

JOINT DOCTORAL  
PROGRAM IN RELIGION

ILIFF  
— SCHOOL of THEOLOGY —  
DENVER



UNIVERSITY of  
DENVER



# 2018-2019 Student Handbook

# TABLE OF CONTENTS

Preface	4
Administration of the Program	5
Program Requirements	7
2018-19 Degree Requirements	8
Advising and Mentoring	9
Advancement to Preliminary Candidacy	10
Language Proficiency Requirement	11
Coursework Requirement	12
LATINX Certificate	14
Future Faculty in Religion Certificate	14
Sample 3-Year Schedule	15
Comprehensive Examinations	17
Dissertation Proposal	21
Oral Defense of the Proposal	21
Dissertation Committee	22
Final Candidacy	23
Continuous Enrollment	24
Dissertation	24
Oral Defense Committee Chair	25
Doctoral Dissertation Oral Defense	25
Scheduling and Verification of the Oral Defense	26
Conducting the Defense	26
Submitting the Dissertation	27
Graduation /Commencement	27
Policies and Procedures	29
FERPA	30
Honor Code and Student Conduct	30
Inclusive Excellence	30
Title IX	30
Registration	30
Transfer of Credit	31
Independent Study	31
Directed Study	31
Dissertation Research Credit Policy	32
Continuous Enrollment	32
Leaves of Absence	32

Withdrawal	33
Tuition and Fees	33
Grades and Grading	33
Grade Appeal Process	34
Petitions for Academic Exceptions	35
Non-Grade Related Grievances	36
JDP Time Limit Policy	36
Graduation	37
Commencement	37

# PREFACE

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 2018 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 2018-19 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 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:**

<http://www.du.edu/cme/resources/inclusive-excellence.html>

**Title IX:**

<http://www.du.edu/equalopportunity/titleix/>

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.

## Administration of the Program

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.

### Program Administrators

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-107. Students are encouraged to communicate regularly with the Program Manager to ensure their academic records are up-to-date, that the office is notified of successful completion of requirements, to submit forms for signatures, and other such matters of importance pertaining to tracking and verifying student 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, who 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, respectively.

Faculty Director: Dr. Annette Stott, University of Denver  
[annette.stott@du.edu](mailto:annette.stott@du.edu)

Faculty Assistant Director: Dr. Mark K. George, Iliff School of Theology  
[mgeorge@iliff.edu](mailto:mgeorge@iliff.edu)

Program Manager: Mary Ball  
[jointphd@iliff.edu](mailto:jointphd@iliff.edu) or [mary.ball@du.edu](mailto:mary.ball@du.edu)

### Executive Administrators

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, 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/Illiff Joint Ph.D. Committee**

The DU/Illiff 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. Regarding petitions, see page 35.

### **2018–19 Committee members:**

Ms. Mary Ball (JDP)  
Dr. Mark K. George (Illiff)  
Dr. Albert Hernandez (Illiff)  
Dr. Jacob Kinnard (Illiff; fall quarter)  
Dr. Boyung Lee (Illiff)  
Dr. Corinne Lengsfeld (DU)  
Dr. Jeffrey Mahan (Illiff; winter and spring quarters)  
Dr. Alison Schofield (DU)  
Dr. Andrea Stanton (DU)  
Dr. Annette Stott (DU), Chair

### **JDP Committee Meeting Schedule 2018–19** (All meetings take place from 1–3 pm)

Friday, 28, September 2018	Duncan Board Room Illiff B-205
Friday, 19 October 2018	Sturm Hall 286
Friday, 9 November 2018	Duncan Board Room Illiff B-205
Friday, 11 January 2019	Sturm Hall 286
Friday, 15 February 2019	Duncan Board Room Illiff B-205
Friday, 15 March 2019	Sturm Hall 286
Friday, 12 April 2019	Duncan Board Room Illiff B-205
Friday, 10 May 2019	Sturm Hall 286

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

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.

