

# JOINT PH.D. PROGRAM IN THE STUDY OF RELIGION

PH.D. HANDBOOK  
Academic Year 2014-2015



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**

# Summary of Requirements

## The Doctor of Philosophy Degree

1. Formal admission to the DU/Illiff Joint Ph.D. Program in the Study of Religion
2. Preliminary interview, program statement, and advancement to preliminary candidacy
3. 90 hours of graduate-level credits including at least:
  - 82 credit hours of coursework, including the three core courses (see page 5) and the required courses for one concentration
  - 4 credit hours of dissertation research credits (THEO 6995)
  - 4 credit hours of additional credits (independent study, coursework, or additional dissertation research credits)
4. Students must be in-residence for at least six quarters, including two consecutive quarters of full-time attendance
5. Language proficiency requirement
6. Three written comprehensive examinations
7. Dissertation proposal defense
8. Dissertation defense
9. Advancement to final candidacy
10. Minimum GPA of 3.0
11. Completion of program in no more than 7 years
12. Graduation

## **Preliminary Advising Conference and Advancement to Preliminary Candidacy**

Students are required to meet with their advisor for the preliminary advising conference and file a conference form with Arianna Nowakowski before the end of their first quarter of study. The conference form is available on [Portfolio](#) under the Student Forms & Resources tab, and in the “advising, credits, enrollment” folder.

The requirements for advancement to preliminary candidacy include: formulation and approval of the candidate’s general plan of study through the preliminary interview and completion of a program statement; achievement of regular status and fulfillment of any provisional requirements; a minimum GPA of 3.0 in all work completed to that point; posting of any transfer credit to the candidate’s record; and planning of tool requirement (language proficiency requirement). For additional information see: <http://bulletin.du.edu/graduate/admissions/admissionstatus>. Once your conference form has been submitted and it has been determined that you meet the requirements, you will be advanced to preliminary candidacy automatically.

## Ph.D. Coursework Requirements

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

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

2. Concentration Requirements\*

### *Biblical Interpretation (BI)*

THEO 6139/RLGS XXXX Methods for Interpreting Biblical Texts

THEO 6143/RLGS XXXX New Testament Language and Text

*Or*

THEO 6146/RLGS 5111 Hebrew Bible Language and Text

THEO 6135/RLGS 4100 Hebrew Bible Backgrounds

*Or*

THEO 6133/RLGS XXXX 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 three TPCT colloquia, such as:

PHIL 5400 Cultural Theory Colloquium

PHIL 5300 Philosophy Colloquium

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

3. 90 credit hours of coursework total, 4-8 of which must be dissertation research

# Language Proficiency Requirement

Students in the Joint Ph.D. Program are required to demonstrate proficiency in one research language other than their native language. This requirement must be satisfied in one of the following ways before advancing to final candidacy:

## **For Non-Native Speakers of English:**

Passing the Test of English as a Foreign Language (TOEFL) with a minimum score of 100 (internet) or 600 (paper). IELTS score of 7.0. For additional information see: [http://www.du.edu/media/documents/graduates/toefl\\_ielts\\_table.pdf](http://www.du.edu/media/documents/graduates/toefl_ielts_table.pdf).

## **For Native Speakers of English:**

Native speakers of English are required to demonstrate competence in *one* research language other than English. This requirement may be fulfilled by passing one language proficiency exam at DU's Center for World Languages and Cultures, or by earning a "B" or better in the last semester or quarter of a 2000-level language course. Although advisors may recommend that students pursue additional language training in order to support their proposed research agenda, at no time may a student be required to test in more than one language in order to fulfill program requirements.

