

JOINT PH.D. PROGRAM IN THE STUDY OF RELIGION

HANDBOOK

Academic Year 2015-2016



This document may be modified at any time. Students should refer to the DU Graduate Policy Manual for additional information.

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PROGRAM REQUIREMENTS

Beginning in fall 2015, the DU/Iliff Joint Doctoral Program (JDP) implements a newly structured, fully integrated program in religion. This Handbook addresses both the old program, with its four concentrations, and the new integrated program.

Students beginning the JDP in fall 2015, or who have opted into the new program, should look for sections titled “Post-2015.”

Students who began the program in a concentration and will complete the old program should look for sections titled “Pre-2015.”

All other parts of the Handbook, including most of the policies and procedures, apply to both pre and post 2015 students. All students should also consult the DU Graduate Policy Manual, which is linked to the JDP site on DU’s Community Portfolio. Additional resources and forms are found on the Portfolio site: <http://portfolio.du.edu/jointphd>

Summary of Requirements

The Doctor of Philosophy 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 as follows:

Pre-2015 JDP students:

- 82 credit hours of coursework, including three core courses and the required courses for one concentration
- 4 credit hours of dissertation research credits (THEO 6995/RLGN 6995)
- 4 credit hours of additional credits (independent study, coursework, or additional dissertation research credits)

Post-2015 JDP students:

- 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 six quarters, including two consecutive quarters of full-time attendance. **Post-2015 program JDP students** must be in residence for at least nine quarters.
5. Language proficiency requirement
6. Comprehensive Exams

Pre-2015 JDP students must pass three written comprehensive examinations, no credit attached.

Post-2015 JDP students must pass four written comprehensive exams as part of their coursework.

7. Dissertation proposal defense
8. Dissertation defense
9. Advancement to final candidacy
10. Minimum GPA of 3.0
11. Completion of program within 7 years.
12. Graduation

Advising & Mentoring for Pre-2015 Program Students

Students commencing the JDP before fall 2015 were assigned an advisor or an advisory committee upon admission and that advisor/committee will continue in this capacity until the student chooses a dissertation advisor and dissertation committee. Upon selecting the dissertation advisor, who will also serve as a professional mentor and as chair of the dissertation committee, the student must submit the “Formation of Dissertation Committee” form to the JDP office. See page 18 of this handbook for more information.

Advising & Mentoring for Post-2015 Program Students

Students commencing the JDP in fall 2015 or later will all 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.

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. 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 18 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.

Advancement to Preliminary Candidacy

The requirements for advancement to preliminary candidacy include: achievement of regular status and fulfillment of any provisional requirements listed in acceptance letter; a minimum GPA of 3.0 in all work completed to that point; posting of any transfer credit to the candidate's record; and a plan to complete the language proficiency requirement (sometimes called tool requirement). For additional information see: <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 or with the Office of Graduate Studies by the end of their first year to ensure that they have been advanced.

Annual Progress Report

Students will be required to submit an annual progress report to the Administrative Director each academic year. The purpose of the annual progress report is to help students reflect on their accomplishments and challenges, and to identify students who are not making satisfactory progress, or who appear to be having difficulties in the program. Students will then be provided with advice to assist in their successful and timely completion of the degree, or, where appropriate, a timely withdrawal from the program.

In most instances, after reviewing the student's report, the Ph.D. Program Directors will note internally that the student is making satisfactory progress. Such a judgment will not be communicated to the student or anyone else. If the student appears not to be making satisfactory progress, however, the Ph.D. Program Directors will draw the attention of the student (and if post-comps, the dissertation committee chair), to this fact. A plan will then be devised for helping the student get back on track.

Normal Progress for Pre-2015 Program Students

University policy allows a student entering with a Master's degree seven years to complete the Ph.D. In order to ensure compliance with this policy, normal progress through the program is defined below:

Year 1: Coursework (at least 8 credits per quarter for full-time enrollment)

Strongly recommended: THEO 6001/RLGS 4000 Theory & Methods in the Study of Religion

- ✓ Submit Program Statement to Administrative Director before the end of the 1st quarter

Year 2: Coursework (at least 8 credits per quarter for full-time enrollment)

Strongly recommended: THEO 6002/RLGS 4010 Pedagogy and the Teaching of Religion

Year 3: Coursework (at least 8 credits per quarter for full-time enrollment)

Strongly recommended: THEO 6003/RLGS 4090 Dissertation Proposal Seminar

- ✓ Students should begin to form their dissertation committee by submitting the proper forms.

Years 2-4: Coursework and comprehensive exams.

- ✓ Students are eligible for continuous enrollment after completing 82 hours of coursework, even if they have not yet passed their comprehensive exams.
- ✓ The language proficiency requirement should be completed before the end of coursework. It must be satisfied before advancement to final candidacy.

Years 3-4: Defense of dissertation proposal and writing of dissertation

Years 4+: Completion of 8 credits of dissertation research (in exceptional cases, 4 credits of regular coursework can be substituted), for a total of 90 credits. Students are required to register for 1 credit of dissertation research each fall after the completion of coursework and while working on the dissertation. Please note that these 8 credits beyond the 82 credits of required coursework (whether all dissertation research or part regular class) are not covered by Joint Ph.D. financial aid.

The final dissertation and an application to graduate must both be completed within the university's **seven-year time limit**. Requests for extensions beyond the seven-year deadline must be submitted to the DU Office of Graduate Studies (after consulting the JDP office) for consideration by the Associate Provost for Graduate Studies. Time extensions will only be awarded if (a) special circumstances have delayed the completion of the degree; and (b) the student, with the support of his or her advisor, can articulate a clear and timely plan for completing the degree. Under no circumstances will students be permitted to remain in the program beyond ten years.