Mary Ball  
Dr. Mark K. George  
Dr. Boyung Lee  
Dr. Annette Stott  
Dr. Corinne Lengsfeld

# PROGRAM REQUIREMENTS

This Handbook is specific to students beginning in Fall 2018. Please refer only to this document for degree requirements and JDP policies. Be aware that many 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: <http://portfolio.du.edu/jointphd>.

Students are also responsible for knowing all Office of Graduate Studies requirements as found [here](#).

**2018–2019 Degree Requirements**  
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 research credits (RLGN 6995)
4. All students must be in residence for at least nine quarters
5. Modern Research Language 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

## **Advising and Mentoring**

### **Academic Advisor**

The initial academic advisor for all students is the JDP Assistant Director. Before the pre-registration period begins each quarter, each student must meet with their academic advisor. It is the student's responsibility to contact their academic advisor and schedule this meeting. As the student's academic advisor, the Assistant Director 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. Once a student chooses a dissertation director and the faculty member agrees to serve in this role, the dissertation director assumes the role of academic advisor. (See below)

### **Mentor**

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. In order to identify a mentor, within the first two quarters of study, each student will discuss potential mentors with the Assistant Director and then meet with potential mentors. Students need to select a mentor and, once the faculty member agrees to serve in this capacity, convey the name to the Assistant Director so it may be recorded in the JDP office as part of the student's official record. Even after choosing 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 is chosen and takes over responsibility for academic advising. A mentor may become the dissertation director, but it is important that this change in roles is conveyed to both the Program Manager and the Assistant Director at the time the change is made.

### **Dissertation Director**

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. The dissertation director will take over academic advising from the Assistant Director at the time the student and dissertation director convey this information to the Program Manager and Assistant Director. This faculty member will become the chair of the dissertation committee and will assist the student in identifying other faculty who would be appropriate members of the committee. Once these committee members are identified and agree to serve, the student must submit a "Formation of Dissertation Committee" form to the JDP office (the form is available [here](#) on the JDP Portfolio site). See page 20 of this Handbook for more information on this process and the subsequent formation of dissertation paperwork for the DU Office of Graduate Studies.

Please note: Advisors and mentors are there to help, but students are ultimately responsible for knowing and fulfilling the requirements.

## **Advancement to Preliminary Candidacy**

All students must advance to Preliminary Candidacy. Qualifications for advancement are described in the Office of Graduate Studies ([OGS policy manual](#)); the section on advancement to Preliminary Candidacy is second section from the bottom. For more information about “achievement of regular status,” please refer to the Graduate Bulletin section on “[Regular Degree Student](#).”

Please note that in the JDP Program, in-coming students meet with their advisor (the Assistant Director) within the first quarter to create and approve a coursework plan based on the standard advising plan, which is kept in your student file in the JDP office.

Once the requirements have been met and recorded, 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 Language Proficiency Requirement

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, this language allows each student to undertake research in the study of religion through 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 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.

### *Other Languages*

Students who speak English as their first or primary language normally satisfy the language proficiency requirement by passing a language examination at DU's [Center for World Languages and Cultures](#) (complete information about the examinations, including languages, fees, dates, registration and practice examinations, may be found [here](#).)

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. Should a student fail the third try, the requirement can still be satisfied by passing the last quarter or semester of the second year of college-level language with a "B" or better.
- 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 brush up their skills and 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).

- 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 Requirement*

In addition to the modern language proficiency requirement, students whose coursework and research focuses on ancient texts may require proficiency in other languages such as Hebrew, Greek, Aramaic, Coptic, or Latin as primary content in their field. 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

All students are required to take the following 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
- RLGN 6000 Dissertation Research Proposal Seminar (always in year 3)

The three colloquia (because the theme of each colloquium changes from one offering to the next they may be repeated for additional elective credit; 12 credit hours):

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

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.

