

HANDBOOK

2012-2013

JOINT Ph.D. PROGRAM in
RELIGIOUS AND THEOLOGICAL STUDIES



UNIVERSITY *of*
DENVER



Joint Ph.D. Program
2201 S. University Blvd.
Denver, CO 80210
U.S.A.
303 765-3136
<http://www.du.edu/duiliffjoint/>

TABLE OF CONTENTS

I.	PREFACE.....	1
II.	INTRODUCTION	2
III.	ADVISORY AND DISSERTATION COMMITTEES.....	3
	A. Advisory Committees.....	3
	B. Dissertation Committees.....	3
IV.	COURSEWORK REQUIREMENTS.....	4
	A. Core Courses	4
	1. Theory & Methods in the Study of Religion.....	4
	2. Pedagogy and the Teaching of Religion	5
	3. Dissertation Proposal Seminar	5
	B. Subsequent Coursework	5
	C. Comprehensive exams.....	6
	D. Dissertation Research Phase	6
V.	CONCENTRATIONS.....	7
	A. Biblical Interpretation.....	7
	B. Religion and Psychological Studies.....	8
	C. Religion and Social Change	9
	D. Theology, Philosophy, and Cultural Theory.....	10
VI.	REQUIREMENTS AND PROCEDURES.....	12
	A. The Program	12
	B. Outline of Program	12
	1. Preliminary Interview	12
	2. Language Requirements	13
	3. Degree Candidacy	13
	4. Graduation	13
	C. Preliminary Interview	13
	D. Language Requirements.....	15
	E. Degree Candidacy.....	18
	1. Degree Candidacy Interview	18
	2. Written Comprehensive Examinations.....	18
	3. Petition for Admission to Degree Candidacy	20
	4. Dissertation Proposal.....	20
	5. Dissertation and Oral Defense	22
	F. Graduation	25
VII.	ADMINISTRATION OF THE PROGRAM	26
VIII.	REGISTRATION & FINANCIAL ARRANGEMENTS	27
	A. Course Schedules, Registration, and Academic Records Maintenance.....	27
	B. Tuition and Fees	27

C.	Student Enrollment Policies	29
D.	Satisfactory Academic Progress	29
E.	Academic Standards	30
F.	Financial Aid	30
IX.	FACILITIES AND PROGRAMS	33
A.	Libraries	33
B.	Computer Resources	33
C.	Career Services	33
D.	Support Services for International Students	34
E.	Student Housing	34
F.	Health Insurance, Health Services and Immunization	35
G.	Recreational Opportunities	35
H.	Joint Ph.D. Graduate Student Association Council	35
I.	Hispanic Theological Initiative (HTI)	35
J.	Ph.D. Professional Development class	36
X.	COMMUNICATIONS	37
A.	E-mail Policy	37
XI.	ADDITIONAL POLICIES AND PROCEDURES	39
A.	Academic Honesty	39
B.	Grading System	39
C.	Independent Study	40
D.	Incompletes	40
E.	Reports and Petitions	41
F.	Extension of Deadline for Completing Degree Requirements	41
G.	Student Requests for Leave of Absence or Withdrawal from the Program	42
H.	Doctoral Level Special Status/Non-Degree Students	43
I.	Non-Discrimination Policy and Disability Services	43
J.	Drug, Alcohol, and Controlled Substance Policies	44
K.	Sexual Harassment and/or Misconduct Policies	44
L.	Standards of Community and Academic Conduct	44
M.	Academic Grievances	45
N.	Amendments and Revisions	45
XII.	CERTIFICATE PROGRAM IN LATINA/O STUDIES	46
A.	CORE FACULTY	46
B.	BACKGROUND	46
C.	CERTIFICATE REQUIREMENTS	46
D.	COMMUNITY SERVICE/FIELD PLACEMENT	47
E.	COURSE WORK AND COURSES TOWARD THE CERTIFICATE	47
XIII.	DEADLINES & ACADEMIC CALENDAR	48
A.	2012-2013 Joint Ph.D. Committee Deadline and Meeting Schedule	48
B.	2012-2013 Schedule of Deadlines for Comprehensive Examinations	49
C.	2012-2013 Deadlines for Oral Defense and Presentation of Dissertations	50
D.	Academic Calendar 2012-2013	52

I. PREFACE

This handbook provides an official guide to the University of Denver and Iliff School of Theology Joint Doctor of Philosophy Program in Religious and Theological Studies. It is designed to aid students, advisors, and Advisory Committees in making plans and decisions. Students and/or Advisory Committees should consult the Director if there are questions of interpretation concerning requirements or procedures.

Each doctoral student and Advisory Committee member should have a current copy of this handbook and whatever supplements or revisions to it that may be issued. Copies of the current handbook and supplements are available in the Joint Ph.D. Office and on the Joint Ph.D. website.

The Joint Ph.D. Program reserves the right to change the fees, rules, and calendars regulating admissions and registration; to change requirements and regulations governing graduation from the Joint Ph.D. Program; and to change other regulations affecting the student body. Such changes are effective whenever so determined. Moreover, the contents of this document are subject to change without notice or obligation. Students who matriculate in this academic year must meet the curricular requirements as specified below. Students entering earlier must meet the curricular requirements set forth in the handbook of the year of their matriculation.

In addition, students are responsible for policies and procedures relevant to Joint Ph.D. students that are stated in the catalogs and/or handbooks of the University of Denver and The Iliff School of Theology. The University of Denver Graduate Policy Manual has substantially more information about graduate policies and procedures and students are expected to obtain and familiarize themselves with these policies and procedures. These documents are available from the Joint Ph.D. Office and the DU Graduate Studies website <http://www.du.edu/currentstudents/index.html>. It is the student's responsibility to secure these documents and to become familiar with them.

Students in the Joint Ph.D. Program should refer to themselves as "DU/Iliff Joint Ph.D. Students," and not primarily as either Iliff or DU students. Joint Ph.D. students maintain student status and have access to resources in both co-sponsoring institutions through their matriculation in the Program. Through the Joint Ph.D. Graduate Student Association, Joint Ph.D. students shall become members of the University's Graduate Student Association (section IX, H) and, as such, shall have access to its budget and participation in its responsibilities and activities. In addition, a select number of Joint Ph.D. students may be elected members of the Iliff Community Senate. Participation in other student and academic governance, such as search committees, institutional task forces, position reviews, and faculty evaluations may be available upon invitation in accordance with the protocols of each institution.