Normal Progress for Post-2015 Program Students

University policy allows a student entering with a Master's degree seven years to complete the Ph.D. Normal progress through the program is defined below:

Years 1 & 2: 62 quarter hours (credits) of coursework (8-12 credits per quarter) including the following:

- RLGN 4000/THEO 6001 Theories & Methods in the Study of Religion, 4 credits
- RLGN 5000/THEO 6002 Pedagogy and the Teaching of Religion, 4 credits
- RLGN 5010 Lived Religion Colloquium, 4 credits
- RLGN 5020 Conceptual Approaches to Religion Colloquium, 4 credits
- RLGN 5030 Religion in Text, Image and Artifact Colloquium, 4 credits
- 42 quarter hours of elective classes
- ✓ Students must have chosen a dissertation advisor and area by the completion of year 2.
- ✓ The language proficiency requirement should be completed before the end of coursework.

Year 3: Comprehensive exams and dissertation proposal

Fall Quarter

- RLGN 6010 Comprehensive Review I: Theories and Methods in the Study of Religion
- RLGN 6020 Comprehensive Review II: Area Theories and Methods

Winter Quarter

- RLGN 6030 Comprehensive Review III: Knowledge in a Professional Field
- RLGN 6040 Comprehensive Review IV: Knowledge in Minor Areas or Subfields

Spring Quarter

- RLGN 6000 Dissertation Proposal Seminar
- ✓ Students are eligible for continuous enrollment after completing 82 hours of coursework.
- ✓ Students should form their dissertation committee by submitting the correct form to the JDP office before scheduling the defense of the dissertation proposal.
- ✓ Students may defend the dissertation proposal after completing the Dissertation Proposal Seminar, normally either June of third year or fall of fourth year, but not during the summer.

Years 4+: Research and writing of dissertation

- Completion of 8 credits of RLGN 6995 Dissertation Research, taking at least 1 credit each quarter, excluding summer quarter, until the 8 have been completed, for a total of 90 credits. Thereafter, students must register for 1 additional credit of RLGN 6995 per year in the fall of each year until they have completed the dissertation.
- Please note that these 8+ credits beyond the 82 credits of required coursework are not covered by Joint Ph.D. financial aid.
- Students who wish to certify their full-time enrollment to prevent certain loans from coming due should continue to register for continuous enrollment.
- The final dissertation and an application to graduate must both be completed within the university's **seven-year time limit**. Requests for extensions beyond the seven-year deadline must be submitted to the DU Office of Graduate Studies (after consulting the JDP office) for consideration by the Associate Provost for Graduate Studies. Time extensions will only be awarded if (a) special circumstances have delayed the completion of the degree; and (b) the student, with the support of his or her advisor, can articulate a clear and timely plan for completing the degree. Under no circumstances will students be permitted to remain in the program beyond ten years.

Coursework Requirements for Pre-2015 Students

1. Joint Ph.D. Core Courses—All students must take the following three courses:

THEO 6001/RLGS 4000/RLGN 4000 Theory and Method in the Study of Religion
THEO 6002/RLGS 4010/RLGN 5000 Pedagogy and the Teaching of Religion
THEO 6003/RLGS 4090/RLGN 6000 Dissertation Research Proposal Seminar

2. Concentration Requirements*

Biblical Interpretation (BI)

THEO 6139/RLGN 5101 Methods for Interpreting Biblical Texts

THEO 6143/RLGN 4103 New Testament Language and Text

Or

THEO 6146/RLGN 4102 Hebrew Bible Language and Text

THEO 6135/RLGN 4104 Hebrew Bible Backgrounds

Or

THEO 6133/RLGN 4108 Jewish and Greco-Roman Non-Canonical Texts

Religion and Psychological Studies (RPS)

THEO 6200 Colloquium in Religion and Psychological Studies

This course is repeatable and must be taken at least twice by RPS students

Religion and Social Change (RSC)

THEO 6305 Postcolonial Discourse and Other Myths

RLGS 5601 Topics in Religion and Social Change Seminar

Theology, Philosophy, and Cultural Theory (TPCT)

TPCT students are required to take at least two TPCT colloquia:

PHIL 5400 Cultural Theory Colloquium

PHIL 5300 Philosophy Colloquium

***Please contact your advisor for detailed information on offerings for the current academic year.**

3. Ninety credit hours of coursework total, 4-8 of which must be dissertation research

Coursework Requirements for Post-2015 Students

1. All students take the following three core courses:
 - RLGN 4000/ THEO 6001 Theories and Methods in the Study of Religion
 - RLGN 5000/ THEO 6002 Pedagogy and the Teaching of Religion
 - RLGN 6000/ THEO 6003 Dissertation Research Proposal Seminar

2. All students take these three colloquia. Themes change, making them repeatable for additional elective credit.
 - 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 quarter hours of electives

4. In the third year, students take these four preparation courses, each of which culminates with a comprehensive exam:
 - 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. Ninety quarter hours of coursework total, 8 of which must be dissertation research (RLGN 6995)

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, which offers exams in Arabic, Chinese, French, German, modern Hebrew, Italian, Japanese, Russian, and Spanish. These exams, for which there is a fee, are given on three specific dates during each academic quarter. 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 fees, dates, registration and practice exams, see <http://www.du.edu/ahss/cwlc/index.html>.

In addition to the language proficiency requirement, students focusing in biblical studies must also acquire languages such as Hebrew, Greek, and/or Aramaic, as primary content in their field. Students should consult with their advisor and mentor.

Certificate Program in Latina/o Studies

Core Faculty:

Miguel De La Torre—Professor of Religion, Iliff School of Theology

Albert Hernandez—Associate Professor and Dean, Iliff School of Theology

Luis Leon—Associate Professor of Religious Studies, University of Denver
Latina/o Studies Coordinator

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

Certificate Requirements

Students must apply to and be accepted into the program. Each student in the program is required to complete 20 credit hours in approved courses (see Latina/o Studies Coordinator). Other requirements include a Spanish competency exam or successful course equivalent, and a field placement assignment. Typically, the candidate will work under the direction of at least one of the four core faculty in the Latina/o emphasis (De La Torre, Hernandez, Leon, Ortega); however exceptions can be made on a case-by-case basis.

All interested students in the Joint Doctoral Program are eligible to apply for certification.