In the third year, students take these four preparation courses, each of which is followed by a comprehensive examination (16 credit hours):

- RLGN 6010 Comprehensive Review I: Perspectives in the Study of Religion
- 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 reached 82 credit hours, students enroll each quarter for one credit of:

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

A total of 90 credit hours is required to complete the Ph.D. degree. Students may go over the 90 credit hours if they need additional time to complete the dissertation research. See policy regarding dissertation research credits on page 30.

## **Latinx Certificate**

The certificate in Latinx Studies is guided by faculty at both DU and Iliff with the express 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 a variety of field placement and outreach opportunities. The purpose of this certificate is to prepare 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 of those JDP students who apply for admission to the certificate, are accepted, and successfully complete all its requirements. For more information, see the “Latinx Studies” requirements [here](#) (please scroll down to the “Certificate in Latinx Studies” section) and faculty and course information [here](#).

## **Future Faculty in Religion Certificate**

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 [here](#).

## Sample Three-Year Course Schedule

*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. Eight credits constitutes full-time graduate work.*

### Year One

Fall (8 credit hours)

RLGN 4000 Theories and Methods in the Study of Religion  
RLGN 5030 Religion in Text, Image, and Artifact Colloquium

Winter (12 credit hours)

RLGN 5000 Pedagogy and the Teaching of Religion  
Elective  
Elective

Spring (10 credit hours)

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

Summer

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

### Year Two

Fall (12 credit hours)

Elective  
Elective  
Independent Study (4 credit hours)

Winter (12 credit hours)

RLGN 5010 Lived Religion Colloquium  
Elective  
Elective

Spring (8 credit hours)

Elective  
Elective

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

Winter (4 credit hours)

RLGN 6030 Comprehensive Review III: Knowledge in a Professional Field  
RLGN 6040 Comprehensive Review IV: Knowledge in Minor Area or Subfield

Spring (8 credit hours)

RLGN 6000 Dissertation Proposal Seminar

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

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

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. The only exception to this start time occurs when a student has not completed the modern language requirement and therefore cannot defend the dissertation proposal before the fall of the fourth year. An exception to "one credit per quarter" occurs if the student completes the dissertation and its defense (and is therefore ready to graduate) before the eighth quarter of RLGN 6995. In this case, the remaining dissertation research credits are taken in the last quarter before graduating. The sample schedule below shows the normal situation, without these exceptions.

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

Year Six

Fall (1 credit) RLGN 6995  
Winter (1 credit) RLGN 6995



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

## **Comprehensive Examinations**

Comprehensive examinations test both comprehensiveness of knowledge and competency within specific areas, including breadth as well as depth. For this reason, they come at the end of the student's coursework. Together, the examinations comprise a major component of the program. Passing them is recognized as a milestone in working toward completion of the Ph.D. degree.

Students complete their comprehensive examinations online at the end (finals week or shortly after) of the quarter in which they are taking the associated review courses. Students complete their comprehensive examinations online at the end of the quarter in which they are taking the associated review courses, normally in week 10. The examinations are not part of the review courses. Each examination will be graded by at least two faculty members and a student must have a total of three different readers between the two examinations each quarter. Both the review classes 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 in the Fall will be given an opportunity to retake it once at the end of Winter after studying for another quarter. Students who fail a Winter comprehensive examination may retake it once at the end of Spring quarter. Other options for timing 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.

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

All students register for this course in Fall quarter of their third year and meet weekly with an advanced student convener to review the bibliography provided by the JDP faculty. The bibliography (available on [Portfolio](#)) covers material from the course RLGN 4000 Theories and Methods in the Study of Religion and additional material that the faculty deems foundational for the study of religion from a variety of perspectives. One objective for the course is the integration of theoretical material from various classes and discussion of it in a more critical and sophisticated manner than when students first entered the program.

The convener, in consultation with students and examiners, will divide the bibliography into a schedule of weekly discussions, and may invite JDP faculty to participate in any sessions where class members deem such participation is desirable. The two faculty examiners meet with the convener and students the first day of class so everyone has an opportunity to get to know one another and come to agreement on the date of the examination, general examination instructions (including the number of questions that will be on the examination and whether it will be open or closed book), whether sample questions are available and how to access them, whether examiners will attend any additional meetings and or recommend other JDP faculty to attend sessions to help review materials, and how students may contact the examiners if they have any questions about the materials or the examination.