II. INTRODUCTION

In September 1981, the Iliff School of Theology and the University of Denver (Colorado Seminary) inaugurated jointly a program leading to the Doctor of Philosophy in Religious and Theological Studies. Originally planned and staffed by faculties from Iliff and the University of Denver's Department of Religious Studies, the Program eventually came to involve faculty from a variety of the University's other schools and departments as well.

Through the rich resources at Iliff and the University of Denver, facilities are available for persons interested in disciplines ranging from highly specialized studies in the major areas of religious and theological scholarship to those associated with leadership in religious communities. Iliff's and the University's library holdings sustain various research interests.

The faculties of both institutions have long-standing traditions of providing stimulating teaching both in seminars and lectures. Moreover, the faculties have established distinguished records in research and publication. They participate in the national societies of their various disciplines. Individual faculty members have frequently obtained research grants. This in turn provides exciting opportunities for students. Faculty members focus on providing a solid foundation for novice scholars in order that they may become independent and innovative thinkers in their own right.

The students represent diverse religious traditions and intellectual backgrounds. Varying vocational goals, including teaching and research, religious leadership, and social service, motivates them. Students and faculty constitute a vibrant context for doctoral studies through informal gatherings, discussion in the classroom, debate in various colloquia, and team research in the library.

Entering students are expected to have general competence in religious and theological studies. The Program will assist them in developing expertise in their chosen concentrations. Currently, those concentrations are:

- Biblical Interpretation
- Religion and Psychological Studies
- Religion and Social Change
- Theology, Philosophy, and Cultural Theory

A description of each of the four concentrations is provided in Section V. of this handbook. In addition, the Program offers a certificate in Latina/o Studies that is open to students in all concentrations. It is also described in Section V.

The Joint Ph.D. Program is designed to prepare persons for independent research and teaching in the fields of religious and theological studies. Some will utilize these abilities as university, college, or seminary scholar-teachers. Others will find vocational fulfillment within the context of religious organizations, institutes, counseling centers, government agencies, and non-profit agencies.

III. ADVISORY AND DISSERTATION COMMITTEES

A. ADVISORY COMMITTEES

Each student is assigned an Advisory Committee upon admission to the Program. Each Advisory Committee consists of three faculty members, with at least one from each of the two co-sponsoring institutions. No more than two faculty members of each Advisory Committee can be from the student's primary concentration, and the third must come from another concentration. One member of the Advisory Committee will be the chair of the committee and the student's advisor. Negotiating changes in the makeup of the Advisory Committee will be expected as student and faculty interests develop and as students pursue their studies.

The Advisory Committee will guide student course selection beyond the three required courses, monitor student progression through the degree, oversee comprehensive examinations, and guide the student through the degree candidacy phase of the program.

The Advisory Committee philosophy of the Joint Ph.D. Program combines the European model of a single advisor/mentor with whom the student works throughout the course of his/her program, and the American model of an area or department from which students select a few persons with whom to concentrate on their work. Members of the Advisory Committee will be available to students for comprehensive examinations and dissertation writing while on academic and/or reading leaves. Normally, no faculty member will be expected to chair more than a total of five Advisory Committees at a given time.

The Advisory Committee is vital to the student's success. The Advisory Committee will serve as the student's primary academic and administrative resource through the student's degree candidacy process (see VI E Below). At the point of degree candidacy, the Advisory Committee will assist the student in identifying appropriate faculty members to constitute the student's Dissertation Committee. In cases where the proposed Dissertation Committee differs from the Advisory Committee the student, with the oversight of the Advisor, will petition the Joint Committee for a new Advisory/Dissertation Committee to oversee the development of the dissertation proposal and the research and writing of the dissertation.

B. DISSERTATION COMMITTEES

A Dissertation Committee will be constituted at the point of degree candidacy, to serve during the dissertation phase of the student's program, replacing the Advisory Committee. All members of the Dissertation Committee will be faculty members with expertise related to the subject matter of the dissertation. The Committee will normally be composed of at least three members with a minimum of one from each institution (See VI E.4 and the DU Graduate Policies and Procedures manual for more information).

IV. COURSEWORK REQUIREMENTS

The Joint Ph.D. Program in Religious and Theological Studies requires the completion of a minimum of ninety quarter credit hours beyond the Master's degree. This total includes a minimum of eighty-two quarter credit hours of coursework and a minimum of four quarter credit hours, but not more than eight quarter credit hours, of dissertation research. (If a student opts for the minimum of four quarter credit hours for dissertation research, the student must take an additional four quarter credit hours of course work to reach the required 90 hours)

The eighty-two quarter credit hours of coursework are comprised of twelve quarter credit hours from the Program's three required core courses, and a minimum of seventy quarter credit hours of coursework that the student and the Advisory Committee have determined are appropriate to the student's concentration. Registration will be online through the DU's MyWeb, and will require meeting your advisor in advance for advising.

It is the responsibility of the student and the Advisory Committee to maintain a record of the specific courses that they have determined will fulfill the coursework requirement of the student's concentration. That record will be submitted to the Joint Ph.D. Office, along with the petition for admission to degree candidacy, upon successful completion of all relevant coursework.

A. CORE COURSES

To provide unity to the Program, allocate faculty resources optimally, and prepare students for multi-disciplinary teaching and research, three core courses are required of all students. Each course is four quarter credit hours for a total of twelve quarter credit hours. Ordinarily, students should take the first course (on theory and methods) during their first year of coursework in the Program, the second course (on pedagogy) during their second or third year of coursework, and the third course (on dissertation proposals) at the very end of their coursework and upon completion of at least one comprehensive exam, when they are developing their actual dissertation proposals.

Each of these three core courses will be offered annually. Instructional personnel will be drawn from each school, on an alternating basis.

The three required core courses are:

1. THEORY & METHODS IN THE STUDY OF RELIGION

This course is to be taken as early as possible toward the beginning of the student's coursework in the Program. Normally the course will be offered every fall quarter.

Course Description: THEO 6001/RLGS 4000. This course begins with a brief overview of the history of the study of religion in the west, from antiquity to the modern period. When it reaches the modern period, the course shifts to considering "representative" theories of religion, broken down roughly along ideological and/or disciplinary lines.