Community Service/Field Placement

Students undertaking the Latina/o certificate program will be required to complete a field placement within a Latina/o church or other community service organization. Latina/o Studies is an academic pursuit grounded in knowledge of the realities existing within a specific community, both historically and today. Service in the community will meet the need to have first hand experience working with the realities of Latina/os.

Coursework

Students must take at least two “core” courses (course list is available with Latina/o Certificate coordinator). In some cases, a Latina/o studies-focused independent study may count toward this requirement (dependent upon advisor approval). The remaining two courses counted toward the certificate must be drawn from the “secondary list” of courses (also available from Latina/o Certificate coordinator). And one course, the fifth, must be either a field placement, or an intensive Latin American immersion equivalent.

Comprehensive Examinations for Pre-2015 Program Students

All pre-2015 program students must pass three written comprehensive examinations.

Comprehensive exams are designed to assess the breadth and depth of students' knowledge within their chosen concentration. In consultation with their advisor, students will select two faculty examiners for each exam. Examiners will be responsible for writing the exam question(s), indicating the format in which the exam will be taken, specifying whether sources may be used, and grading the exam. In cases of disagreement between the two examiners, the JDP Faculty Director will make a final determination. Each student will have two opportunities to pass a comprehensive exam. A student who fails an exam three times will be terminated from the Ph.D. program. At no time may any faculty member require a student in the pre-2015 program to pass more than three exams.

Administration of exams will proceed according to the following policies:

- Comprehensive exams will only be offered during weeks four and five of each academic quarter. Exams may not be taken during breaks, holidays, on weekends, outside of regular office hours (8:00AM - 4:30PM), or over the summer.
- Exams may be taken in a 4-hour closed-book format, a 4-hour open-book format, or a 72-hour take-home format.

Students who test in the 4-hour closed-book format will test on campus and use a DU or Iliff computer. One 15-minute break is allowed. No books, notes, or other resources may be used without explicit written permission from the faculty graders. Use of the Internet is prohibited during the 4-hour closed-book exam.

Students who test in the 4-hour open-book format may test at the site of their choosing (i.e. at home, on campus, or elsewhere). The exam is open book and open note, although advisors may specify which sources can be used. The exam must be an original work—students are not allowed to cut and paste from previous work and are prohibited from engaging in any kind of exchange with other individuals about the exam. Exams will be e-mailed to students a few minutes prior to the designated time and must be sent back to the Administrative Director via email prior to the end of the 4-hour period. Completed exams must be received before the end of the 2-week testing period. Late exams will not be accepted and may count as a failed exam. Any violation of the procedures outlined above regarding original work, sourcing, or communication with others about the exam will be treated as plagiarism.

Students who test in the 72-hour take-home format may test at the site of their choosing (i.e. at home, on campus, or elsewhere). The exam is open book and open note, although advisors may specify which sources can be used. The exam must be an original work—students are not allowed to cut and paste from previous work and are prohibited from engaging in any kind of exchange with other individuals about the exam. Exams will be e-mailed to students a few minutes prior to the designated time and must be sent back to the Administrative Director via email

prior to the end of the 72-hour period. The exam must be taken within the two-week period of examinations. Late exams will not be accepted.

- Prior to the beginning of each quarter, students who intend to take a comprehensive exam during the upcoming quarter will be asked to sign up to test by providing information requested in a Qualtrics survey that will be administered by the Administrative Director. Students should expect to provide the following information: the title of the exam; names of the two readers; the format in which the test will be taken; desired day and start time; and whether this exam has been taken before or is a first attempt.
- Faculty will be asked to send the exam (electronically) to the Administrative Director prior to the beginning of the two week exam period, and to specify the format and whether students are allowed to use books and/or notes.
- The Administrative Director will send completed exams to faculty examiners on or shortly after the last day of the two-week exam period and will ask examiners to grade the exams and submit their results within two weeks of that date.
- Students must sign up to take their exam by the deadline posted for each quarter. Failure to register by the deadline will require the exam to be delayed until the subsequent quarter.
- Students may take more than one comprehensive exam per quarter, but they may not re-take a failed exam during the same quarter in which the exam was first taken.

Comprehensive Examinations for Post-2015 Program Students

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 students' 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 in the Post-2015 program will complete their comprehensive exams on-line during finals week of each of the four review classes.

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. The on-line exam is taken at the designated time during finals week and will be graded by at least two faculty members chosen by the faculty at large for this task.

RLGN 6020 Comprehensive Review II: Area Theories and Methods

During spring quarter of the second year, students must choose one of the areas of strength within the program (listed below) in which to be examined. The choice should relate to the types of courses students have taken, 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 on-line exam is taken at the designated time during finals week and will be graded by at least two faculty members within the student's 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 students' professional identities. 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. Like the other review classes, it culminates in a finals week comprehensive exam taken on-line and graded by at least two faculty members.

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:

- a. *Greater Specialization*: The subject area reflects the student's subfield/s within the field identified in the Field Exam.
- b. *"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 students' 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.

Important Note: At least two JDP faculty will grade each exam and a student must have a total of *three* different readers between the two winter exams.

Comprehensive Exam Grades

Because each exam occurs in the context of a class, graders will normally submit the examination grade as the course grade by the deadline established for quarter grades by DU's registrar. 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.

A = high pass

A- = pass

B+ = low pass

IP = fail (technically, in progress)

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. The grade of the second exam becomes the quarter grade in place of the "IP" that had been recorded. A student who fails the retake will receive an "F" and *must* leave the program.

Dissertation Proposal Defense

Each student is required to prepare and defend a research proposal that outlines the work to be carried out for the dissertation. A significant amount of work toward this proposal should be completed in RLG6000/THEO6003 Dissertation Research Proposal Seminar. The student's dissertation committee must approve the proposal before he or she may begin full time work on the dissertation. Dissertation committees with at least three voting members must be formed and officially approved by the Directors of the JDP or the Joint Ph.D. Committee prior to the proposal defense (see page 18 for detailed information on committee formation & approval). The fourth, non-voting member may be appointed at a later date.

