

JOINT DOCTORAL
PROGRAM IN RELIGION

ILIFF
— SCHOOL of THEOLOGY —
DENVER



UNIVERSITY of
DENVER



2016-2017 Handbook

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Program Requirements

This handbook is specific to students beginning in Fall 2016. Please refer only to this document for degree requirements and policies of the DU/Illiff Joint Ph.D. Program in the Study of Religion, known informally as the Joint Doctoral Program (JDP). 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 Office of Graduate Studies (OGS) requirements as found in the [DU Graduate Policy Manual](#), which is linked to the JDP site on DU's Portfolio community.

2016-2017 Degree Requirements
The Doctor of Philosophy Degree

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

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.

<http://bulletin.du.edu/graduate/gradpolicy/>

For more information about attaining regular status, one of the qualifications, please refer to the Graduate Bulletin: <http://bulletin.du.edu/graduate/admissions/admissionstatus/>

Once the requirements have been met and recorded, the JDP office will advance the student to preliminary candidacy. Students should check with the JDP office by the end of their first year to ensure that they have been advanced.

Coursework Requirements

1. All students take the following three core courses (12 credit hours).
 - RLGN 4000 Theories and Methods in the Study of Religion
 - RLGN 5000 Pedagogy and the Teaching of Religion
 - RLGN 6000 Dissertation Research Proposal Seminar
2. All students take these three colloquia. Themes change, making them repeatable 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
3. Students take 42 credit hours of electives
4. In the third year, students take these four preparation courses, each of which is followed by a comprehensive exam (16 credit hours):
 - RLGN 6010 Comprehensive Review I: Theories and Methods in the Study of Religion
 - RLGN 6020 Comprehensive Review II: Area Theories and Methods
 - RLGN 6030 Comprehensive Review III: Knowledge in a Professional Field
 - RLGN 6040 Comprehensive Review IV: Knowledge in Minor Areas or Subfields
5. RLGN 6995 Dissertation Research, 8 credit hours, one per quarter after completion of the 82 credit hours of coursework outlined above.

This makes a total of 90 credit hours to compete the degree. Students should be aware that they 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 23.

Certificate in Latinx Studies

Highlighting our commitment to diversity and our celebration of inclusive excellence, the DU/Iliff Joint Ph.D. Program in the Study of Religion offers a certificate program in Latinx Studies. Guided by faculty at both DU and Iliff, students consider questions of Latinx histories and culture from a theological and religious studies perspective and engage directly with Latinx communities through a variety of field placement and outreach opportunities. Students must submit an application and be accepted into the certificate program. Each student in the program will complete 24 hours of their total 90-hour degree in the area of Latinx Studies. The main objective of the program is to prepare students to teach Latinx Studies focusing on religion, theology and social praxis.

Requirements

1) 24 credit hours of coursework, including:

- RLGS 4676 Latino Religious Cultures: Methods (4 credits)
- RLGN 4608 Hispanic Ethics and Theology (4 credits)
- Elective classes approved by the Latinx Certificate Coordinator (12 credits)
- Immersion experience within a Latinx community service setting (field placement or internship) approved by the Latinx Certificate Coordinator (4 credits)

2) Spanish language competency. For non-native speakers, competency is demonstrated by an exam taken in DU's Center for World Languages & Cultures that is approximately equivalent to the level of proficiency normally acquired by completion of two years of college language classes. Students who choose to take classes in order to prepare for the exam should be aware that these language course credits will not count toward the 90-hour degree and financial aid cannot be applied to them. Certificate students may use Spanish to fulfill the JDP's modern language requirement.

3) Comprehensive exam in Latinx religion, theology or ethics. This exam is taken winter quarter of the student's third year.

4) The dissertation will be written on a topic in Latinx religion, theology or ethics, and at least one member of the dissertation committee will be part of the Latinx faculty.

Application

Only students admitted to the DU/Iliff Joint Doctoral Program in the Study of Religion may apply. Successful applications will demonstrate an initial awareness of Latinx cultural contexts and the effects of systemic inequities experienced by these communities as well as the religious or social legacies of such experiences. They will demonstrate a commitment to Latinx communities and Latinx studies. The application consists of the form found on our Portfolio site, and an interview with the Latinx Certificate Coordinator.