## **Language Proficiency Exam**

The Center for World Languages and Cultures at DU offers proficiency exams in Arabic, Chinese, French, German, Italian, Japanese, Russian, and Spanish. These exams, for which there is a fee (cash, exact change only), are given on select dates during each academic quarter. You may not apply for advancement to final candidacy or for graduation until you have met your language proficiency requirement. To schedule an exam, contact the Center for World Language and Cultures ([cwlc@du.edu](mailto:cwlc@du.edu) or 303-871-4601). The minimum passing score reflects normal performance by students who have 2 years of language study at the college level. Initial results will be emailed to you after 3 weeks. If you pass the exam, an official letter will be mailed to your home address as well as your program director. A student may take the exam a maximum of three times. If a student fails the exam three times, he or she must earn a "B" or better in the last semester or quarter of a 2000-level language course to fulfill the requirement. Classes at the 2000 level do not count for Ph.D. credit and are not supported by Joint Ph.D. financial aid. Students can access sample proficiency exams by visiting: <http://www.du.edu/ahss/cwlc/index.html>.

## Ph.D. Comprehensive Examinations

All students must pass three written comprehensive examinations. Comprehensive exams are designed to assess the breadth and depth of students' knowledge within their chosen concentration. Exams will be authorized, written, and graded by the faculty of the advisory committees or by the faculty authorized by the advisory committee to do so. Each exam will be graded by two faculty examiners. 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 twice may be automatically terminated from the Ph.D. program. At no time may any faculty member require a student 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 either the 4-hour on-campus format or the 72-hour take-home format.

Students who test in the 4-hour 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 exam.

Students who test in the 72-hour format will have 72 hours to complete the exam from the time of distribution, and 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 or cannot 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 taken in the 72-hour format must be completed before the end of the two-week exam period. An electronic copy of the exam must be submitted to Arianna Nowakowski before the 72-hour deadline. Late exams will not be accepted and will count as a failed exam. Any violation of the procedures outlined above regarding original work, sourcing, or communication with others about the exam during the 72-hour period will be treated as plagiarism.

- Prior to the beginning of each quarter, students who intend to take a comprehensive exam during the upcoming quarter will be asked to register to test by submitting the following information to Arianna Nowakowski: 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 Arianna Nowakowski prior to the beginning of the two week exam period, and to specify whether students are allowed to use books and/or notes.



- Faculty will receive exams on or shortly after the last day of the two-week exam period and will be asked to grade the exams and submit their results within two weeks of that date.
- Students must register 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.

## 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 THEO 6003/RLGS 4090 Dissertation Research Proposal Seminar. The document must be approved by the student's dissertation committee 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 Joint Ph.D. Committee prior to the proposal defense (see page 10 for detailed information on committee formation). 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](mailto:Peggy.Keeran@du.edu).

The librarian's 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 signed Dissertation Proposal Form, to Arianna Nowakowski in the Joint Ph.D. Office. Scanned electronic copies may be sent to: [Arianna.Nowakowski@du.edu](mailto:Arianna.Nowakowski@du.edu). At this time, in consultation with the dissertation committee, students should also schedule a two-hour examination time and date. The proposal will be made available for public review, and the proposal defense will be announced to JDP faculty and students one week prior to the scheduled defense. Please note that any necessary IRB approvals must be completed prior to submitting proposal defense paperwork.

# Dissertation

The dissertation represents the culminating research experience for doctor of philosophy students through which degree candidates are expected to complete quality original scholarship that contributes to the theoretical/research knowledge base of the candidate's field of study.

## 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. When a doctoral degree is interdisciplinary, faculty representation from all disciplines must be reflected on the committee. 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 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 JDP Committee for review

and approval. If the student has already formed the dissertation committee and wishes to make changes to the committee, the “Change of Dissertation Committee” form must be filled out and submitted to the JDP Committee for approval.

### **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 here: <http://www.du.edu/media/documents/graduates/oralexam.pdf> 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 Arianna Nowakowski in 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.