2. PEDAGOGY AND THE TEACHING OF RELIGION

This course is designed to be taken after students have acquired considerable coursework background in their concentrations, to prepare them for teaching religion in contemporary academic institutions. This course will normally be offered every winter quarter.

Course Description: **THEO 6002/RLGS 4010.** This course looks at pedagogical methods as they relate to the teaching of religion. Students design syllabi and materials appropriate for the teaching of religion in at least two different contexts. In addition, the course covers theoretical issues related to the teaching and learning process.

3. DISSERTATION PROPOSAL SEMINAR

Students should take this seminar only at the very end of their coursework. This course is meant to be taken only by students who are already at the dissertation proposal stage of their program, to assist them in writing a dissertation proposal. In addition, this course is designed to supplement core course #1 above, by providing students with exposure to primary research in a diversity of theoretical and methodological approaches to religious and theological studies.

Course Description: **THEO 6003/RLGS 4090.** This seminar will focus upon the range of research topics and methods in religious and theological studies by an examination of dissertations and dissertation proposals related to the Joint Ph.D. Program. Bibliographic and research methods, as well as matters of style and format will receive particular emphasis. Students will present their own dissertation proposal drafts for discussion.

B. SUBSEQUENT COURSEWORK

Beyond the twelve quarter credit hours of core courses, the remaining seventy quarter credit hours of coursework needed to complete the coursework phase of the Program will be determined by the student in consultation with the student's Advisory Committee. Such hours may be drawn from approved transfer credits. At the University of Denver graduate credit cannot be earned in courses numbered below 3000. Students should consult with the Program Coordinator prior to enrolling in any 3000 level course to verify it is offered at the graduate level and may count as credit for the graduate degree. At the Iliff School of Theology, courses listed as THEO, at the 6000 level on the DU scheduling system count towards the graduate degree. Courses offered by Iliff that do not have a corresponding THEO number typically cannot be taken for doctoral level credit. Depending on which Concentration or mixture of Concentrations (Section V.) the student has selected, coursework will be distributed to meet Concentration guidelines and/or coursework distribution requirements.

It is of the utmost importance for students to work actively and closely with their Advisory Committees in planning their coursework.

It is the individual student's responsibility to take the initiative in maintaining contact with the Advisory Committee, especially through the chairperson of the Advisory Committee, who also serves as the regular academic advisor.

C. COMPREHENSIVE EXAMS

Students are strongly encouraged to complete the required comprehensive exams during the coursework stage. Students who choose to take one or more exams after the completion of coursework are not eligible for Continuous Enrollment and thus must maintain enrollment of at least four credits per quarter in order to keep part-time status for loan deferment and new loan eligibility. After the completion of 82 quarter credit hours of coursework, students may register for THEO 6990: Comprehensive Exams and earn up to four credits towards the degree. In essence, credit hours 1-82 must be earned as coursework; credit hours number 83-86 may be done as additional coursework, comprehensive exams, *or* as dissertation research; and credit hours number 86-90 must be earned as dissertation research.

D. DISSERTATION RESEARCH PHASE

During degree candidacy, the student must enroll in a minimum of four quarter credit hours, but not more than eight quarter credit hours, of Dissertation Research, in order to complete the degree requirements of ninety quarter credit hours. Students must register for a minimum of one credit of Dissertation Research (THEO 6995) every Fall quarter. Students who have successfully petitioned for an extension beyond the 7 year time limit must register for a minimum of one credit every quarter, including Summer.

V. CONCENTRATIONS

In applying for admission, students are required to identify one Concentration or combination of Concentrations in which to focus their studies. The Advisory Committees ordinarily consist of two faculty members from the chosen Concentration, and must have one faculty member identified with another Concentration. Students' Concentrations, as interpreted by their Advisory Committees, will determine coursework distribution, areas for comprehensive examinations, and, of course, domains for eventual dissertation work.

There are currently four Concentrations in the Joint Ph.D. Program: Biblical Interpretation; Religion and Psychological Studies; Religion and Social Change; and Theology, Philosophy, and Cultural Theory. The following text provides brief descriptions of each of the four Concentrations, along with relevant guidelines for students and their Advisory Committees to plan coursework.

Proposals for adding new Concentrations, or for revising or removing current ones, must originate either with faculty at the two institutions, or from the administration of the Joint Ph.D. Program. All proposals must be developed in cooperation with the Joint Ph.D. Director, and be in compliance with the Joint Ph.D. Inter-Institutional Agreement in effect at the time. The Director will submit proposals to the Joint Committee for discussion and decision.

A. BIBLICAL INTERPRETATION

This research program focuses on Hebrew Bible and Early Christian (canonical and apocryphal) literature. Students in this concentration will have competence to teach undergraduate and graduate courses in the languages, literature, history, and religion of ancient Israel and early Christianity. In addition to teaching competencies, graduates will be prepared to conduct research and scholarship in biblical studies. Students may specialize in select areas of either Hebrew Bible or the New Testament and their cognate literatures.

Application in this concentration presupposes a minimum of one year of Hebrew and one year of Greek, along with demonstrable usage of each language within the last three years. The application process for this concentration also requires a research paper in biblical studies, preferably an analysis of a biblical text, and it assumes general background in biblical literature and history.

The student develops a study plan in consultation with the Advisory Committee. Prior to advancement to degree candidacy, students in the Biblical Interpretation concentration are expected to have acquired a thorough mastery of both Hebrew and Greek. Proficiency in these languages is assessed in the preliminary interview. Most students are required to take at least two; two-credit reading courses in Hebrew and Greek as part of their course work in the Program. Such requirements may be waived if there is evidence of mastery at the time of matriculation. Comprehensive exams will examine the student's grasp of critical issues and biblical interpretation generally and readiness to pursue dissertation research. Questions are developed by the student and the Advisory Committee.

In addition to the three Core courses required of all Joint Ph.D. students, BI Concentration students are required to take three of the following courses (one from each section) during the coursework portion of their program. These courses are designed to give students basic competencies in the

skills, methodologies, and background of biblical studies. Particular emphases of each course will vary somewhat depending on which of the BI faculty are teaching them in any particular quarter.