Latinx Faculty

Latinx Certificate Coordinator:

Dr. Luís León, Professor of Religions in the Americas, Postcolonialism, Latina/o Studies, Department of Religious Studies, University of Denver

Rev. Rubén Arjona, Instructor in Pastoral Theology and Care, Iliff School of Theology

Dr. Miguel De La Torre, Professor of Social Ethics and Latinx Studies, Iliff School of Theology

Dr. Albert Hernández, Associate Professor of the History of Christianity, Iliff School of Theology; Academic Vice President and Dean of the Faculty, Iliff School of Theology

Dr. Debora Ortega, Associate Professor, Graduate School of Social Work, University of Denver; Director, University of Denver Latino Center for Community Engagement and Scholarship

Advising and Mentoring

All beginning students will be advised by the Academic Advisor, who is also the Assistant Faculty Director of the JDP. Students must meet with the advisor once per quarter before the pre-registration period begins for the following quarter. The Academic Advisor's role is to help ensure steady progress through the program by facilitating development of a plan of study and connecting the student to academic resources as needed. When the student chooses a dissertation advisor, no later than the end of the second year of study, the dissertation advisor will take over all academic advising. Students should inform both the Academic Advisor and the JDP Administrative Director as soon as a faculty member has agreed to serve as dissertation advisor.

Within the first two quarters of study, each student should discuss potential mentors with the Academic Advisor, meet with potential mentors, and having chosen a mentor, convey this name to the Academic Advisor to be recorded in the JDP office. Students should initiate meetings with their mentor, who will serve in an advisory capacity on all professional matters and may eventually become the dissertation advisor or a member of the dissertation committee. Upon selecting a dissertation advisor, who will also serve as chair of the dissertation committee, the student must submit a [Formation of Dissertation Committee form](#) to the JDP office. See page XX of this handbook for more information.

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



Dr. Zachary Moon (2016 graduate) with his dissertation committee

Language Proficiency Requirement

Students in the Joint Ph.D. Program are required to demonstrate proficiency in one research language other than their native language. Typically French, German, or Spanish, this language allows the student to read scholarship in the field of religious studies, and must be satisfied in one of the following ways before advancing to final candidacy:

For Non-Native Speakers of English:

Non-native speakers of English 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.

For Native Speakers of English:

Native speakers of English may fulfill this requirement by passing a language proficiency exam at DU's Center for World Languages and Cultures. The minimum passing score reflects normal performance by students who have completed two years of language study at the college level. A student may take the exam a maximum of three times. Courses taken to meet this requirement will not count toward the 90 credits needed for the PhD degree and are not covered by program-awarded financial aid. Students may not apply for advancement to final candidacy or for graduation until the language proficiency requirement has been met. For complete information about the exams, including languages, fees, dates, registration and practice exams, see <http://www.du.edu/cwlc/index.html>

In addition to the language proficiency requirement, students whose research or areas of professional development require proficiency in other languages may take languages as part of their elective coursework. It may be preferable to take regular courses as electives rather than language courses, since language can be acquired in a variety of ways and transcript evidence is not needed. For example, students studying sacred texts may need Hebrew, Greek, Coptic, Latin, or Aramaic as primary content in their field, and faculty and staff offer free reading groups throughout the academic year. Students should consult with their advisor and mentor.

Comprehensive Examinations

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

Students will complete their comprehensive exams online during finals week of the quarter in which they are taking the associated review classes. The exams are not considered to be part of the review classes. Each exam will be graded by at least two faculty members and a student must have a total of *three* different readers between the two exams each quarter. Graders may indicate a high pass, pass, low pass or fail for the exams. In cases where two examiners are unable to agree upon the results of an exam, that exam will be sent to the JDP committee for a determination, and this process may take an additional quarter.

Any student who fails an exam in the fall will be given an opportunity to retake it at the end of winter after studying for another quarter. Students who fail a winter comp may retake it at the end of spring quarter. A student who fails the retake *must* leave the program.