Useful links:

DU Office of Graduate Studies, Graduate Policy Manual  
<http://www.du.edu/currentstudents/graduates/graduationinformation.html>

DU Thesis and Dissertation Formatting Guidelines:  
<http://www.du.edu/media/documents/graduates/formatting.pdf>

### **Submission and Binding of Completed Dissertation**

Prior to submitting the completed dissertation, students should refer to the Thesis and Dissertation Formatting Guidelines listed in the above link, and arrange for a formatting review with the Office of Graduate Studies.

The final submission of your dissertation must be in PDF format. When you schedule your dissertation oral exam, instructions on how to submit your document will be emailed to you, or you can find them here: [www.du.edu/media/documents/graduates/ETD.pdf](http://www.du.edu/media/documents/graduates/ETD.pdf)

When you submit your final document, it must be in the form of a single PDF file with embedded fonts. A tutorial on how to embed fonts, convert Word to a PDF file and how to merge several PDF files into one file can be found at [http://dissertations.umi.com/etd\\_tutorial\\_proquest.pdf](http://dissertations.umi.com/etd_tutorial_proquest.pdf). Adobe Acrobat Standard or Professional version is required to convert the Word file into a PDF. Acrobat is available on select computers in several locations around campus. Although the Word to PDF conversion maintains most of the document formatting, some formatting may have shifted slightly; therefore, it is very important that you review your entire PDF document before submitting to ensure that the formatting has not shifted in an unacceptable manner.

### *Approval Page*

An approval page from the Office of Graduate Studies will be sent to the director of your dissertation/thesis 10 days prior to your oral defense. The signed approval page must be submitted to the Office of Graduate Studies by your thesis/dissertation director before the final copy of your document will be accepted.

### *Fees*

Fees are due when you submit the final copy of your dissertation/thesis and want to submit the paperwork for copyright. The fees are paid directly through the secure ETD Administrator system. ETD Administrator accepts Visa, MasterCard, and American Express. The fee for copyright is \$65. Copyright is optional.

### *Binding*

Printing and binding of dissertations is optional. The University of Denver has a relationship with the Denver Bookbinding Company to provide binding services to students. If you wish to have your document professionally bound, you may submit paper copies of your document, in individual boxes, to the Office of Graduate Studies. You may submit up to six copies for binding. At the time you submit the copies for binding, you must also submit a money order or proof of payment through PayPal for the binding costs. The money order should be made payable to Denver Bookbinding Company. The Denver Bookbinding Company's fees are listed on the order form: <http://www.du.edu/currentstudents/graduates/BindingOrder.pdf>. It takes several months for the binding to be completed and then your copies will be returned to your department. Please contact your department if you wish to inquire if the bound copies are ready.

## **Final Candidacy**

After completing all requirements for the degree except for the dissertation (but including the dissertation proposal defense), students will be automatically advanced to final candidacy. 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.

## Normal Progress

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 Arianna Nowakowski before the end of the 1<sup>st</sup> 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 a petition to the Joint Ph.D. Committee for review: <http://www.du.edu/currentstudents/graduates/committee.pdf>.

**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. (See page 6)

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

**Years 4+:** Completion of 4 credits of dissertation research and 4 additional credits of the student's choosing, 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. Students who have been granted an extension beyond the seven-year time limit must register for 1 credit of dissertation research each quarter, including summer. Please note that these 8 credits beyond the 82 credits of required coursework 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 and reviewed 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.



## **Annual Progress Report**

Students will be required to submit an annual progress report to Arianna Nowakowski 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.

# **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 PioneerWeb (formerly webCentral) for access to their student records and accounts. Students are also encouraged to consult with the Joint Ph.D. office, which is located in Iliff Hall, suite I-408.

### **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 Dean of Iliff, respectively. The Administrative Director is responsible for overseeing and developing the program's administrative capacities. This position is housed in the DU Office of Graduate Studies and located in Iliff Hall, suite I-408.

Faculty Director—Dr. Pamela Eisenbaum, Iliff School of Theology

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

Administrative Director—Dr. Arianna Nowakowski, DU Office of Graduate Studies

### **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, Dean, 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, and the formation of dissertation committees. Exceptions to the standard course of study within the Ph.D. Program should be brought to the attention of the Joint Committee by means of a program petition. A schedule of meetings for the 2014-15 academic year can be found on page 45.