The dissertation proposal must include the following:

- 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

Before proceeding to the defense, the student must send a copy of the dissertation proposal and bibliography, along with the Dissertation Proposal Form (available on Portfolio) to librarian Peggy Keeran for review. Peggy may be reached by e-mail at: Peggy.Keeran@du.edu. Her evaluation, which will be communicated to the student, and, when necessary, to the dissertation advisor, may necessitate further work on the proposal. When the librarian is satisfied that the bibliographic methods used by the student are appropriate and that the resources are adequate for the dissertation research, she will sign and return the form that was provided to her. The student may then request permission from the committee to proceed to the defense.

Once the student and the dissertation committee decide on an appropriate two-hour defense time and date, the student must send a request to schedule the defense, along with a copy of the proposal and the Dissertation Proposal Form (signed by the Librarian and containing the date of the oral defense), to the Joint Ph.D. Office. The office will schedule a room, make the proposal available for public review, and announce the proposal defense to JDP faculty and students one week prior to the scheduled defense. The Dissertation Proposal Form will be forwarded to the Dissertation Advisor, who is responsible for acquiring signatures of committee members at the successful conclusion of the defense. Please note that any necessary IRB approvals must be completed prior to submitting proposal defense paperwork.

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. Students should check to be sure this was done.

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 field of study. Information 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>

Dissertation Committee

All candidates for the doctor of philosophy degree must have a dissertation director who is a tenured or tenure-track faculty member in the DU/Iliff Joint Ph.D. Program. It is the dissertation director's responsibility to ensure that the student's research meets appropriate academic standards for the discipline in which the degree is being conferred.

The committee is composed of a minimum of four and a maximum of seven members. Minimally, three are voting members, including the dissertation director. The chair of the oral defense committee is a non-voting member and must be from a program, department, school, or college other than that of the candidate. All members of the committee must be full-time appointed faculty at DU or Iliff and have research records appropriate to the student's area of specialization. Faculty from appropriately related programs who hold the terminal degree in their field may serve on the committee as long as the candidate's graduate program has the majority representation and a two-thirds majority of the members, excluding the director, hold the earned doctorate. Students in the Joint Ph.D. Program must have at least one faculty member from DU and one from Iliff on their committee, not including the non-voting chair.

The committee member from outside the student's graduate program represents the Associate Provost for Graduate Studies and serves as chair of the oral defense committee. The oral defense committee chair must be a tenured member of the DU or Iliff faculty and must hold an earned doctorate from an accredited institution. It is the responsibility of the student to find an appropriate oral defense committee chair who meets these requirements. Students in the DU/Iliff Joint Ph.D. Program may have an outside chair from the Iliff School of Theology, but that faculty member must be outside of the concentration field in which the student is enrolled (in the case of pre-2015 students) or outside of faculty with whom the student has studied (in the case of post-2015 students).

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. Students may also request that a non-tenure-track, full-time appointed DU faculty member serve as committee chair. These requests must be supported by a strong rationale, have the support of the student's program and be approved by the Associate Provost for Graduate Studies. The request must include: a statement of rationale; the proposed special member's CV; and Thesis/Dissertation Oral Defense Committee Recommendation form.

To form the dissertation committee, students must fill out the “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.

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 of Graduate Studies’ approval for this committee.

Doctoral Dissertation Oral Defense

An oral defense of the dissertation is required and is conducted by the candidate’s oral defense committee. The defense is concerned primarily with the dissertation or research project, but may also include other information in the major field that the committee deems pertinent. The defense must be held at least three weeks before the end of the term in which the degree is to be granted. All members of the defense committee must receive a copy of the candidate’s dissertation at least two weeks prior to the scheduled defense. Students are expected to be present at DU/Iliff for their defense unless emergency circumstances make it impossible for the student to be physically present. Permission to hold a defense with the student participating by conference call, webcast, or other medium should be obtained by petitioning the Associate Provost for Graduate Studies. Petitions for faculty members to participate by conference call or other medium are not required.

Scheduling and Verification of the Oral Defense

To schedule the oral defense, students 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 three 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. Students must then work with the JDP office to schedule a time and date for the defense.

Responsibilities of Oral Defense Committee Chair

As a representative of the Associate Provost for Graduate Studies, the chair of the oral defense committee must hold an earned doctorate from an accredited institution and must be a tenured faculty member of the University of Denver or Iliff School of Theology from a different program, department, or discipline than that of the candidate.

The role of the chair is to 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 his/her academic expertise

permits, but he/she does not vote on the committee.

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. 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 to 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: <http://www.du.edu/media/documents/graduates/formatting.pdf> and arrange for a formatting review with the Office of Graduate Studies. The final dissertation must conform to these guidelines.

Instructions for electronic submission should be followed closely:

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

POLICIES AND PROCEDURES

Administration of the Program

Administrative processes such as admission, registration, billing and financial aid, appeals, and leaves of absence are handled through the University of Denver. Students should log into <https://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 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

Faculty Assistant Director—Dr. Annette Stott, University of Denver

Administrative Director—Melinda Edgerton

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, student petitions and appeals, program assessment results, and program policies. A schedule of meetings for the 2015-16 academic year can be found on page 23.

2015-16 committee members:

Dr. Carrie Doehring (Iliff)
Melinda Edgerton (JDP)
Dr. Pamela Eisenbaum (Iliff)
Dr. Albert Hernandez (Iliff)
Dr. Jacob Kinnard (Iliff)

Dr. Sarah Pessin (DU)
Dr. Gregory Robbins (DU)
Dr. Annette Stott (DU)
Dr. Barbara Wilcots (DU)

Joint Ph.D. Committee Meeting Schedule 2015-16

All meetings take place from 1-3 pm, alternating between DU and Iliff

Meeting date: Friday, September 25

Meeting date: Friday, October 23

Meeting date: Friday, November 13

Meeting date: Friday, January 15

Meeting date: Friday, February 19

Meeting date: Friday, March 11

Meeting date: Friday, April 15

Meeting date: Friday, May 20

DU/Iliff Joint PhD 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

Dr. Albert Hernandez

Dr. Annette Stott

Dr. Barbara Wilcots

Melinda Edgerton

Confidentiality of Information

The University of Denver collects and retains information about students for designated periods of time in order to facilitate the educational development of its students. The University recognizes the privacy rights of individuals in exerting control over what information about themselves may be disclosed and, at the same time, attempts to balance that right with the institution's need for information relevant to the fulfillment of its educational missions.

