credit](#) form, have it signed by the Assistant Director, and submit it to the Program Manager in the JDP Office. Requests to transfer credits earned before admission to the JDP must be made within the student's first quarter of coursework.

Students who wish to transfer credits from foreign institutions toward their graduate work should note that questions of level of instruction (graduate or undergraduate U.S. equivalent) and grading comparisons (how numeric marks are related to the U.S. letter grade system) are handled by the DU Office of Internationalization, where final decisions on international transfers are made.

Note: 1 semester credit hour transfers as 1.5 quarter credit hour.

## **Tuition and Fees**

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For the 2021–22 academic year, tuition is \$1,490/credit. Information about fees and other costs is available on the Bursar's Office [website](#).



The JDP provides variable amounts of tuition discount scholarship funding for up to 82 credit hours of coursework, as indicated in the letter offering admission to the Program. Students are responsible for funding credits beyond 82 credit hours.

Full-time student status requires registration of at least 8 credit hours per term, not including summer. Part-time student status requires registration of at least 4 credit hours per term, not including summer. In spring quarter of the third year, students will normally only be enrolled in 4 credit hours but this will be treated as full time for purposes of loans because it is a transition from full-time coursework into full-time dissertation work. Students are required to be enrolled in coursework credits, dissertation research, or continuous enrollment during fall, winter, and spring quarters until they complete the Program, unless an official leave is obtained.

International Students should check with the Office of International Student and Scholar Services about their individual situations.

## ***Withdrawal***

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A student withdrawing from the Joint Ph.D. Program must notify in writing the JDP Office and follow the [Registrar's policy on withdrawals](#).