2014-15 committee members:

Dr. Carrie Doehring (Iliff)

Dr. Pamela Eisenbaum (Iliff)

Dr. Albert Hernandez (Iliff)

Dr. Arianna Nowakowski (DU/Iliff)

Dr. Sarah Pessin (DU)

Dr. Gregory Robbins (DU)  
Dr. Annette Stott (DU)  
Dr. Ted Vial (Iliff)  
Dr. Barbara Wilcots (DU)

**DU/Iliff Executive Committee:**

The Executive Committee meets in special circumstances to make decisions regarding sensitive and/or urgent matters.

Dr. Pamela Eisenbaum  
Dr. Albert Hernandez  
Dr. Arianna Nowakowski  
Dr. Annette Stott  
Dr. Barbara Wilcots

## 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 and obtain permission from both their academic department and the Office of Graduate Studies. Students only need to apply annually, but must register for continuous enrollment through Pioneer Web (formerly webCentral) every quarter.

United States citizens and permanent residents participating in CE are eligible for federal student loans and in-school deferment on previous loans while they are within the financial aid eligibility limits. Students must follow all financial aid procedures to obtain loans while registered for CE, which include submitting a FAFSA and completing all loan requirements. All loans will be set up to disburse evenly over the fall, winter, and spring quarters of the academic year; if students enroll in the summer quarter, they will need to complete a summer aid application.

Students taking CE remain active within the University's computer system, even if they are not registered for course credits during a particular term. The fee for CE is \$82/quarter (\$50 CE, \$32 tech fee). Additional information can be found here:

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

## 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, an outstanding performance and superior achievement. In most classroom situations, only a minority of the class would reach this level.

**B** signifies acceptable graduate level work.

**C** signifies unacceptable graduate work. Credit will be given, but no more than one-fourth of the hours accepted toward the degree may be a C grade. Ph.D. 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.

## Graduation

The student must complete the formal application process for graduation through the Office of Graduate Studies, normally at the end of the quarter prior to that of the anticipated 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 2014-2015 academic year:**

Deadline to apply for Winter 2015 graduation: September 14, 2014

Deadline to apply for Spring 2015 graduation: January 11, 2015

Deadline to apply for Summer 2015 graduation: March 29, 2015

Deadline to apply for Fall 2015 graduation: June 21, 2015

Other important deadlines and processes are available here:

<http://www.du.edu/media/documents/graduates/scheduleofdeadlines2014.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.



## 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.

### **Grades:**

1. On grade issues a graduate student will, where possible, attempt to resolve the issue with the professor informally before filing a written grievance.
2. Failing informal resolution, the student will submit a formal grievance to the Faculty Director of the Joint Ph.D. Program. When grade grievances are based on problems of process and not of differences in judgment or opinion concerning academic performance, the Faculty Director may refer grade grievances to a grievance committee.
3. The grievance committee will overturn an academic decision only if there is clear and convincing evidence that the decision was made in a manner contrary to applicable procedures. Decisions on grades are not subject to further appeal.

### **Non-grade related appeals:**

1. The graduate student must file a written grievance of the disputed academic decision within two months of notification of the decision. The grievance will go first to the Faculty Director of the DU/Iliff 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 DU Provost. The Provost may refer grievance appeals to appropriate bodies or personnel for their recommendation on the specific issues. The Provost may refer any grievance to the Graduate Council for its recommendation. If the issue is referred to the Graduate Council, its Chair will appoint three members of the Council as a Grievance Committee to hear the case and shall designate one of the committee members to serve as Chair. The findings of anyone called upon by the Provost shall be transmitted to the Provost as a written recommendation, when possible within four weeks after the case has been referred to them.