All review classes are pass/fail.

RLGN 6010 Comprehensive Review I: Theories and Methods in the Study of Religion

All students will register for this class fall quarter of their third year and will meet weekly to review the bibliography provided by the JDP faculty. It will include material from the course RLGN 4000 Theories and Methods in the Study of Religion, as well as additional material that the faculty deems foundational for the study of religion from a variety of perspectives. Students should expect to integrate theoretical material from various classes and discuss it at a higher level than when they first began the program.

RLGN 6020 Comprehensive Review II: Area Theories and Methods

During the 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, as well as their professional goals. The faculties in each of these areas have prepared a standard bibliography. Students will register for the area review class in the fall quarter of their third year, and will meet weekly with other students in their area for reading and review of the bibliography. The associated exam will be graded by at least two faculty members from within the chosen area.

- Bible, Ancient Judaism, and early Christianity
- Religion, Race, and Ethnicity
- Media, Art, and Religion
- Religion and its Publics
- Religion and Human Experience
- Theories of Religion

RLGN 6030 Comprehensive Review III: Knowledge in a Professional Field

Students register for this class with their dissertation advisor 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 and this review and exam 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 she would take her field comp in “Ethics.” Another student who has similar interests in race and religion might locate his work within the discourse of Sociology of Religion; he would therefore do his field comp in Sociology of Religion. Students associated with Bible, Ancient Judaism, and early Christianity will most likely identify as having expertise either in New Testament and early Christianity or Hebrew Bible/early Judaism, and thus the appropriate faculty will have developed the bibliographies, questions, and expectations for each of those. Unlike the fall review classes, this one functions as an independent study for one or two students with the dissertation advisor.

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 exam is tailored to the student, but in no case will it be so narrow that it is an exam on the dissertation. There are at least two options:

- I. *Greater Specialization*: The subject area reflects the student’s subfield/s within the field identified in the Field Exam.
- II. *“Minor” Field/s*: Here a student could choose a bibliography from another field or fields in which they would like to have secondary competence. Faculty and students should think about the student’s goals in the job market in deciding what is best.

Students will work with their dissertation advisor and committee to determine which option to take and which two faculty members will grade this exam.

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.

A significant amount of work toward this proposal should be completed in RLGN 6000 Dissertation Research Proposal Seminar.

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 proposal 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 XX 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, and 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>

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 Administrative Director. 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 Administrative Director of the JDP has all the information needed to advance the student to final candidacy within this time frame.



Dissertation

The dissertation represents the culminating research experience for Ph.D. students through which degree candidates are expected to complete quality original scholarship that contributes to the candidate's specific field within the study of religion. See page 23 for information about registering for dissertation research credits and continuous enrollment while working on the dissertation.

Information, deadlines, and instructions about the Dissertation and Graduation are found on the DU Office of Graduate Studies site:

<http://www.du.edu/currentstudents/graduates/graduationinformation.html>

Students may use the following link to access information about forming the dissertation committee and conducting the defense:

<http://bulletin.du.edu/graduate/doctordaldegree/thedoctoraldissertation/>

In addition, students must follow the JDP procedures below.

Dissertation Committee

To form the dissertation committee, students must fill out the JDP "Formation of Dissertation Committee" form, which is available on Portfolio, and submit it to the Administrative Director 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 monthly meeting. If the student has already formed the dissertation committee and wishes to make changes to the committee, the "Change a Dissertation Committee" form must be filled out and submitted to the JDP office for approval by the Directors, or in special cases as described above, the JDP Committee.

On rare occasions, students may request to add 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- as a special committee member. A special member may not be considered a substitute for one who meets the university requirements; rather, the special member should be considered as an addition to the core committee. When a special member is requested, a strong statement of rationale and the proposed special member's CV should accompany the "Formation of a Dissertation Committee" form when it is submitted to the JDP office.