The examination will be administered on the agreed upon date in a room (typically a computer lab) arranged for by the JDP Program Manager. All students will take the examination in that room and the convener will proctor the examination so as to be able to address any examination issues that might arise during the examination period. Should an unforeseen interruption occur during the examination, such as student illness, safety or campus security alert, or internet failure, the convener and examiners will determine the best course of action for the immediate circumstance and will consult the JDP directors for approval or modification of any follow-up action before implementing it.

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

During Spring quarter of the second year, students must choose one of the areas of strength within the Program (listed below) in which to be examined. The choice should relate to the types of courses students have taken and their professional goals. The faculties in each of these areas have prepared a standard [bibliography](#). Students register for this review course in the Fall quarter of their third year and meet weekly with other students in their area for reading and review of the bibliography. The associated examination is graded by at least two faculty members from within the chosen area. Each area constitutes a section of the course and students should register for the appropriate section.

Bible, Ancient Judaism, and Early Christianity  
Religion, Race, and Ethnicity  
Media, Art, and Religion  
Religion and Human Experience  
Religion and Politics

Theories of Religion

The faculty examiners for each area meet weekly with the student(s) registered for their section of RLGN 6020 to review and discuss the standard area bibliography. The examiners schedule the date of the examination in consultation with the student(s) in their area, normally the tenth week of fall quarter, but not on the same day as the RLGN 6010 comprehensive examination. Once the date is agreed upon, the faculty examiners must contact the JDP Program Manager to make arrangements for the administration of the examination.

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

Students register for this course with their dissertation director during Winter quarter of their third year. It 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 is concerned with the formation of professional identities of students. For example, one student who primarily identifies with Race, Ethnicity, and Religion could well understand herself as an emerging Ethicist and thus take her field comprehensive examination in “Ethics.” Another student who has similar interests in race and religion might locate his work within the discourse of Sociology of Religion and then do his field comprehensive examination in Sociology of Religion. Students associated with Bible, Ancient Judaism, and early Christianity normally identify as having expertise either in Hebrew Bible, New Testament and Early Christianity, or Early Judaism and thus the appropriate faculty develop the bibliographies, questions, and expectations for field comprehensive examinations in each specialization. Unlike the Fall review courses, this one functions as an independent study for one or two students with their dissertation director. A second faculty examiner (a committee member or other faculty) works with the student and dissertation director on the bibliographies, questions, and expectations. They all consult and agree on an examination date normally in the tenth week of winter quarter, but not on the same day as the RLGN 6040 comprehensive examination. Once the format (4-hour or 72-hour) and date is agreed upon, the dissertation director must contact the JDP Program Manager to make arrangements for the administration of the examination.

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

This Winter quarter review course has maximum flexibility in order to accommodate the great diversity of our 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 will work with their dissertation director and committee to determine which option to take and which two faculty members will grade this exam. They all consult and agree on an examination date normally in the tenth week of winter quarter, but not on the same day as the RLGN 6030 comprehensive examination. Once the format (4-hour or 72-hour) and date is

agreed upon, the dissertation director must contact the JDP Program Manager to make arrangements for the administration of the examination.

## Dissertation Proposal

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

It is recommended that students consult with the religious studies area reference librarian as they develop their proposal. 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 committee to proceed to the defense.

### Oral Defense of the Proposal

The student's dissertation committee must approve the proposal before he or she may begin full time work on the dissertation. Dissertation committees with at least three voting members must be formed and officially approved by the Directors of the JDP or the Joint Ph.D. Committee prior to the proposal defense (see page 22 for detailed information on committee formation and approval). The fourth, non-voting member of the dissertation committee, known as the outside chair, may be appointed at a later date and normally only serves at the defense of the completed dissertation.