The University complies with the Family Educational Rights and Privacy Act of 1978 (FERPA) also known as the 'Buckley Amendment.' Students have a right to inspect their educational records at the University and to request amendment to those records if they believe them to be inaccurate. The University recognizes its obligation to inform the students of their rights under the Family Educational Rights and Privacy Act of 1978 (FERPA); to inform students of the existence and location of records as well as to define the purposes for which such information is obtained; to provide security for such materials; to permit students access to, disclosure of, and challenge to this information as herein described; and to discontinue such information when compelling reasons for its retention no longer exist. A 'Disclosure of Student Information' describing University of Denver policies is printed in each edition of the Schedule of Classes.

No information from records, files and data directly related to the student shall be disclosed by any means (including telephone) to individuals or agencies outside the University without the written consent of the student, except pursuant to lawful subpoena or court order or in the case of specifically designated educational and governmental officials as required by FERPA. Information contained in such records may be shared within the University by University officials with a 'legitimate educational interest' in such information.

Continuous Enrollment

Continuous enrollment (CE) is designated primarily for students who have completed all of their coursework and are working on a dissertation or thesis to complete their degree. Students must apply for CE using the Office of Graduate Studies [Continuous Enrollment \(CE\) Approval Form](#). Once your eligibility for Continuous Enrollment credit is determined, you will be given on-line 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 into continuous enrollment each quarter. You will not be automatically registered. For more information on Continuous Enrollment credit, see the policy on the Graduate Studies web site.

United States citizens and permanent residents participating in CE are eligible for federal student loans and in-school deferment on some previous loans while they are within the 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>. All loans will be set up to disburse evenly over the fall, winter, and spring quarters of the academic year; if students enroll in the summer quarter, they will need to complete a summer aid application.

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 discriminations 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.

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 at least a B (3.0) grade point average, which is also necessary to graduate.

Grades turned in by professors at the end of the quarter are final. Grades cannot be changed on the basis of additional work undertaken or completed after the grade report has been recorded, or by retaking the course.

A "Correction of Error in Grading" form, if a letter grade was incorrectly calculated or recorded by the professor, may be submitted by the professor, but this may take place only in the quarter following the one in which the grade was given.

Grades earned at other institutions are not included in the computation of grade point average achieved at the University of Denver.

For post 2015 program students, additional information regarding grading of comprehensive review courses and comprehensive exams may be found on page 16.

Graduation

The student must complete the formal application process for graduation through the Office of Graduate Studies, 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. All hours of credit must be paid prior to graduation. The University will not certify students for graduation until they have met the minimum requirements for hours towards 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. If a student has applied for graduation and decides that it is necessary to delay, a \$20 fee will be charged.

A STUDENT MAY APPLY FOR GRADUATION ONLY AFTER:

- Registering and paying for all required degree credits
- Finishing all incompletes (I)
- Fulfilling the language requirement
- Passing all comprehensive exams
- Defending the dissertation proposal
- Defending and submitting the dissertation
- Submitting all necessary paperwork

Deadlines to apply for graduation for the 2015-2016 academic year:

Deadline to apply for Winter 2016 graduation: September 20, 2015

Deadline to apply for Spring 2016 graduation: January 10, 2016

Deadline to apply for Summer 2016 graduation: March 27, 2016

Deadline to apply for Fall 2016 graduation: June 19, 2016

Other important deadlines and processes are available here:

<http://www.du.edu/media/documents/graduates/scheduleofdeadlines2015.pdf>

Commencement

Graduation ceremonies at DU are held twice a year, once in June and once in August. Iliff's 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 rented through either DU or Iliff. Participants must have met all degree requirements in order to march at commencement.

Petitions, Grievances, and Appeals

The DU/Iliff Joint Ph.D. Program adheres to the following rules for a student who wishes to appeal an academic decision.

Grade Appeals:

Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following occurred:

- The grading decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.
- The grading decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.
- The grading decision was based on an unreasonable departure from previously articulated standards.

The faculty directors of the JDP, grade appeal committee or dean may recommend grade changes but shall have the power to alter grades only in cases of clearly established procedural error or substantial capriciousness or arbitrariness in evaluation. Therefore, the student should attempt to resolve the issue with the professor informally before submitting a written appeal. Failing informal resolution, the student will submit a formal appeal to the faculty person and a copy to the faculty director of the JDP.

Grade Appeal Timeline

The formal procedure must be started within 45 calendar days after the contested decision or grade was officially recorded. The Grade Appeal Process officially begins on the date the *Academic Appeal* document is received by the faculty member.

Grade Appeal Record

Any appeal must be in writing, dated and headed with the words *Academic Appeal*. Once a formal appeal is presented to a faculty member, it must be presented in its original form at all later levels of appeal, although new statements may be added at any time.

Any evidence and all direct and supporting statements once made, become part of the permanent record of the appeal and must be produced at each level of appeal.

At each level of appeal, a written, dated decision and written reasons for the decision must be provided to the affected party or parties—the student, the faculty member and any person who has rendered a decision at an earlier level of appeal.

Students are permitted to submit evidence in writing. At the discretion of the University, students may be invited to present their appeal in person.

Grade Appeal Process

JDP students follow the procedures and timelines laid out in the DU *Graduate Policy Manual*.

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 PhD 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 PhD 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 2015-16 academic year can be found on page 23.

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.* The formal grievance will go first to the Faculty Director of the DU/Iloff Joint Ph.D. Program.
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 of the committee who represent units or subunits other than the one from in 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 Iloff 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, the Chair of any committee involved, and the directors of the unit from which the grievance originates.

