

JOINT DOCTORAL  
PROGRAM IN RELIGION

ILIFF  
—SCHOOL of THEOLOGY—  
DENVER



UNIVERSITY of  
DENVER

2020–2021

# 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 2020 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 2020–21 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/>

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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.

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## *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-107. 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

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## *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.

#### **2020-2021 JDP Committee members:**

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

Dr. Boyung Lee (Iliff)  
Dr. Corinee Lengsfeld (DU)  
Dr. Jeffrey Mahan (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 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*

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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 2020. 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.

### *2020–2021 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 require proficiency in other languages, such as Hebrew, Greek, Aramaic, Coptic, or Latin, 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***

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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: for a total of 8 credit hours, 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. 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.

If the 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 the student completes the 8 units and is not ready to defend their 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.

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



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

### **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

### **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.

Students complete their comprehensive examinations online at the end of fall and winter quarters, normally in Week 10 or finals week. For RLGN 6010 there is a review course, but the examination is not considered part of it, because this course is designed to assist students in their preparation for this examination. For RLGN 6030 and 6040, 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 may retake it once at the end of the next 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 at the beginning of the quarter to meet, begin to get to know one another, and come to agreement about:

- the date of the examination (in week 10 or finals week);
- general examination instructions (including the number of questions that will be on the examination and how many of these students will be required to answer);
- 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 specific sessions to help review materials;
- 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 arranged for by the JDP Program Manager. It is a 4-hour, closed book, no-notes examination. 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 choose one of the areas 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 for examinations in the area](#). Students register for this review course for fall quarter and meet weekly with other students in their area for reading and review of the bibliography.

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



The associated examination is graded by at least two faculty members who meet 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 week 10 or finals 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 will set up the exam in the online system (Canvas) to administer the exam.

### **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. This 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 is 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 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. No later than Thursday of the first week of winter quarter they all consult and agree on an examination date, normally in the tenth week or finals week of winter quarter, but not on the same day as the RLGN 6040 comprehensive examination. Then the faculty will set up the exam in the online Canvas system to administer the exam. Students are responsible for having both examiners sign the [JDP 6030/6040 Comp Exam Form](#).

### **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. No later than Thursday of the first week of winter quarter they all consult and agree on an examination date, normally in the tenth week or finals week of winter quarter, but not on the same day as the RLGN 6030 comprehensive examination. Students are responsible for having both examiners sign the [JDP 6030/6040 Comp Exam Form](#). The readers for the exams will set up the exam in the online Canvas system.

### **Student responsibilities for RLGN 6030 and 6040 (winter quarter)**

Each student is responsible for printing and completing the [JDP 6030/6040 Comp Exam Form](#) for the 6030 and 6040 comprehensive examinations and submitting the completed and signed form and final bibliography for each examination to the JDP Program Manager no later than Thursday of the first (1<sup>st</sup>) week of winter quarter.

### ***Accommodations for Students with Disabilities for Comprehensive Examinations (Compliance with the Americans with Disabilities Act)***

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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 PROPOSAL**

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Please read the guidelines about [The Doctoral Dissertation](#) and committee formation from the Office of Graduate Education. 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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In the student's third year, normally during spring quarter, students must form a dissertation committee. Because the JDP is co-sponsored by DU and Iliff, the [OGE 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**. Dissertations should be conducted on topics for which there are adequate faculty resources at the University of Denver and the Iliff School of Theology. 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.

Once all the members of the dissertation committee except the outside chair have been identified, invited to serve, and have agreed to do so, students must fill out the JDP [Formation of Dissertation Committee](#) form. 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 its 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 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 Office 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.

On rare occasions, students may request a special committee member, who is an adjunct faculty member, post-doctoral appointee, a professor from another institution, or someone without a doctorate but with other appropriate qualifications. This person may not be considered a substitute for one who meets the university requirements for voting committee members; rather, this person 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 [JDP Formation of a Dissertation Committee](#) form when it is submitted to the JDP Office.