1. METHODS FOR INTERPRETING BIBLICAL TEXTS

(THEO 6139/RLGS XXXX) - 4 CREDIT HOURS

This course concentrates on a range of methodologies used to interpret biblical texts, from classical historical critical methodologies, to contemporary methodologies. The course will be taught every other year. Canonical emphasis will be determined by the faculty member's area of concentration. Accommodations will be made for how particular methods are used within each sub-discipline.

2. NEW TESTAMENT LANGUAGE AND TEXTS

(THEO 6143/RLGS XXXX) - 4 CREDIT HOURS

OR HEBREW BIBLE LANGUAGE AND TEXTS

(THEO 6146/RLGS XXXX) - 4 CREDIT HOURS

These courses are designed to increase students' facility and proficiency in biblical Greek and Hebrew. They are intended to teach students how to interpret texts using the most sophisticated scholarly resources, tools, and technology. They cover issues such as advanced grammar, textual criticism, work with manuscripts and other material evidence, and other related issues and skills pertaining to the use, reading, and study of written evidence of biblical and related texts. The courses are taught every other year, on an alternating schedule.

3. HEBREW BIBLE ENVIRONMENTS

(THEO 6135/RLGS 4100) - 4 CREDIT HOURS

OR NEW TESTAMENT ENVIRONMENTS

(THEO 6133/RLGS XXXX) - 4 CREDIT HOURS

These courses take up the study of the history, society, culture, religions, and other aspects of the larger world within which the biblical materials were developed and used. They are taught every other year, on an alternating schedule. Additionally, students are required to participate in the Colloquium in Biblical Interpretation (2 or 3 credit hours) at least once during the coursework phase of their degree program. The Colloquium addresses key themes, issues, or topics in the field of Biblical Studies. This course will be offered every year, with the focus for the Colloquium determined by the BI faculty member(s) in charge that year. Ideally, the entire BI faculty will participate in, or contribute to, the Colloquium.

B. RELIGION AND PSYCHOLOGICAL STUDIES

The Religion and Psychological Studies concentration has two emphases: (1) Religion and Behavioral Sciences, and (2) Pastoral Theology and Counseling. Applicants should indicate as part of their application the track in which they are interested.

1. The Religion and Behavioral Sciences track is designed to help persons explore the relationship of behavioral sciences, personality theory, and religion. Students in this track will be prepared to do research and teach in the fields of religion and psychological studies and psychology of religion. Graduates from this track would, therefore, be in a position to perform work for a

research institute or to teach at the college, university, or seminary level in the general field of psychology of religion. Successful degree candidates will be conversant with other disciplines and methods of inquiry in religious studies.

2. The Pastoral Theology and Counseling track is designed to train persons critically and constructively to relate theological and psychological resources to clinical work, teaching, and research in the field of pastoral theology and counseling. The stipulations of this track are consistent with the membership requirements of the American Association of Pastoral Counselors. This track is not designed to prepare persons to meet the requirements for licensing as clinical psychologists, though many of the courses have been used as a partial basis for licensure in the State of Colorado as a Professional Counselor.

A specialization in either of these tracks presupposes an appropriate master's degree. Preference in admission to the Religion and Behavioral Sciences track will be given to those who have at least an undergraduate degree in psychology or its equivalent. Preference in admission to the Pastoral Theology and Counseling track will be given to those who have more than one unit of Clinical Pastoral Education.

RPS students are required to participate in the Colloquium in Religion and Psychological Studies (2-4 credit hours) at least twice during the coursework phase of their degree program, though students are encouraged to take it each year during the three years of coursework. The Colloquium addresses key themes, issues, or topics in the fields of Religion and Psychology. This course will be offered every year, with the focus for the Colloquium determined by the RPS faculty member(s) in charge that year.

C. RELIGION AND SOCIAL CHANGE

The concentration in Religion and Social Change is an interdisciplinary research program focusing on the relation of religions and societies. Religion functions sometimes to conserve values in the midst of change; sometimes to inhibit urgently needed change, and sometimes to empower and motivate qualitative change. The concentration provides a scholarly context for pursuing descriptive, analytic and constructive examination of these complex interrelationships between religions and societies. A commitment to explore the ways religious thought may contribute to responsible engagement with contemporary societal and global challenges is a major dimension of this concentration. A critical aspect of this exploration is the systemic whole of globalization within which particular contexts and problems are located.

Academic disciplines especially germane to this interdisciplinary concentration are social sciences (e.g. sociology, anthropology, international studies); religious, intellectual and cultural histories; and critical reflection (ethics, philosophy, theology, cultural theory). An assumption of this program is that the interrelationships of religions and societies are most fruitfully understood through a combination of descriptive, historical and critical theories and methods.

Within this concentration, special resources are available in:

- Religion, Politics and Social Change in varied societal contexts (e.g. Europe, First Nation Peoples, Middle East, North America, South Asia, Southern Africa)
- Religious and Cultural Diversity in varied societal contexts (see above)
- Postcolonial Thought and Critiques of Globalization

- Critical Theory Pertaining to Systemic Analysis
- American Indian Cultures and Religious Traditions
- Human Rights
- Latina/o Studies

Each student is required to complete two classes specific to the Religion and Social Change concentration as a part of his/her course of study. They are: 1) Postcolonial Discourse and Other Myths, and 2) Topics in Religion and Social Change Seminar

Each Seminar will be taught by a faculty member or a team of faculty members from within the Concentration on a topic germane to the Concentration. Each seminar will be offered every other year and will be for 4 or 5 quarter hours of credit.

D. THEOLOGY, PHILOSOPHY, AND CULTURAL THEORY

The Theology, Philosophy, and Cultural Theory concentration comprises four subfields:

- Theology
- Philosophy
- Comparative Studies
- Cultural Theory

Students graduating from this concentration will have developed competency to teach at least one undergraduate course in each of the four subfields. They will also be prepared to do research, publish, and teach in their subfield of specialization. Admission into this concentration presupposes a master's degree with an appropriate background for study in the subfields.

For the purposes of this concentration, the subfields may be characterized as follows:

1. THEOLOGY

Modern and contemporary theology and Western religious thought

2. PHILOSOPHY

Western philosophies that have had a major impact on developments in theology and the study of religion

3. COMPARATIVE STUDIES

Theories of cross-cultural comparison and their application to the study of Non-Western religion and philosophy

4. CULTURAL THEORY

Modern theories and critiques of religion and culture

Students concentrate in, and demonstrate extensive knowledge of, one of the four subfields, which will be regarded as the student's specialty field.