Incompletes

An incomplete is given when assignments required for the course have not been completed because of circumstances beyond the student's control. An incomplete may not be used to retake examinations or complete additional work to improve the final grade.

Incomplete grades may be given **only** in the following circumstances:

- The student's work to date is passing; and
- attendance has been satisfactory through 60% of the term; and
- an illness or other extenuating circumstance legitimately prevents completion of required work by the due date; and
- required work may reasonably be completed in an agreed-upon time frame; and
- the Incomplete is not given as a substitute for a failing grade; and
- the Incomplete is not based solely on a student's failure to complete work or as a means of raising his/ her grade by doing additional work after the grade report time; and
- the student initiates the request for an Incomplete grade before the end of the academic term; and
- the instructor and student complete the *Application for Incomplete Grade* form before the end of the academic term.

The student is responsible for requesting from the instructor that a temporary grade of 'I' be assigned, and for completing the [Application for Incomplete Grade](#) found on the Office of the Registrar's website *before* the end of the quarter in which the course is taken. The student must complete all outstanding work before a final grade can be assigned. **The authority to grant an Incomplete resides with the professor, not the student.**

Incompletes for which a letter grade is not assigned within one calendar year automatically change to an 'F'. Note also that once an 'I' is recorded on a student's transcript, it remains there permanently, even after a final permanent grade has been assigned.

All grades of 'I' must be removed (or converted to an 'F') before a student may graduate.

Independent Study

Independent study provides opportunities for students to engage in special projects under the supervision of individual faculty members in areas not covered by class offerings. The topic and requirements must be approved by the instructor. The following policies apply:

- 1) Independent study projects (RLGN 6991) appear on the student's transcript with the specific topic as the course title.
- 2) Academic grades (A-F) are assigned.
- 3) Projects must be undertaken within the academic term in which they are registered.
- 4) The student must be in academic good standing (3.0 GPA)
- 5) Independent study may not be taken in place of, or to modify, a regular course offered by a department.
- 6) Students may obtain applications for independent study here: <http://www.du.edu/registrar/forms/independentstudy.pdf>. Forms are to be submitted to the DU Office of the Registrar.
- 7) Independent studies must be at least one credit hour and generally do not exceed five credits.
- 8) Instructors are responsible for approving and supervising the student's course of study and submitting grades by the deadline.

Up to 20 quarter-hour credits of independent study may be applied toward the Ph.D.

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 20-hour limit on independent study. All rules found on the application form for directed study apply.

Leaves of Absence

Please see the Office of the Registrar's website for information on withdrawing from courses prior to a leave of absence.

Non-Medical Leave of Absence

A graduate student may withdraw from the university temporarily or permanently for non-medical reasons. (See below for information about a Medical Leave of Absence). Students who wish to withdraw permanently from their program should follow the procedures for withdrawing from the university.

In general, leaves of absence are for students who want to take a period of time away from the university (excluding summer) with the intent to return. The maximum period of time for a single leave of absence is three consecutive quarters, excluding summers.

Students who need an additional leave of absence should file a new application for a leave of absence. While on an approved leave of absence, students are guaranteed a place in their current program when they return to the university, provided all deadlines and rules are observed. When a student returns, he or she should have the same registration priority as continuing students. It is important to note that students are still held to the original timeline for completion of degree. **A non-medical leave of absence does not "stop the clock."** Please contact the DU Office of Graduate Studies for additional policy information regarding leaves of absence.

Medical Leave of Absence

Students may apply for a medical leave of absence in cases of serious, personal, medical conditions where a student is advised in writing by their health practitioner that it is medically necessary to discontinue with study at the university. A medical leave of absence is only allowed for students who are dealing with their own personal health circumstances. Students seeking a leave of absence for other reasons should consider applying for a personal leave of absence and refer to the appropriate forms and policies.

While Joint Ph.D. students are on a medical leave of absence, their time away from the university will not count as part of the time limit set for degree completion. Appropriate medical documentation must be submitted with the medical leave of absence form. Information on medical leaves of absence and necessary documentation for requesting a leave can be found in the Graduate Policy Manual or by contacting the Office of Graduate Studies.

Registration

DU/Iloff Joint Ph.D. students register for classes during designated times in all academic units online at: <https://myweb.du.edu>. The principal exceptions include:

Independent Study (IS) and Directed Study:

Students must fill out an Independent Study Registration form (available here: <https://www.du.edu/registrar/forms/independentstudy.pdf>) and submit the form to the DU Office of the Registrar. Independent Study (RLGN 6991) may be taken for variable credits. Directed Study (RLGN 6992) must be taken for the number of credits associated with the catalog course it replaces. Students may apply up to 20 IS credits toward the Ph.D. Directed Study is used only for required courses in unusual circumstances.

Dissertation Research Policy:

To register for dissertation research credits, students must fill out the independent study form (link above), use RLGN 6995 as the course number with the given course title “dissertation research,” and may provide the working title of their dissertation as the course subtitle. The form requires a signature from the student’s faculty advisor and must be submitted to the DU Office of the Registrar. Please note that students who have completed 82 hours of coursework must complete one dissertation research credit each quarter until they reach the minimum PhD credits of 90. Thereafter they must register for one dissertation research credit per year in the fall quarter until the dissertation and degree is complete. Dissertation research credits are not funded by the program.

Change of Registration (Add/Drop):

During the first five days of the quarter, students may add and drop courses without special permission. After the first five days, all changes require an Add/Drop form and special permission from the instructor is required to add classes. Dropping (withdrawing from) a class may be done through the sixth week of the quarter. Later or retroactive withdrawals are not permitted. For more details, consult the DU Office of the Registrar.

Courses for No Credit:

A student may register for no credit (NC) in any course. The tuition charge for no-credit courses is the same as for credit courses, and the courses are listed on the student’s permanent record. Courses taken on a no-credit basis do not apply towards the credit hours requirements for any degree.

Auditing Courses:

Auditing privileges are extended only to full-time students who have the approval of the course instructor. No tuition is charged and no record of the course is made.