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 Form (signed by the Librarian and containing the date of the oral defense), to the Joint Ph.D. Office. 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 the JDP Dissertation Proposal Form to their defense, along with a copy of the Thesis/Dissertation Oral Defense Committee Recommendation Form for the Office of Graduate Studies. Once the proposal has been approved, students will obtain the required signatures on both forms and submit them to the JDP Office. Both [forms](#) may be found on our Portfolio page.

\*Please note that 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>

## Dissertation Committee

In the student's third year, normally during Spring quarter, students must form a dissertation committee. Please read the guidelines about "The Doctoral Dissertation" from the Office of Graduate Studies, which are available [here](#). At this stage, it is important to consult the section "Program-Level Dissertation Proposal Committee" for information about the qualifications for the dissertation director, and also to consult the sub-section "Composition" in the section "Doctoral Dissertation Oral Defense Committee." Because the JDP is co-sponsored by DU and Iliff, the OGS guidelines are modified in one important way: while all the voting members of the dissertation committee must be full-time appointed faculty at DU or Iliff, **the dissertation committee must have at least one faculty member from DU and one from Iliff**. The non-voting, outside chair of the committee (Oral Defense Committee Chair) will not normally be determined until shortly before the final defense of the dissertation. Formation of the committee is to be undertaken in consultation with the dissertation director, as described above on page 20.

Once all the members of the dissertation committee except the outside chair have been identified, invited to serve, and the faculty members have agreed to do so, students must fill out the JDP "[Formation of Dissertation Committee](#)" form (available on Portfolio). Once the appropriate signatures are obtained, students must submit the completed form to the Program Manager in the JDP office 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 their next stated meeting.

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 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 "[Change a Dissertation Committee](#)" form (it is the final item on this page) and submit it to the JDP office for approval by the Directors. In special cases where there are concerns about any irregularities or other concerns about the new committee, the Directors may send the matter to the JDP Committee for action at their next stated meeting.

On rare occasions, students may request to add as a special committee member an adjunct faculty member, post-doctoral appointee, a professor from another institution, or another qualified person, including someone without a doctorate but with other appropriate qualifications. A special committee member may not be considered a substitute for one who meets the university requirements for voting committee members; rather, the special member

is an addition to the core committee. As part of such a request, a statement of rationale and the proposed special committee member's CV must accompany the "[Formation of a Dissertation Committee](#)" form when it is submitted to the JDP office.

In addition to JDP approval, the Office of Graduate Studies must approve the dissertation committee. To facilitate this process, students are to prepare the "[Thesis/Dissertation Oral Defense Committee Recommendation](#)" form at the same time they prepare the JDP "Formation of Dissertation Committee" form. Please note that this OGS form refers to the oral defense of the Dissertation, not the proposal, and therefore asks for more information than likely will be known at this point in the process (such as the Oral Defense Committee Chair, which may be left blank at this point, since typically this position is appointed at a later date and only serves at the defense of the completed dissertation.). Students are to complete as much of the information as they know. Once the dissertation proposal is defended (see below), the "Thesis/Dissertation Defense Committee Recommendation" form may be submitted to OGS. The purpose of the form is to obtain approval for this committee from the Vice Provost for Research and Graduate Education. If a special committee member is approved by the JDP, the documents in support of this individual's committee membership (the statement of rationale and CV) also must accompany the "Thesis/Dissertation Oral Defense Committee Recommendation" form to the OGS for final approval.

## **Final Candidacy**

After completing all requirements for the degree except for the dissertation (but including the dissertation proposal defense), students will be advanced to final candidacy by the Program Manager. Advancement to final candidacy must take place no later than the first day of the term in which the student expects to complete his/her degree. It is the student's responsibility to ensure that the Program Manager of the JDP has all the information needed to advance the student to final candidacy within this time frame.



## Continuous Enrollment

Continuous enrollment is designated for students who have completed all their coursework and are working on a dissertation to complete their degree. For more information about registering for continuous enrollment, see [this page](#). You must [apply for continuous enrollment](#) and obtain permission from both the academic department and the Registrar's Office. You only need to apply annually, but must register for continuous enrollment through [PioneerWeb](#) or the Registrar *every quarter*.