Students are expected to take courses relevant to the subfields as they are offered. Regular colloquia are also offered each year by area faculty. These colloquia focus on the bibliographies developed by the area. Students are required to take at least two of these colloquia during the coursework phase of the program. Normally, a colloquium in at least one subfield will be offered each year on a rotating basis.

Students must petition the Director for exceptions to the colloquium requirement. Petitions for exceptions must have the support of the student's Advisory Committee and must be accompanied by a separate supporting statement from the chair of the Advisory Committee. Students and advisors will be notified of the Director's decision.

VI. REQUIREMENTS AND PROCEDURES

A. THE PROGRAM

The Joint Ph.D. Program requires a completed master's degree relevant to the student's proposed concentration(s), from a school accredited regionally or by ATS (American Theological Schools) or with approval of DU's Office of International Admissions. Such a master's degree will normally involve at least forty-five quarter credit hours or thirty semester credit hours.

The Program reviews applications for admission on an annual basis. Admissions dossiers, including application form, letters of recommendation, transcripts, and GRE and/or TOEFL or IELTS scores and a research paper or essay that represents the applicant's best effort in an academic field directly relevant to the proposed field of study, are to be completed by the admissions deadline of January 1st.

Prospective students may apply on a space available basis for late admission. Persons admitted to the Program must pay a \$300 non-refundable deposit upon acceptance of admission, which will be applied toward the first quarter of tuition upon matriculation. Newly admitted students are ordinarily expected to matriculate during the fall quarter following admission.

A minimum residency of one academic year of full-time study is required. At least forty-five quarter credit hours must be taken in residence (at Iliff School of Theology or the University of Denver) in the Joint Ph.D. Program.

A minimum of four quarter credit hours, but not more than eight quarter credit hours, of dissertation research is required in addition to the forty-five hours of actual coursework required for residency in the Program. Within these general constraints and those of the Concentration, each Advisory Committee prescribes specific requirements for course distribution and examinations.

The Joint Ph.D. Program requires ninety quarter credit hours, passing language and comprehensive exams, and the writing and successful defense of a dissertation. All requirements for the degree must be completed in seven years from the time of the first course taken.

All stages within the doctoral program are designed to be initiated by the student and completed in consultation with the Advisory Committee, and, where necessary, with the Director. The student's advisor and Committee will monitor and assist her/him throughout the program of study.

B. OUTLINE OF PROGRAM

The doctoral program consists of the following steps:

1. PRELIMINARY INTERVIEW

Conducted by the Advisory Committee during the student's first quarter of study in residence. In the preliminary interview, the Advisory Committee will:

- orient the student into the Program
- discuss the proposed concentration(s) with respect to the student's background and goals
- evaluate the student's academic strengths and weaknesses and discuss appropriate curriculum planning
- consider any possible transfer hours and assist the student in formulating a petition, if applicable
- discuss plans for fulfilling the language requirements

2. LANGUAGE REQUIREMENTS

Designed to give the student access to international scholarly literature relevant to the student's academic work. The language examination(s) should be passed as early as possible in the student's program. Students are urged to present themselves for a language examination in the first quarter of residence, if possible, but in no case later than the completion of thirty-six quarter credit hours of coursework (See Section IV.D).

3. DEGREE CANDIDACY

Recognizes the completion of all required languages, all comprehensive examinations, and all course work except the Dissertation Proposal Seminar, which may be taken either before or after advancement to degree candidacy (a minimum of seventy-eight quarter credit hours, or eighty-two if the Dissertation Proposal Seminar is included). During degree candidacy students take the Dissertation Proposal Seminar (if they have not already done so), prepare a dissertation proposal, and write and defend orally a dissertation. A minimum of four quarter credit hours, but not more than eight quarter credit hours, must be taken for dissertation research.

Dissertation Proposal: The Dissertation Proposal Seminar, which may be taken either before or after advancement to degree candidacy, must be completed prior to submission of the dissertation proposal for approval. The student's Dissertation Committee approves the proposal after review and comment provided to the Dissertation Committee by the Joint Ph.D. Committee and a public, oral examination. The dissertation proposal should be approved at least one full academic year prior to the granting of the degree.

Dissertation: The oral defense of the dissertation must take place no later than three weeks prior to the date of graduation

4. GRADUATION

The student must apply formally for graduation no later than the scheduled deadlines. See Section XIII.D. Failure to do so will automatically delay graduation to a subsequent quarter. Graduation will be authorized and the student's name provided for the graduation programs of both the Iliff School of Theology and the University of Denver when the appropriate requirements have been met and certified by the Registrar and the Director.

C. PRELIMINARY INTERVIEW

The interview should be scheduled with the help of the Advisory Committee chairperson and completed as soon as possible, in no case later than the completion of the first quarter of residence. So far as possible, all members of the Advisory Committee will conduct this interview.

The Advisory Committee chairperson will submit to the Director a written report of the interview for the student's permanent file, with a copy to the student. The written report, using the standard form, will include the following items: (a) date and participants, (b) Advisory Committee comments, and (c) tentative coursework outline.

If statements submitted by the student in the application require revision or expansion, such revisions should accompany the preliminary interview report.

The chairperson of the Advisory Committee will serve as the student's academic advisor. On the basis of the preliminary interview, the advisor will assist the student to select courses and develop an appropriate program. In case of leaves and other absences, the Advisory Committee may appoint another advisor *pro tem*.