In addition to JDP approval, the committee must be approved by the Office of Graduate Studies. At the same time that the "Formation of Dissertation Committee" form is submitted to the JDP, the student should prepare the "Thesis/Dissertation Oral Defense Committee Recommendation" form, which will be sent to the Office of Graduate Studies after successful defense of the proposal. This form refers to the oral defense of the Dissertation, not the proposal, so the student can only complete the top portions, including the Dissertation Committee Membership. The "Oral Defense Committee Chair" may not yet be known and need not be determined until time to

schedule the oral defense of the dissertation (see below). The purpose of the form is to obtain the Associate Provost for Graduate Studies' approval for this committee. If a special member has been approved by the JDP, the statement of rationale and special member's CV should accompany the "Thesis/Dissertation Oral Defense Committee Recommendation" form to the Office of Graduate Studies for final approval.

Oral Defense Committee Chair (Outside Chair)

(To be added)

Doctoral Dissertation Oral Defense

The student must deliver the dissertation to all committee members before the defense in a single PDF file containing all footnotes, page numbers, and illustrations in Chicago Manual of Style format. The student must ask each faculty member on the committee in exactly what form they want to receive it (electronic, hard copy, bound, unbound) and must deliver it in that form at least two weeks before the oral defense.

Students are expected to be present at DU/Iliff for their defenses unless emergency circumstances make it impossible for the student to be physically present. In this case, the student should consult their dissertation advisor and then follow Office of Graduate Studies procedures to request permission to participate by conference call, webcast, or other medium.

Scheduling and Verification of the Oral Defense

Students must work with their committee and the JDP office to schedule a time and date for the defense. Once a time and date have been agreed upon, the JDP office will reserve a room for the defense, and the student must submit the "Schedule of Oral Defense" form, available on Portfolio and on the Office of Graduate Studies website, 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 Office of Graduate Studies will verify that all members meet the minimum university requirements.

Conducting the Defense

The oral defense committee chair will preside over and manage the defense process. He or she is responsible for making certain that the defense is conducted in a professional manner and that the student has a fair opportunity to defend his/her dissertation. The chair is expected to provide

opportunities for each voting member of the oral defense 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 defense 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 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 indicates that the candidate will be 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.
- Fail indicates 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 will usually 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 dissertation committee chair, must be signed by all committee members and returned immediately 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.

Formatting and Submitting the Dissertation

Prior to submitting the completed dissertation, students should refer to the Thesis and Dissertation Formatting Guidelines and arrange for a formatting review with the Office of Graduate Studies. The final dissertation must conform to these guidelines.

<http://www.du.edu/media/documents/graduates/formatting>

Instructions for submission should be followed closely:
<http://www.du.edu/media/documents/graduates/ETD.pdf>

Policies and Procedures



Administration of the Program

Many 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 Faculty Director and Faculty Assistant Director are responsible for the academic leadership of the program. Positions alternate every three years between DU and Iliff faculty, who are appointed by the Associate Provost for Graduate Studies at DU and by the Academic Vice President & Dean of Faculty at Iliff, respectively. The Administrative Director is dedicated fulltime to the administration of the program and resides in the JDP office located in Iliff Hall, suite I-408. Students are encouraged to communicate regularly with the JDP office.

Faculty Director- Dr. Pamela Eisenbaum, Iliff School of Theology
Pamela.Eisenbaum@du.edu

Faculty Assistant Director- Dr. Annette Stott, University of Denver
Annette.Stott@du.edu

Administrative Director- Melinda Edgerton
Melinda.Edgerton@du.edu

Executive Administrators:

The executive administrators of the program serve equally as deans (or the equivalent) from their respective institutions. They are responsible for appointing the program administrators and helping to resolve high-level conflicts/issues.

Dr. Barbara Wilcots, Associate Provost for Graduate Studies, University of Denver

Dr. Albert Hernandez, Academic Vice President and Dean of the Faculty, Iliff School of Theology.

DU/Iliff Joint Ph.D. Committee:

The DU/Iliff Joint Ph.D. Committee serves as the main governing body of the Joint Ph.D. Program. This committee makes decisions regarding curricular matters, some student JDP program petitions as described elsewhere in this handbook, program assessment, and program policies. Regarding petitions, see page 28.