Note that you will not apply for continuous enrollment in the spring quarter of your third year, even though you will drop to 4 credit hours. The university understands that you are transitioning to dissertating status during this quarter. Instead, you will apply for continuous enrollment to begin in the fall of your fourth year.

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). 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; if you enroll in the summer quarter, you will need to complete a summer aid application available every spring.

## Dissertation

The dissertation represents the culminating research experience for Ph.D. students by means of which degree candidates are expected to complete quality original scholarship that contributes to the candidate's specific field within the Study of Religion. For information about registering for continuous enrollment while working on the dissertation, see [this page](#). For information about dissertation research credits (RLGN 6995) see page 30.

Information, deadlines, and instructions about the [Dissertation and Graduation](#) are available on the OGS site.

If the title of the dissertation changes between the defense of the proposal and the defense of the dissertation, no special paperwork need 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.

In addition, students must follow the JDP procedures below.

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

When the dissertation committee reaches agreement that a student's dissertation is ready for the oral defense, the defense must be scheduled. The first step in this process is identifying the Oral Defense Committee Chair. This committee member must be from outside the student's graduate area (as defined in the selection criteria below) and serves as Chair of the Oral Defense Committee (the examination committee). The Oral Defense Committee Chair must be a tenured member of the DU or Iliff faculty and must hold an earned doctorate or the highest degree in their field (sometimes this is an MFA) from an accredited institution. It is the responsibility of the student to find an appropriate Oral Defense Committee Chair who meets these and any other requirements stated in DU's guidelines for "[Doctoral Dissertation Oral Defense Committees](#)." The Chair is expected to read the dissertation prior to the defense and may participate in the defense to the extent the Chair's academic expertise allows.

The purpose of the outside Chair in the Oral Defense is as follows:

1. Serve as an impartial representative of the academic standards of the JDP Program and DU and Iliff (this means unbiased and without even the appearance of a conflict of interest)
2. Ensure that the examination is conducted within approved guidelines (make the dissertation committee members, as examiners, aware of these guidelines, and ensure that they remain within them)
3. Ensure that the candidate is asked challenging but fair questions and has adequate opportunity to respond (the Chair may participate in the questioning after the committee has asked its questions)
4. Transmit the decision of the examination committee voting members on the oral defense to the OGS.

Selection criteria for the outside Chair:

1. Assignments to oral defenses will be authorized by the JDP Directors to ensure that the Chair's specialization is outside the student's specialization as represented by the dissertation
2. The outside Chair's specialty should not overlap with the dissertation director's specialty
3. Faculty who serve as outside Chairs are not merely functionaries and should therefore be familiar with the discourse of religious studies
4. The outside Chair can be from the same department and institution (DU or Iliff) as any other faculty member on the committee except the dissertation director.

## **Doctoral Dissertation Oral Defense**

Students must deliver the dissertation to all committee members (including the outside Chair) at least 14 days before the oral defense. Prior to delivering it, students must ask committee members their preferred form for reading, i.e., whether print or electronic (PDF), bound or

loose-leaf. If a committee member requests an electronic PDF copy, 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). Students are responsible for providing to each committee member the dissertation in the form requested. All the required components of the dissertation as stipulated in the [Thesis and Dissertation Formatting Guidelines](#) (also available on Portfolio under "[Resources](#)") 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.

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 Outside Chair and then follow OGS procedures to request permission to participate by conference call, web app, or other medium.

### **Scheduling and Verification of the Oral Defense**

Students must work with their examination committee and the Program Manager to schedule a time and date for the defense. Once a time and date have been agreed upon, the Program Manager will reserve a room for the defense. The student must submit the "[Schedule of Oral Defense](#)" form (also available on Portfolio under "[Resources](#)") to the Office of Graduate Studies no later than four weeks prior to the anticipated date of the defense. After the form has been submitted, the OGS staff will verify that all examination committee members meet the minimum university requirements to participate in the oral defense.