Advisory Committees will consider proposals for transfer of credit into the Joint Ph.D. Program at the preliminary interview. Consideration of transfer credit is based on official transcripts from the previous accredited institution(s). All consideration of transfer credits must be undertaken no later than the end of the first quarter of a student's residence. Advisory Committees consider proposals for transfer credit on a title by title basis to ensure that such courses are relevant to the specific doctoral work the student is pursuing in the Joint Ph.D. Program. The petition for transfer, endorsed by the chairperson of the Advisory Committee, will be sent to the Director, who will review and approve the petition. The Director is responsible for sending the approved petition on to the Office of Graduate Studies. For more specific information on transfer of credit refer to the DU Graduate Studies Policies and Procedures manual. The Advisory Committees may consider proposals for transfer of credit that satisfy the following criteria:

- All transfer credits must have been earned within a five-year period preceding the request for transfer. Credit hours requested for transfer may not be older than five years.
- To be eligible for transfer of master's level credit the student must have earned graduate level academic credit at a regionally accredited institution recognized by the Higher Learning Commission (HLC) or American Theological Schools (ATS). The credit hours must be earned after the completion of a relevant master's degree. International credentials will be evaluated by the DU Office of International Student Admissions.
- With approval, up to fifteen quarter credit hours of relevant coursework may be transferred from (1) graduate level academic credit earned after the completion of a previous two-year master's degree in a related field, or (2) a second relevant master's degree.
- Up to fifteen quarter credit hours earned in graduate Special Status (non-degree) courses at DU or Iliff may be applied to the Joint Ph.D. degree.
- In some cases, "unused" credits earned in another accredited Ph.D. program may be recommended for transfer as long as those credits have not been used to count for another degree. The student will, nonetheless, be required to complete forty-five quarter credit hours of coursework in residence, in addition to dissertation research hours, to complete the Joint Ph.D. Program.
- Normally, no graduate level course taken for pass/fail or general credit without grade will be transferred. Courses taken on a Pass/Fail basis are not acceptable for transfer unless the instructor provides a class syllabus and the student provides proof from the institution that a "Pass" is equivalent to a "B" or better. Advisory Committees should determine, within the context of the Joint Ph.D. Program, the appropriateness of any internship, practicum or directed study that may have been completed under such a method of grading.

Any conditions, prerequisites, provisions, or deficiencies that have been noted on the student's letter of admission will be discussed at the preliminary interview so that the student may be given guidance concerning their resolution.

Plans for fulfilling the language requirements should be formulated at the preliminary interview.

D. LANGUAGE REQUIREMENTS

1. PROGRAM-WIDE REQUIREMENTS:

The Joint Ph.D. Program requires students to demonstrate competence in two modern languages, one of which is English. The second modern language requirement may be met in the following ways:

1. A second modern language of scholarly discourse, normally French, German or Spanish; **or**
2. A modern research language specifically related to the student's academic field. In the case of international students this may be an international student's first language if and only if that language is appropriate for the student's concentration and research.

Competence in the second language (other than English) must be certified by the time the student has completed thirty-six quarter credit hours of course work.

Please note: Statistics is not accepted as meeting the program-wide requirements for a modern research language.

All current students may fulfill their program language requirements under the guidelines of this newer policy. Please remember that advisory committees and students in the Biblical Interpretation concentration may continue to require more than one research language.

2. ADDITIONAL LANGUAGE REQUIREMENTS:

Each Advisory Committee may stipulate language requirements beyond those required of all students in the Program if deemed appropriate to the student's concentration or research. In addition to the two modern research languages required of all students in the Program the Concentrations, through the Advisory Committees, may require additional linguistic tools necessary to conduct research in their disciplines, for example, additional modern languages or classical languages such as French, German, or Spanish (in any Concentration) or Greek, Hebrew and Aramaic (for Biblical Studies). Such additional language requirements should be considered at the student's Preliminary Interview and at various times during the student's program.

Native speakers of English demonstrate competence in the English language by achieving an appropriate score on the verbal and analytical sections of the Graduate Record Examination (GRE). International students, whose first language is not English, demonstrate competence in English by achieving a score of 100 iBt (Internet-based, or 600 paper-based) or above on the Test of English as a Foreign Language (TOEFL) or an IELTS score of 7.5 or above. Since the language requirements are designed to give the student access to the broad range of international scholarly literature relevant to the student's academic program, Program policy may disallow a non-native English speaker from using his/her first language as one of the required languages.

Language skills should be developed so that the student can consult scholarly literature written in various languages during both the course work and dissertation research phases of the Program. Competence in a language (other than English) must be certified by the time the student has completed thirty-six quarter credit hours of course work.

Students and advisors should note that, if students have reached the thirty-six hour limit without meeting the language requirement, they may not register for additional courses (except language study) without permission of the Program's Director (Section VIII, D). Moreover, courses taken to gain competence in modern foreign languages are not applicable to the ninety quarter credit hours required for the degree, nor are such credits covered by program awarded financial aid.

The Director may only grant exceptions to the deadline to meet the language requirement in extraordinary circumstances. Such exceptions to the language requirement deadlines will be given for no more than two additional quarters or until the end of the summer quarter of the current year, whichever comes first, to meet the stated requirement. If the student has failed to meet the language requirement after the extension the student will be considered to be in non-compliance with the program's requirement that he/she makes satisfactory academic progress in his/her program (Section VIII, D). At that stage the Director will review the student's options in relation to the Program, including the possibility of taking a personal leave of absence until the requirement can be met (see "Graduate Student Status" section of DU Graduate Policy and Procedures manual for info on Personal leave of absence. The student will **NOT** be allowed to register for additional courses, take comprehensive exams or receive financial aid, including Graduate Teaching Assistantships while out of compliance.

To achieve certification of foreign language ability in German, French, or Spanish, the student must demonstrate competence on the Foreign Language Proficiency Examination. The University of Denver's Center for World Languages and Cultures (CWLC), located on the DU campus in Sturm Hall, offers group proficiency exams in Arabic, Chinese, French, German, Italian, Latin, Japanese, Russian, and Spanish. Students must register and pay for the Proficiency Examination through the Center for World Languages and Cultures. For information on these exams including test dates, policies, and to register for the exam, please visit:

http://www.du.edu/cwlc/student_resources/grad_proficiency.html.

The examination is designed to test the candidate's ability in the target language as a research tool in the humanities or social sciences. The exam is administered within a two hour time period and the use of a dictionary is allowed. Results of the examination are given on a pass/fail basis only. The minimum passing score reflects the normal performance by students who have two years of language study at the college level. Results are due to the CWLC office three weeks from the date of the exam. Emails will be sent to students and program directors shortly thereafter; if you pass the exam, an official letter will be mailed to your home address.

A student may take the exam a maximum of three times per language. If a student fails the exam three times, he or she may choose to take a 2000 level language class and pass with a grade of B or better to meet the language requirement. Courses taken to meet the modern language requirement cannot be counted for credit in the Ph.D. program and cannot be covered by program funded aid. Tests for other languages may be arranged through Student Affairs. Students can access sample proficiency exams by visiting: http://www.du.edu/cwlc/student_resources/grad_proficiency.html. The proficiency examination may be waived if the student passed a similar examination taken at another institution within the last three years. To have a past exam counted as meeting the modern

language requirement, the student must submit certified results of a similar exam (either via a letter from the institution where the exam was taken stating a pass, or a copy of a transcript certifying language proficiency), along with a letter of support from the student's advisory chairperson allowing for the waiver. The Advisory Committee must approve a student's petition for a modern language other than German, French, or Spanish.