5. The Provost is the final authority in the matter, and final action by the Provost should, when possible, take place within four weeks after the receipt of appropriate recommendations. 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.

The student is responsible for requesting from the instructor that a temporary grade of 'I' be assigned, and 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 (e.g., THEO 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.**

## 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/Iliff 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):**

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. IS credits may be taken for variable credits. Students may apply up to 20 IS credits toward the Ph.D.

### **Dissertation Research:**

To register for dissertation research credits, students must fill out the independent study form (link above) and title the IS either “dissertation research” or the title of their dissertation/research. 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 fall quarter. If the student has exceeded the 7-year time limit, they must register for one dissertation research credit each quarter, including summer. 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 up 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/Iliff Joint Ph.D. Program.

**Full Time:** Any 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.

**New Student:** A first term registrant in the DU/Iliff Joint Ph.D. Program.

**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/Iliff Joint Ph.D. Program.

**Readmitted Student** A student who interrupts a degree program in the DU/Iliff Joint Ph.D. Program by not registering for 1 or more quarters (excluding summer).

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

**Special Status:** Students holding baccalaureate degrees who do not intend to pursue a degree program may be admitted with special status. No transcripts are required under special status, nor is the student required to pay the application fee. In the event that a student subsequently wishes to undertake a degree program at the University of Denver, the application fee is required. Note: No more than 15 quarter hours of credit earned in the special status may be applied to the degree.

**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.

**Leave of Absence:** If a student must be absent from the campus for a period of time and is unable to continue work on the degree, the student should request a leave of absence and forward the document to the DU Office of Graduate Studies. On obtaining a leave of absence, the student should be sure to determine whether or not a formal application for readmission is required.

**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/transferoftcredit.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 Arianna Nowakowski. Requests to transfer credits should be made within students' 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 2014-2015 academic year tuition is \$1,142.00/credit (12-18 credits = \$13,704). 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 \$1,142 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. Please be aware that students taking courses at other schools on campus (e.g. University College, Daniels Business College, Sturm College of Law) may incur additional costs.

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 who are within the 7-year time limit must register for at least one credit of dissertation research each fall term. Students who have been granted an extension beyond the 7-year limit are required to register for at least one dissertation research credit every quarter, including summer.

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

## **Honor Code Statement**

All members of the university community are entrusted with the responsibility of observing certain ethical goals and values as they relate to academic integrity. Essential to the fundamental purpose of the university is the commitment to the principles of truth and honesty. The Honor Code is designed so that responsibility for upholding these principles lies with the individual as well as the entire community.

The Honor Code fosters and advances an environment of ethical conduct in the academic community of the university, the foundation of which includes the pursuit of academic honesty and integrity. Through an atmosphere of mutual respect we enhance the value of our education and bring forth the highest standard of academic excellence. Members of the university community, including students, staff, administrators, and trustees, must not commit any intentional misrepresentation or deception in academic matters or professional matters.

## **Rationale**

The code was developed following discussions among a broad range of constituencies within the university encompassing students, faculty, staff, administrators, and trustees. The Honor Code is a living document that will evolve with time. In order to better foster and advance an environment of ethical conduct in the academic community of the university both substantive requirements and enforcement procedures may be amended by the university to reflect experience gained from its implementation. Students must honor this principle and know that to submit work not their own violates the spirit and purpose of the university and forfeit their right to continue study at the University of Denver.

## **Authority**

Any modification of the Honor Code, other than to the procedures governing its enforcement, must be approved by the Board of Trustees upon recommendation from the Provost. Modifications and variations in procedures governing enforcement of the Code, including the use of alternative procedures in specific context as mandated by federal or state law, or subject to the approval of the Provost. In addition, upon recommendation from a Dean or the Faculty Senate, the Provost, in his or her sole discretion, may permit individual units or divisions of the university to adopt and implement area-specific descriptions of conduct in violation of the Honor Code provided that such descriptions do not authorize or condone conduct in violation of the Honor Code provided that such descriptions do not authorize or condone conduct prohibited by, or inconsistent with, the Code.