### **Conducting the Defense**

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, which will be publicized by the JDP office. After the Oral Defense committee has conducted the essential examination of the candidate, questions may be asked by others present if pertinent, as determined by the examination committee.

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 Studies and must occur within normal timelines.

The "Result of Oral Defense" form, which will be sent from the Office of Graduate Studies 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 Studies. 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**

The completed dissertation, incorporating any and all changes required by the examination committee, must be submitted to the Office of Graduate Studies in order to graduate. Prior to submitting the completed dissertation, students need to verify the dissertation complies with the [Thesis and Dissertation Formatting Guidelines](#) (the same guidelines for submitting the oral defense version of the dissertation) and arrange for a formatting review of the dissertation with the Office of Graduate Studies.

### **Graduation**

Graduation from the Program is a significant achievement and milestone. As with everything else in the JDP, there are guidelines for graduating! Please consult the "[Graduation Requirements](#)" page for more information and to ensure you have satisfied all the requirements of the Program.

Please be aware that each student bears ultimate responsibility to ensure all graduation and Program requirements are met and has appropriate documentation 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.

# Policies and Procedures



## **FERPA**

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.

## **Honor Code and Student Conduct**

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](#).

## **Inclusive Excellence**

Inclusive Excellence is the recognition that a community 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 inclusive excellence at Iliff click [here](#).

## **TITLE IX**

[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 V 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).

## **Registration**

JDP students register for courses, whether taught by Iliff or DU faculty, through the DU Office of the Registrar during designated times online. See [Portfolio](#) for more information.

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 will not be provided for courses taken in these colleges/schools.

## **Transfer of credit**

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, and completed not longer than 5 years ago may be accepted by the JDP. In addition, only courses in which a grade of B or higher (not B-) was earned may be transferred. Courses taken pass/fail generally are not transferrable.

To request transfer credits, fill out a "Transfer of Credit" form ([here](#)), 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 International Admissions, where final decisions on international transfers are made.

Note: 1 semester of credit transfers as 1.5 quarter hours of credit.

## **Independent Study**

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. The additional following policies apply to JDP students: Up to 12 quarter hour credits of independent study may be applied toward the Ph.D.

Students may obtain [applications for independent study](#) through the Office of the Registrar. The course number to use is RLG 5991 or RLG 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.

## **Directed Study**

Directed Study (RLG 6992) is used when a student must take a particular course that already exists in the DU course catalog to fulfill a requirement, but that course is not offered that term. In these circumstances, the course is delivered on an individual basis. The same [application form](#) should be used, but check the Directed Study box and use the normal course title. Directed Study does not count toward the Independent Study credit limit, but its use is strictly limited to the above circumstances.

### **Dissertation Research Credits Policy**

Please note that at the beginning of the fall quarter of the fourth year, students will have completed 82 hours of coursework and must begin taking one dissertation research credit each quarter until they reach the minimum total Ph.D. credits of 90. Students should register for this credit whether or not they have successfully defended their dissertation proposal. Completing the proposal is part of dissertation research. After completing eight consecutive quarters of dissertation research (excluding summers), students must register for one dissertation research credit per year in the Fall quarter until the dissertation is complete and has been successfully defended. Please note that these 8+ credits beyond the 82 credits of required coursework are not covered by JDP scholarship; however, students are encouraged to apply for the JDP Dissertation Fellowship (which may be used to pay tuition for these credits) and other internal and external funding.

### **Continuous Enrollment**

Continuous Enrollment (CE) is available for students who have completed all of their coursework and are working on a dissertation to complete their degree.