3. STATISTICS:

In the case of the Religion and Psychological Studies or Religion and Social Change concentrations, statistics could be required. These cannot be substituted for the modern language requirements. However, because statistics do not meet the language requirements of the Program, they may, with the approval of the Advisory Committee, count as part of the students 90 hours of course work. In this case, graduate level statistics courses would be eligible to be covered by financial aid.

In the case of statistics, the faculties of the Religion and Social Change and Religion and Psychological Studies Concentrations have established protocols and requirements for those students who are required to gain proficiency in statistics. Written notification from the Advisory Committee that a student has fulfilled the statistics requirement must be submitted to the Joint Ph.D. Office and will be filed in the student's permanent file.

When an advisory committee requires a student to have certification of proficiency of statistics, the following options will allow the student to fulfill the advisory committee's requirement.

1. The student may take QRM 4920, "Nature and Methodology of Educational Research, and QRM 4930, "Statistical Methods in Education and Psychology"; OR
2. The student may take INTS 4050, "Statistical Methods I," and INTS 4020, "Preparing a Grant Proposal: Research Design"; OR
3. The student may pass a written examination offered by Professor Kathy Green of the College of Education at the University of Denver.

Normally, students in the Religion and Psychological Studies Concentration will benefit more from courses in the College of Education and students in the Religion and Social Change Concentration will benefit from either sequence of courses. If the student and advisory committee agree that the student should take one of the sequences of courses, each course must be passed with a grade of B or higher in order to count as a basis for understanding statistics.

In either concentration, students who are required to attain proficiency in statistics must be familiar with at least basic inferential statistics, as well as descriptive statistics. They should be conversant with hypothesis testing, correlation and regression, relationships among Chi Square, t, F, r, and the like. They should know conceptually psychometric concepts (such as forms of reliability and validity and hypothesis testing including types of error) and have fundamental concepts for understanding the general nature of factor analysis, analysis of variance and covariance, and multiple correlation and regression.

The Joint Ph.D. Program recognizes that use of statistics in research will require further study and experience. Professional researchers often gain this experience by conducting their own research. Hence, the decision whether the student should (a) pursue more advanced course work or (b)

proceed to research and anticipate consultations with statisticians will be left up to the student and the advisory committee.

E. DEGREE CANDIDACY

Ph.D. degree candidacy recognizes the completion of all language requirements and all course work except the Dissertation Proposal Seminar, which may be taken either before or after advancement to degree candidacy (a minimum of seventy-eight quarter hours, or eighty-two if the Dissertation Proposal Seminar is included), and the completion of the written comprehensive examinations. During degree candidacy students take the Dissertation Proposal Seminar, if they have not already done so, prepare a dissertation proposal, and write and defend orally a dissertation.

1. DEGREE CANDIDACY INTERVIEW

Admission to degree candidacy is based on a careful review of the student's academic program. The interview is conducted by the Advisory Committee. The results of the interview are entered into the student's permanent record. If the prognosis is not favorable for the student's successful completion of the Program, the Advisory Committee may consider the termination of studies at this point.

2. WRITTEN COMPREHENSIVE EXAMINATIONS

The comprehensive examinations are designed to encourage and to assess breadth in independent scholarship within the student's chosen concentration(s). They are intended to cover the fundamental issues of the fields included in the student's concentration(s) and will be based on bibliographies negotiated between the student and the Advisory Committee.

Written comprehensive examinations are offered any week during the regular academic year, namely fall, winter, and spring quarters. Exams may be given during the summer if it is desired by the faculty examiners. At the discretion of the Advisory Committee, an oral defense of the written examinations may be required. Students must notify the Joint Ph.D. Office, in writing (email to jointphd@iliff.edu), at least three weeks prior to the desired exam date with their intention to take an exam.

These examinations will be authorized, written, and graded by the faculty of the Advisory Committees or by the faculty authorized to do so by the Advisory Committee. Each exam will be graded by two faculty examiners. The examiners may co-write the exam questions, or one may pose the questions and the other examiner will serve only as a second grader. In cases of disagreement between the two examiners, the JDP Director will make a final determination on whether the exam receives a pass or not. In cases where a student failed the first attempt at an exam, both examiners will determine if the student's work is promising enough that the student be allowed to take the exam a second time, or whether the failure is final. In case where the two examiners disagree, the Director of the JDP will make the final decision. In no case will a student be allowed to attempt an exam a third time. In the event that the student does not pass an exam on the second take, the student may be terminated from the program.

There will be three written examinations, scheduled and administered by the Joint Ph.D. Office with the approval of the Advisory Committee. The Advisory Committee, in consultation with the student, may schedule the exams one at a time, spread throughout the coursework phase of the program, or may schedule two or more exams to be taken during the same quarter, either during or at the end of course work. **In order to avoid issues with enrollment, it is strongly advised to complete all exams by the time the last course is taken.**

There are two options of format for taking exams; the choice is the faculty examiners. In both cases the examiners are reminded that the goal of an exam is not narrow research but demonstration of competence in a specific sub-field.

1. A traditional format in which students are given four hours (plus a 15 minute break) and a room on campus with a school supplied computer. No outside resources are allowed without the prior and explicit permission of the faculty examiner. Exam times are available on a first come, first served basis and are negotiated based on the availability of the Program Coordinator.
2. A take-home format in which students are given 72 hours to write the exam from home. It is presumed that this is an open-book, open-source exam. Exam questions will be emailed to the student by the Program Coordinator and answers must be emailed back to the Program Coordinator within 72 hours from when the exam was sent. Exam answers received after the 72-hour time period may constitute an automatic fail. Examiners should consider applying a page limit for take-home exams. The standard page limit for the Religion and Social Change concentration is 25 pages.

No additional time or accommodations are allowed for non-native speakers of English. Students who feel they may qualify for accommodations related to a documented learning disability should contact the Disability Services Program office.