## **Enforcement**

The 'University of Denver Honor Code Procedure Governing Students' shall govern and be followed in the case of any student at the university who is accused of violating the Honor Code. The university's 'Faculty Personnel Guidelines to Appointment, Promotion, and Tenure' shall

govern and be followed in the case of any faculty member who is accused of violating the Honor Code. The university's 'Employee Handbook of Personnel Guidelines & Procedures' shall govern and be followed in the case of any non-faculty employee who is accused of violating the Honor Code. The By Laws, or other Board policies, of Colorado Seminary or the University of Denver shall govern and be followed in the case of any trustee who is accused of violating the Honor Code. Any conflict or dispute concerning which procedure governs in the enforcement of this Honor Code shall be resolved by the Provost, or, in case of the trustees, by the Board of Trustees. Adopted by the Board of Trustees April 15, 2000.

### **DU/Illiff Joint Ph.D. Program Support of the Honor Code**

The DU/Illiff Joint Ph.D. faculty, staff and student body endorse the Honor Code and strongly support the principle that academic honesty is essential for study within the university. Students must adhere to the Honor Code and know that to submit work that is not one's own will lead to forfeit of the right to study at the University of Denver and Illiff School of Theology.

Students found to be cheating in the DU/Illiff Joint Ph.D. Program will ordinarily receive a failing grade for the course in which it occurred and are subject to termination from the university.

### **Plagiarism and Cheating**

Plagiarism occurs when one submits written work borrowing the ideas or words of another author without acknowledging such usage by footnotes, quotation marks, or other appropriate forms of citation. A paper written entirely or in part by one person and submitted under the name of another also constitutes plagiarism. Examination cheating includes the use of unauthorized aids during the testing process. Falsifying or constructing artificial data for a class project, dissertation, or dissertation proposal is also considered cheating.

# **STUDENT RESOURCES**

# 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, from any concentration, will be 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. Hence, the participation of Professor Ortega will serve students well, especially those interested in pastoral ministry, community activism, and other expressions of social welfare.

## 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.

## Financial Aid

For the most up to date financial aid information, please visit DU's Office of Financial Aid:  
<http://www.du.edu/finaid>.

### **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 will 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.

### **FAFSA**

Students who are US Citizens or Permanent Residents should complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. The fastest way to complete the FAFSA is through the online application located at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use the same PIN or create a new one before beginning the application. The FAFSA will determine federal loan eligibility.

### **Federal Stafford Student Loans**

Students who complete the FAFSA may be eligible to borrow up to \$20,500 each academic year. Students must take a minimum of 4 credits per term to continue receiving this funding. For questions regarding Stafford Loans or Private Loans, please contact the Office of Financial Aid. Advisors are available via phone, email, and by appointment from 8:00AM to 4:30PM Monday through Friday. They can be contacted at 303.871.4020, via email at [finaid@du.edu](mailto:finaid@du.edu), or in person at their office in University Hall, Room 210.

## **Plus Loans**

The Graduate/Professional PLUS loan is available to students enrolled at least half-time in a degree-seeking graduate level program. Students must fill out the FAFSA and be awarded their full Federal Stafford Loan eligibility before applying for the PLUS loan. The requested loan amount may be equal to or less than the student's total cost of attendance (including books, fees, and personal expenses) less all other financial aid.

## **Work-Study**

US Citizens or Permanent Residents may research available positions at: <http://www.du.edu/studentemployment/grws.htm>. Work-study positions usually require time commitments of 10-20 hours per week. The pay scale for graduate work-study is \$10-18 per hour. Students may secure only one work-study position at a time and must have unmet need as determined by the FAFSA application. **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 Arianna Nowakowski.