**Please see page 23 for full details.**

### **LEAVE OF ABSENCE**

A graduate student may withdraw from the University temporarily or permanently for non-medical reasons. Students who wish to withdraw permanently from their programs should notify the University in writing. Please also let the JDP Office know. A graduate student who wants to take time off from the University must fill out the [Application for Leave of Absence](#) for Graduate Students. The form must be signed by the student's adviser and turned into the Office of Graduate Studies by the Registrar's published deadline to drop classes. Students who are currently enrolled for the quarter during which they wish to begin a Leave of Absence must first withdraw from courses for the quarter during which they apply for Leave. Students who fail to withdraw will be liable for full tuition and fee charges, and a failing grade may be recorded for every course for which the student is registered. Full information on leaves may be found [here](#).

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 University, students should contact their advisers for information on choosing courses appropriate for each academic program. Please contact the appropriate student services office with questions about returning to the university and registering for courses. International students must contact ISSS to obtain proper immigration documents before returning.

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

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 University community. The complete [Application for a Medical Leave of Absence](#) is handled through the DU office of Graduate Studies. Please let your advisor and the JDP Program Manager know if you have been granted a leave of absence.

### **Withdrawal**

A student withdrawing from the Joint Ph.D. Program must notify the JDP office, the Office of Graduate Studies, and the Office of the Registrar at DU. University policies regulating withdrawal must be carefully followed. For more information please click [here](#).

### **Tuition and Fees**

For the 2018-19 academic year, tuition is \$1,3272/credit (12–18 credits = \$16,464). Additional fees, including for technology (\$4/credit), graduate activity (\$53/quarter), and health services (\$200/quarter), and for late payments when applicable, also are assessed each quarter. All of this information and the fees for continuous enrollment are available on the Bursar's Office [website](#).

The JDP provides variable amounts of 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. See Dissertation Research Credit Policy on page 30 for more information.

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 course work 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.

### **Grades and Grading**

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 at the University of Denver.

### **Grade Appeal Process**

JDP students who wish to appeal a grade issued in a course must follow the procedures and timelines laid out in the DU Graduate Policies and Procedures manual located [here](#).

**Additionally, students must be apprised 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](#)
- [Mandatory Interim Emergency Withdrawal](#)
- [Administrative Withdrawal](#)

### **Petitions for Academic Exceptions**

In cases where a student requests an exception to a program requirement or the consideration of a special circumstance by the JDP administration, the student may submit a petition on [the JDP Program Petition form](#), with appropriate documentation, to the Program Manager of the JDP. The Program Manager will forward the petition to the appropriate body for a decision.

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 the scheduled meeting and the student should expect to hear results in the week after the meeting. A schedule of JDP Committee meetings for the 2018–19 academic year can be found on [page 6].

### **Non-Grade Related Grievances**

Graduate students are expected to attempt to resolve the 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](#). The Faculty Director may provide consultative procedures in a preliminary attempt to informally resolve the disputed issue in a timely fashion.

Should those procedures not resolve the situation to the satisfaction of the student, the Faculty Director shall refer the matter to a standing or ad hoc faculty/professional staff committee. The Faculty 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 of 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.

### **JDP Time Limit Policy**

Students are expected to complete their work in the Joint Ph.D. Program within seven calendar years of their matriculation date. Students finding themselves unable to meet this deadline may petition for up to three one-year extensions, up to a total time limit of ten (10) years in the Program from the time of matriculation. If you have reach the 10 year mark and have completed  $\frac{3}{4}$  of your dissertation you may request a one quarter extension.

## **Graduation**

Students must start the graduation process online by completing the [graduation application](#). Candidates should be aware of application deadlines listed on the application page as well as [graduation requirements](#). University graduates are recognized at several [commencement ceremonies](#) each year. Under some circumstances, students who have not met [graduation requirements](#) are allowed, by petition, to participate in commencement exercises. Information regarding [transcripts](#) and [diplomas](#) can be found under the [Academic Records](#) section.

Applications and applicable deadlines to apply for graduation are published by the Office of Graduate Studies and can be found [here](#).

## **Commencement**

[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. All graduating students are invited to attend one or both school's ceremonies. Students participating in commencement ceremonies are required to wear the appropriate JDP academic regalia. Caps, gowns, and hoods may be purchased or rented through DU. 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.