Committee members:

Dr. Antony Alumkal (Iliff)
Melinda Edgerton (JDP)
Dr. Pamela Eisenbaum (Iliff)
Dr. Albert Hernandez (Iliff)
Dr. Sarah Pessin (DU)

Dr. Eric Smith (Iliff)
Dr. Andrea Stanton (DU)
Dr. Annette Stott (DU)
Dr. Barbara Wilcots (DU)

Joint Ph.D. Committee Meeting Schedule 2016-2017

All meetings take place from 1-3 pm

Meeting date: Friday, September 30: B-205 Duncan Boardroom, Iliff

Meeting date: Friday, October 28: Sturm 286, DU

Meeting date: Friday, January 20: B-205 Duncan Boardroom, Iliff

Meeting date: Friday, February 17: Sturm 286, DU

Meeting date: Friday, March 3: B-205 Duncan Boardroom, Iliff

Meeting date: Friday, April 7: Sturm 286, DU

Meeting date: Friday, May 5: B-205 Duncan Boardroom, Iliff

Meeting date: Friday, June 2: Sturm 286, DU

DU/Iliff 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.

Dr. Pamela Eisenbaum
Melinda Edgerton
Dr. Albert Hernandez
Dr. Annette Stott
Dr. Barbara Wilcots

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

- Honor Code and Student Conduct:
<http://www.du.edu/studentlife/studentconduct/honorcode.html>
- Inclusive Excellence: <http://www.du.edu/cme/resources/inclusive-excellence.html>
- Title IX: <http://www.du.edu/equalopportunity/titleix/>

Registration

DU/Illiff Joint Ph.D. students register for classes, whether taught by Illiff or DU faculty, through the DU Office of the Registrar during designated times online at <https://myweb.du.edu>.

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. JDP scholarships will not be provided for classes 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 (available on Portfolio), have it signed by your advisor, and submit it to the Administrative Director 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.

Additional information in the Office of Graduate Studies Bulletin may be applicable in certain circumstances.

<http://bulletin.du.edu/graduate/academicpoliciesandprocedures/transferoftcredit.html>.

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

Independent Study

Students may obtain applications for independent study through the Office of the Registrar, and should submit them to that office: <http://www.du.edu/registrar/forms/independentstudy.pdf>

Independent study provides opportunities for students to engage in special projects under the supervision of individual faculty members in areas not covered by class offerings. The topic and

requirements must be approved by the instructor. The additional following policies apply to JDP students:

Up to 12 quarter hour credits of independent study may be applied toward the Ph.D.

- Independent study projects (RLGN 6991) appear on the student's transcript with the specific topic as the course title.
- Academic grades (A-F) are assigned.
- Independent studies must be at least one credit hour and generally do not exceed five credits.

Directed Study

Directed Study (RLGN 6992) is used when a student must take a particular existing course in the 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, <http://www.du.edu/registrar/forms/independentstudy.pdf>, but Directed Study is checked and the normal course title is used. Directed study does not count toward the 12-hour limit on independent study. All rules found on the application form for directed study apply.

Dissertation Research Credits Policy

Please note that in 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 90-credit minimum required for the Ph.D. Thereafter they must register for one dissertation research credit per year in the fall quarter until the dissertation and degree is complete.

Please note that these 8+ credits beyond the 82 credits of required coursework are not covered by Joint Ph.D. financial aid; 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 designated for students who have completed all of their coursework and are working on a dissertation or thesis to complete their degree. Normally, this will begin in the fall of the fourth year. Students must apply for CE using the Office of Graduate Studies [Continuous Enrollment \(CE\) Approval Form](#). Once your eligibility for Continuous Enrollment is determined, you will be given online permission to register for each term in the current academic year. You must then register online through PioneerWeb, or contact the Office of the Registrar at 303-871-4095 for assistance. Even though you only need to submit an application once a year, it is important that you remember to register yourself in continuous enrollment each quarter. You will not be automatically registered. For more information on

continuous enrollment credit, see the policy in the Graduate Policies and Procedures manual: <http://bulletin.du.edu/graduate/academicpoliciesandprocedures/enrollmentstatus/>.