DU Colleges/Schools:

Joint PhD students may not apply credits earned from University College, The Women's College, or the Sturm College of Law toward the PhD. Program scholarship will not be provided for classes taken in these colleges/schools.

Student Status Policies

Active Student: The University of Denver defines an active student as a person who is currently registered for credits at DU or in Continuous Enrollment AND pursuing a degree within the time limits allotted for a degree.

Conditional Status: Students admitted with some deficiency in undergraduate training or incomplete credentials hold conditional status. This status must be changed to regular status when the conditions governing this type of admission have been met. Conditions must be fulfilled prior to week 7 of the student's first quarter of graduate work.

Continuing Student: Any previously registered student in the DU/Iloff Joint Ph.D. Program.

Full Time: Any graduate student pursuing eight quarter hours or more of course work or research credit in any academic term is classified as full-time.

Good Standing: Students who meet scholastic requirements and all University financial and behavioral obligations are in good standing. Grade reports, transcripts, attendance certificates, and diplomas are withheld for students not in good standing until all obligations have been met. Registration can be denied to any student not in good standing.

Inactive Student: A student who has not registered for any credits or continuous enrollment for 2 or more years.

Probationary Status: Any regular graduate student with a GPA below 3.0 is under probation. The student has one quarter to raise the grade average to the 3.0 minimum to be allowed to remain in the DU/Iloff Joint Ph.D. Program.

Regular Status: Students unconditionally approved for graduate study hold regular status, which is required for advancement to degree candidacy.

Suspended Status: Any student who engages in academic or behavioral misconduct may be suspended from the University and not permitted to register during a specified period. A suspended student who wishes to re-enroll must apply to the Office of Admission. No coursework undertaken at another institution while the student was suspended will be accepted for transfer credits.

Continuous Enrollment: Students who have completed coursework requirements for a graduate degree may sign up for continuous enrollment. During Continuous Enrollment students are considered to be full-time. The fee for continuous enrollment is \$82/quarter (\$50 CE, \$32 tech fee).

Withdrawal: A student withdrawing from the University must notify the Joint Ph.D. office. If the withdrawal is during the academic term the student must complete an Add/Drop form and submit it to the Graduate Studies Office. Official withdrawal during the first six weeks of the quarter will result in grades of W for all courses. After the sixth week, grades of F will be recorded for all courses, unless the professors authorize grades of W.

Termination: After three consecutive quarters (two semesters) of deficit or, in the opinion of the student's advisor, department chair and/or dean, the student is incapable of raising his/her GPA to 3.0 or finishing requirements for the degree, the student may be terminated from the program. Students may also be terminated for plagiarism, cheating, and other violations of the Honor Code.

Transfer of Credit

Students may transfer up to 15 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. 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. 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 transferable.) For additional information see:

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

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 transfers are made.

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

Tuition and Fees

For the 2015-2016 academic year tuition is \$1,199/credit (12-18 credits = \$14,388). This information can also be found on the Bursar's Office website: <http://www.du.edu/bursar/>.

Students registering for more than 18 quarter hours, including non-credit courses, will be charged the hourly rate of \$1,199 per credit in excess of 18. Tuition is the same for all students, whether residents or nonresidents of Colorado. The university reserves the right to make changes in tuition charges or refund policies without notice.

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 83-90. Upon completion of the required 82 hours of coursework, students must register for at least one credit of dissertation research (RLGN 6995) each term until they reach the 90 credits minimum total for the PhD. Thereafter, students are required to register for one dissertation research credit per year, in the fall quarter, until they complete their degree. Note that this constitutes a new policy regarding dissertation research credits that begins in fall 2015 and applies to all JDP students, whether in the pre-2015 or post-2015 program.

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. Unexplained absences could compromise students' standing with the university.

University of Denver Honor Code

The DU/Illiff Joint Ph.D. program endorses the University of Denver's Honor Code, which covers a range of conduct including, but not limited to, academic misconduct, drug and alcohol misuse, dishonesty, disrespect, endangerment, harassment, non-action, non-compliance, property damage, provocation, theft, and violation of DU's Equal Opportunity Policy. It is the student's responsibility to know and to adhere to the Honor Code, which is fully described here:

<http://www.du.edu/studentlife/studentconduct/honorcode.html>

Consequences of academic misconduct—which includes plagiarism, cheating, double submission, and fabrication—may range from a “0” on an assignment, to an “F” for a course, to expulsion from the University of Denver and Iliff School of Theology. In determining and dealing with violations of academic integrity or other parts of the honor code, the JDP follows the procedures set forth by DU:

http://www.du.edu/studentlife/studentconduct/media/documents/sc_policiesprocedures_2015-16.pdf

STUDENT RESOURCES

Students should become familiar with the information, program forms, and resources available on the [Portfolio Community](#) site, as well as the [website](#):

<http://portfolio.du.edu/jointphd>

<http://www.du.edu/duiliffjoint/>

Financial Aid/Funding Opportunities

DU Office of Graduate Studies—Dissertation Fellowships

The purpose of the Graduate Studies Dissertation Fellowship is to assist outstanding doctoral students with their doctoral research. The maximum award amount that can be requested is \$2,500 per student, applied to spring quarter. Additional information is available here: <http://www.du.edu/media/documents/graduates/dissertationfp.pdf>.

DU Office of Graduate Studies—Inclusive Engagement Fellowships

The purpose of the Graduate Studies Doctoral Fellowship for Inclusive Engagement is to assist in the recruitment and retention of highly qualified students to doctoral programs at the University of Denver to further the university's mission of inclusive excellence, specifically in regard to attributes such as race, ethnicity, class, gender, age, culture, religion, sexual orientation, or (dis)ability. The maximum award amount per student is \$4,500 per year and \$1,500 per quarter, spread evenly across the terms of attendance. Additional information is available here: <http://www.du.edu/media/documents/graduates/inclusiveengagementfp.pdf>

JDP Dissertation Fellowships

A limited number of merit-based dissertation fellowships may be available through a competitive application process each spring term. Application and fellowship information will be sent out to students via the JDP listserv during the winter term. Fellowships may provide up to \$5,000 in aid to students who are working to complete their dissertation. Funds will be disbursed during the spring quarter of each academic year.