In addition to JDP approval, the Office of Graduate Education must approve the dissertation committee. To facilitate this process, students are to prepare the OGE [Thesis/Dissertation Oral Defense Committee Recommendation](#) form at the same time they prepare the *JDP Formation of Dissertation Committee* form. The purpose of the OGE form is to obtain approval of the committee from the Vice Provost for Graduate Education. At this point, the Oral Defense Committee Chair can be left blank.

Once the dissertation proposal is defended the *Thesis/Dissertation Oral Defense Committee Recommendation* form is signed and submitted to the JDP Office, who will then submit it to OGE. If a special committee member is approved by the JDP, the documents in support of this individual's committee membership must accompany the *Thesis/Dissertation Oral Defense Committee Recommendation* form.

## ***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

- 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 proposal defense.

When submitting the Dissertation Proposal Form, students will also be asked to submit an analysis of their bibliography to the librarian with a copy to the JDP Program Manager. This is part of the JDP assessment plan, which includes a learning objective that JDP students are inclusive in their work and ensure that diverse voices are included.

### *Oral Defense of the Proposal*

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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 JDP Directors prior to the proposal defense. 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 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 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 Education. Once the proposal has been approved, students will obtain the required signatures on both forms and submit them to the JDP Office.

**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>

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## FINAL CANDIDACY

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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 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 Program Manager of the JDP has all the information needed to advance the student to final candidacy within a prompt time frame.

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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. For more information about registering for continuous enrollment, see the [Graduate Bulletin](#). You [apply for continuous enrollment](#) 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. Exceptions may apply for some international students, who should check with the Office of International Student and Scholar Services 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; if you enroll in the summer quarter, you will need to complete a summer aid application available every spring.

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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, they may officially withdraw from the JDP and apply to receive the “opt-out” DU/Iliff Joint MA in the Study of Religion. Please see the JDP Office for details.

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## 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 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.

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

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The role of the oral defense committee chair is to ensure a fair examination process that adheres to the policies outlined in the Graduate Bulletin. The chair should provide a non-specialist’s perspective on the quality of the dissertation. The chair must be familiar with the standards for doctoral research and should have some general knowledge of the topic of the student’s dissertation. The chair is expected to have read the dissertation prior to the defense and to participate in the defense as their academic expertise permits, but the chair is not a voting member.

The committee chair must be a tenured member of the DU faculty and must be from a department, school, or college other than that of the candidate. There will be no exceptions to this element of the policy (but see the “Note” below for the JDP guidelines approved by OGE). When a doctoral degree is interdisciplinary, the defense committee chair should whenever possible be from a discipline not

represented in the degree. Exceptions to this policy can be approved by the dean or designee when accompanied by a conflict of interest disclosure. Those faculty holding only courtesy appointments in a Program are not considered “within” the Program.

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 chair of the department/program will make a decision. This decision is not appealable.

**Note:** Students in the DU-Iliff Joint PhD Program may have an outside chair from the Iliff School of Theology, but that faculty member must be outside of the field of specialization represented by the student’s dissertation.

The purpose of the Oral Defense Committee 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 *Results of Oral Defense Form* to the OGE.

Selection criteria for the Oral Defense Committee 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***

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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.

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.

### ***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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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, 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 Education and must occur within normal timelines.

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 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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## **GRADUATION AND COMMENCEMENT**

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Graduation from the Program is a significant achievement and milestone. You 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.

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. 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.

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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### *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.

### *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 consider downloading 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](#).

### *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).

## **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.

## **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.

## **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.

### ***Directed Study***

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Directed Study (RLGN 6992) 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. 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***

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By 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. The exception occurs for students who have not met the modern research language requirement: they will need to take a leave of absence. 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***

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

### ***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. Please let your advisor and the JDP Program Manager know if you have been granted a leave of absence.

### ***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](#).

### ***Tuition and Fees***

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For the 2020–21 academic year, tuition is \$1,461/credit. Information about fees and other costs is 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.

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.

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

## *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.

### ***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 DU Graduate Policies and Procedures manual located [here](#).

### ***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](#).

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

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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.

### ***JDP 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.