United States citizens and permanent residents participating in CE may be eligible for student loans and in-school deferment while they are within financial aid eligibility limits. For more information, including the cost of CE, see the financial aid website: <http://www.du.edu/financialaid/graduate/continuousenrollment.html>

Withdrawal

A student withdrawing from the University must notify the Joint Ph.D. office, the Office of Graduate Studies, and the Office of the Registrar at DU. University policies regulating withdrawal must be carefully followed: <http://www.du.edu/registrar/registration/withdrawal.html>

Tuition and Fees

For the 2016-2017 academic year, tuition is \$1,258/credit (12-18 credits = \$15,096). Additional information can be found on the Bursar's Office website:

<http://www.du.edu/registrar/registration/tuition16-17.html>

The DU/Iliff Joint Ph.D. program provides variable amounts of scholarship funding for up to 82 credit hours of coursework. Students are responsible for funding credits beyond 82 credit hours. See Dissertation Research Credit Policy on page 23 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. Students are required to be enrolled in coursework credits, dissertation research, or continuous enrollment during fall, winter, and spring quarters.

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:
<http://www.du.edu/registrar/records/incompletegrade.html>

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

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

All students are required to maintain a cumulative grade point average (GPA) of 3.0 or higher, which is also 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 the GPA.

Grade Appeal Process

JDP students follow the procedures and timelines laid out in the DU Graduate Policies and Procedures manual:

<http://bulletin.du.edu/graduate/academicexceptions/procedureforgradeappeals/>

Additionally, students must be apprised of the following policies:

- [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, and Non-Grade Related Grievances

Petitions for Academic Exceptions

In such 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 for consideration. Petitions should be submitted on the Program Petition form found on Portfolio, with appropriate documentation, to the Administrative Director of the JDP. The Administrative Director will forward the petition to the appropriate body for a decision.

The three Directors 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 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, 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 meeting and the student should expect to hear results in the week after the meeting. A schedule of JDP Committee meetings for the 2016-17 academic year can be found on page 20.

Non-grade related grievances

1. 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 Policy Manual](http://bulletin.du.edu/graduate/gradpolicy/). <http://bulletin.du.edu/graduate/gradpolicy/>
2. The Faculty Director may provide consultative procedures in a preliminary attempt to informally resolve the disputed issue in a timely fashion.
3. 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 for 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.

4. 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 Associate Provost of Graduate Studies and Iliff School of Theology's Vice President of Academic Affairs, who may make a decision or appoint a committee for resolution.
5. If the student finds the resolution unsatisfactory, the final level of appeal is the Provost of the University of Denver.
6. The Provost shall provide notice of the final decision to the student, all parties in the grievance, the Chair of any committee involved, and the Faculty Director of the Joint PhD.

JDP Time Limit Policy

Although the Office of Graduate Studies allows students, under exceptional circumstances, to petition for additional time beyond the seven-year limit (a period beginning upon matriculation in September), the JDP has a very strict rule that under no circumstance may a student petition beyond the tenth year.

Graduation

The student must complete the formal application process for graduation through PioneerWeb, at least two quarters prior to the anticipated quarter of graduation. Failure to do so may delay graduation to a subsequent quarter. Apply only if all degree requirements will be finished before the graduation date. The University will not certify students for graduation until they have met the minimum requirements for hours toward the degree. In some cases, students with transfer credits from institutions on a semester system have half credits (as when 3 semester credits transfer as 4.5 quarter credits). We do not 'round up' credit hours. Students may graduate with more hours than required, but cannot graduate with even a half credit less than required. There is no charge for the initial graduation application, but fees apply if you change your graduation date.

Applications and applicable deadlines to apply for graduation are published by the Office of Graduate Studies: <http://www.du.edu/currentstudents/graduates/graduationinformation.html>

Commencement Ceremonies

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 academic regalia. Caps, gowns, and hoods may be purchased or rented through DU. The Administrative Director coordinates various processes needed to complete your participation in the program. It is the student's responsibility to contact the Administrative Director to ensure all processes have been completed.