Graduate Teaching Assistantships

Graduate teaching assistantships are intended to provide students with an opportunity to gain valuable teaching assistance by working closely with a faculty member in an undergraduate or master's level course. A limited number of such positions are offered each year on a competitive basis. Positions are available to students in their second and third years of coursework. Students in their first year of coursework are not eligible to serve as GTAs.

A call for applications will be sent to students annually during the spring quarter for positions available during the upcoming year. Every effort will be made to place successful candidates in a position that corresponds with their research interests and teaching capabilities. GTAs will be compensated at the rate of \$2,000 per position, per quarter.

Please note that per university policy, students are not eligible for employment in work-study positions while they are working as GTAs. GTAs must demonstrate fluency in spoken English by

scoring a 26 on the TOEFL speaking section or 8 on the IELTS speaking section. All GTAs must be legally eligible to work in the United States. Students should refer to the Graduate Teaching Assistant Handbook for information on conduct, protocol, and resources available to GTAs: <http://www.du.edu/media/documents/graduates/gtahandbook.pdf>.

Payment schedule for GTAs—AY 2015-2016:

- Fall quarter: October 1, November 1, December 1
- Winter quarter: January 1, February 1, March 1
- Spring quarter: April 1, May 1, June 1

Federal Financial Aid

The first step in the process of applying for federal financial aid, including student loans or work-study, is to complete the FAFSA. Remember to reapply for aid as early as possible every year. For the most up to date financial aid information, please visit DU's Office of Financial Aid, graduate student page: <http://www.du.edu/financialaid/graduate/index.html> . **Please note that students may not hold work-study positions and work as GTAs at the same time.**

Conference Attendance Funding:

The Joint Ph.D. Program does not provide conference funding at this time. However, a limited amount of funding is typically available through the Graduate Student Association (GSA). Applications for funding through the GSA may be found on Portfolio. Please note that all reimbursement requests require original, itemized receipts and must be approved by the treasurer of the GSA and the Administrative Director of the JDP.

Joint Ph.D. Graduate Student Association

About the Joint Ph.D. Graduate Student Association

The University of Denver/Iliff School of Theology Joint Ph.D. Program Graduate Student Association (GSA) serves as a resource for both the students and the institutions at which they are studying. The GSA meets at least quarterly, with meeting times and dates set at the beginning of each quarter to accommodate the schedules of the members. Meetings are open to all students in the Joint Ph.D. program (JDP).

Composition of the GSA

The GSA is composed of four elected GSA officials and at large student members from the JDP; the Faculty Director of the JDP is a member of the GSA in an ex-officio capacity. Elections for vacant positions are held in the spring of each year at a regularly scheduled GSA meeting. All elected official term lengths are two years. Nominations are secured from the GSA membership; students are encouraged to self-nominate. The association elects a Vice President/Director of Finance, a representative to the University of Denver Graduate Student Government, a Director of Inclusive Excellence, and a President/Director of Communications.

Reimbursements

JDP students who present a paper or attend a conference related to their academic program are eligible to receive partial funding from the GSA. The reimbursement application form (available on Portfolio) must be accompanied by suitable documentation and *original, itemized* receipts. The Vice President/Director of Finance can provide specific instructions.

Award Program

Each spring the association facilitates the selection of three students and one faculty member for the JDP GSA awards: Outstanding Student; Outstanding Leadership and Community Service by a Student; Outstanding Publishing and/or Research by a Student; and Outstanding Faculty Member. Nomination forms are distributed to all JDP students in the spring, and students are encouraged to self-nominate, particularly for the publication and research award. Award recipients are announced at the annual JDP spring soirée.

For additional information about the GSA, contact Anthony Roberts: aroberts@iliff.edu

CONTACT INFORMATION

JDP Office and Staff

Melinda Edgerton, Administrative Director, staffs the program office.

Office: Iliff Hall, suite I-408.

Office Hours: 8:00-4:30

Phone: 303-765-3136

Email: jointphd@iliff.edu

Mailing Address:

DU/Iliff Joint PhD Program

2201 S. University Blvd

Denver CO 80210

Dr. Pamela Eisenbaum, Faculty Program Director, is best reached by email at peisenbaum@du.edu or by first contacting the Administrative Director.

Office: Iliff Hall 202

Phone: 303-765-3167

Alternative email: peisenbaum@iliff.edu

Dr. Annette Stott, Assistant Faculty Program Director and Academic Program Advisor, is best reached by email: astott@du.edu.

Office: Shwayder Art Building, room 238 [use DU ID to gain access to the floor]

Phone: 303-871-3278

DU Office of Graduate Studies

Mary Reed Building, 2199 S. University Blvd. Denver CO 80208

Phone: 303-871-2706

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

Abigail Priebe, Graduate Student Services Coordinator

303-871-3586 Abigail.Priebe@du.edu

Sarah Pfeifer, Student Services Coordinator

303-871-2669 Sarah.Pfeifer@du.edu

Damon Vine, Veteran Services Coordinator

303-871-2627 Damon.Vine@du.edu

Concentration Contacts for Pre-2015 Program Students

Biblical Interpretation:

Dr. Pamela Eisenbaum—peisenbaum@iliff.edu

Dr. Gregory Robbins—grobbins@du.edu

Religion and Psychological Studies

Dr. Carrie Doehring—cdoehring@iliff.edu

Dr. Sandra Dixon—sdixon@du.edu

Religion and Social Change

Dr. Richard Clemmer-Smith—rclemmer@du.edu

Dr. Jacob Kinnard—jkinnard@iliff.edu

Dr. Miguel De La Torre—mdelatorre@iliff.edu

(Ethics and Latina/o studies)

Dr. Luis Leon—Luis.Leon@du.edu

(Latina/o Certificate Program)

Theology, Philosophy, and Cultural Theory:

Dr. Carl Raschke—Carl.Raschke@du.edu

Dr. Ted Vial—tvial@iliff.edu