## 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>.

Pay schedule for GTAs—AY 2014-2015:

Fall quarter:

October 1  
November 1  
December 1

Winter quarter:

February 1  
March 1  
April 1

Spring quarter:

May 1  
June 1  
July 1

# Joint Ph.D. Graduate Student Association Council

## About the Joint Ph.D. Student Association

The University of Denver/Iliff School of Theology Joint Ph.D. Program Student Association is elected by the students in the Joint Program to serve as a resource for both the students and the institutions at which they are studying. The Association 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.

## Composition of the GSA

The GSA is composed of seven to nine association members; the Faculty Director of the JDP sits on the association in an ex-officio capacity. Elections for vacant positions are held in the spring of each year with the exception of the first-year Student representative, who is selected by the incoming class in the fall. Terms are two years with the exception of the first-year student representative, who serves for one year. Nomination forms are distributed to all Joint Ph.D. students in the spring. All students are encouraged to self-nominate. From within the elected membership each year, the association selects a treasurer, a representative to the Iliff Student Senate, and a President or Co-Presidents.

## Reimbursements

Joint Ph.D. students who present a paper or attend a conference related to their academic program are eligible to receive partial funding from the Student Council. The reimbursement application form (available on Portfolio) must be accompanied by suitable documentation and *original, itemized* receipts. The council treasurer can provide specific instructions.

## Award Program

Each spring the association facilitates the selection of three students and one faculty member for the Joint Ph.D. Student Association 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 Joint PhD spring soirée.

For additional information about the GSA, contact Hannah Ingram: [hingram@iliff.edu](mailto:hingram@iliff.edu)

# **CONTACT INFORMATION & IMPORTANT DATES**

## Concentration Contacts

### **Biblical Interpretation:**

Dr. Pamela Eisenbaum—[peisenbaum@iliff.edu](mailto:peisenbaum@iliff.edu)

Dr. Gregory Robbins—[grobbins@du.edu](mailto:grobbins@du.edu)

### **Religion and Psychological Studies**

Dr. Carrie Doehring—[cdoehring@iliff.edu](mailto:cdoehring@iliff.edu)

Dr. Sandra Dixon—[sdixon@du.edu](mailto:sdixon@du.edu)

### **Religion and Social Change**

Dr. Richard Clemmer-Smith—[rclemmer@du.edu](mailto:rclemmer@du.edu)

Dr. Jacob Kinnard—[jkinnard@iliff.edu](mailto:jkinnard@iliff.edu)

Dr. Miguel De La Torre—[mdelatorre@iliff.edu](mailto:mdelatorre@iliff.edu)

(Ethics and Latina/o studies)

Dr. Luis Leon—[Luis.Leon@du.edu](mailto:Luis.Leon@du.edu)

(Latina/o Certificate Program)

### **Theology, Philosophy, and Cultural Theory:**

Dr. Carl Raschke—[Carl.Raschke@du.edu](mailto:Carl.Raschke@du.edu)

Dr. Ted Vial—[tvial@iliff.edu](mailto:tvial@iliff.edu)

## Joint Ph.D. Committee Meeting Schedule

**Meeting date:** September 12<sup>th</sup>

**Petitions due:** Friday, September 5<sup>th</sup>

**Meeting date:** October 3<sup>rd</sup>

**Petitions due:** Friday, September 26<sup>th</sup>

**Meeting date:** November 14<sup>th</sup>

**Petitions due:** Friday, November 7<sup>th</sup>

**Meeting date:** January 9<sup>th</sup>

**Petitions due:** Monday, January 5<sup>th</sup>

**Meeting date:** February 6<sup>th</sup>

**Petitions due:** Friday, January 30<sup>th</sup>

**Meeting date:** March 13<sup>th</sup>

**Petitions due:** Friday, March 6<sup>th</sup>

**Meeting date:** April 17<sup>th</sup>

**Petitions due:** Friday, April 10<sup>th</sup>

**Meeting date:** May 8<sup>th</sup>

**Petitions due:** Friday, May 1<sup>st</sup>