Upon written notification of intent to schedule an exam, the Coordinator in the Joint Ph.D. Office will confirm the scheduling of an exam with the examining professors and reserve a room and a computer for the student's use (for traditional format).

To schedule an exam, send an email at least three weeks prior to your desired exam date to the Joint Ph.D. Office (jointphd@iliff.edu) with the following information:

- Title of exam
- Examining professors
- Preferred date and time – Exams administered in the traditional 4-hour format are given Monday-Friday, beginning no earlier than 9am and ending no later than 5pm. Please allow 4.5 hours when scheduling an exam. Students will have 4 hours to complete the exam plus a 15 minute break. Exam times are available on a first come, first served basis and are negotiated based on the availability of the Program Coordinator. If opting for the take-home format, please indicate the date and time you would like to receive the questions. The exam will be emailed to you and the completed exam must be emailed back to the Program Coordinator within 72 hours of when the questions were sent.
- Room preference, if any (for traditional format only). Exams are only administered on the Iliff campus.

The examining faculty will notify the Director of the result of the comprehensive examinations on the appropriate form within one month of the exam date. A copy of tests and answers will be filed in the student's permanent file in the Joint Ph.D. Office.

The Joint Ph.D. office will notify the student of the results of the exams.

If the student takes and fails a particular examination two times, that student shall be terminated from the Program. The student and their advisor may appeal the termination to the Joint Ph.D. Committee.

3. PETITION FOR ADMISSION TO DEGREE CANDIDACY

The petition for degree candidacy should include a copy of the student's academic record. The student should complete the petition for degree candidacy in consultation with the advisor. All courses, including all transfer courses, should be identified by a recognizable title on the academic record. After the advisor has approved the petition, it is reviewed by the Advisory Committee and sent to the Director for approval or disapproval based on the following:

- The removal of any deficiencies cited in the preliminary interview.
- Completion of not fewer than eighty-two quarter credit hours, including transfer hours and Joint Ph.D. courses. The student's program grade point average must be at least 3.00. No grade lower than B- may be counted toward the minimum ninety quarter credit hours required for completion of the degree.
- Certification that the language requirements have been met (see Section VI.B.2 on languages).
- a list of the specific courses that the Advisory Committees recognizes as having filled the requirements of the student's chosen concentration.
- Completion of the written comprehensive examinations.
- A general report including an evaluation of the student's progress.

The Director will review the petition for degree candidacy for approval and report the results to the student and to the student's Advisory Committee.

4. DISSERTATION PROPOSAL

Dissertation proposals should be approved within four quarters of admission to degree candidacy, or no later than the spring quarter of the student's sixth year in the Program, whichever comes first.

The dissertation topic will emerge from discussions between the candidate and the Dissertation Committee. It is recommended that, at this first stage of the dissertation proposal process, the student schedule a preliminary discussion with the Director of Library and Information Services at Iliff's Taylor Library regarding bibliographic methods.

When the dissertation topic has been clearly identified, the bibliographic search has been completed, and a substantial body of the bibliography has been explored, the dissertation proposal shall be reviewed at a meeting of the Dissertation Committee, with the student present if possible and appropriate.

The dissertation proposal is to be an example of dissertation-quality writing. The student should write in clear, direct narrative prose so that the proposal is intelligible to non-specialists.

The dissertation proposal will normally have one principal thesis, which will be disclosed, clarified, argued, or demonstrated. Secondary themes, theses, and subjects that will help elucidate the principal thesis should be arranged in clearly organized fashion.

The dissertation proposal will include a provisional bibliography, in correct form, which will demonstrate rigor used in the search for necessary sources. The bibliography should include, when appropriate, foreign language materials.

The dissertation proposal must include the following:

- an exact statement of the proposed title
- a statement of the thesis and description of the scope of the dissertation
- a statement about and rationale for the methodology to be used in the research
- the rationale for pursuing the thesis, indicating why the topic is significant and what contribution it can be expected to make to the discipline
- a tentative outline of chapters in sentence form

The text of the dissertation proposal, excluding the bibliography, shall not exceed ten pages in length.

Students must have a Dissertation Committee in place by the time they submit the proposal. In other words, it will be the Dissertation Committee that approves the proposal, not the Advisory Committee. Proposals should be written in collaboration with the dissertation advisor.

When, in the judgment of the Dissertation Committee, the dissertation proposal is ready for public examination, the student should, using the Dissertation Proposal Form that has been signed by all members of the Dissertation Committee, submit the form and the proposal to the Director of Library and Information Services at Iliff's Taylor Library. Normally, the student must submit the dissertation proposal to the librarian no later than the deadlines stipulated in section XIII, A. of this handbook.

1. The student is required to present the librarian with a copy of the proposal and a written statement describing her/his bibliographic procedures. The librarian may use this statement as a basis for advising the student concerning other bibliographic methods that may be relevant or necessary.
2. The second part of the librarian's evaluation should involve an assessment of the resources available to the student in the on-campus libraries, by interlibrary loan, or by means of a visit to specific research collections.

The librarian's evaluation, which will be communicated to the student and, when necessary, to the 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/he will certify the project on the appropriate Dissertation Proposal Form. Neither the librarian nor the Joint Ph.D. Committee approve or disapprove dissertation

proposals. The decision to approve or disapprove the proposal rests with the Dissertation Committee.

After approval of the bibliography by the Librarian of the Taylor Library, the student must submit the dissertation proposal with the bibliography and a statement of bibliographic method to the Joint Ph.D. Office.

The Joint Ph.D. Office will forward the proposal and approval of the bibliography back to the Dissertation Committee. Proposals will be submitted to and approved only by the Dissertation Committee. The Joint Committee will be notified that the proposal has been approved by the Dissertation Committee and by the Librarian. The Dissertation Committee may, at its discretion, recommend an outside reviewer — someone familiar with the methods, methodology, theory, or specific topic of the proposal — to review the proposal. The Dissertation Committee may choose to forward the proposal to the Joint Committee and request the Joint Committee to recommend an outside reviewer, but having an outside reviewer is optional.

The Dissertation Committee shall schedule a two-hour examination of the candidate over the proposal. However, no public examination over a dissertation proposal shall take place before a minimum of two weeks has elapsed since the proposal was approved for the public defense by the Dissertation Committee. Students may schedule the public defense as soon as it is approved by the Dissertation Committee and reviewed by the Librarian. Following the public examination, the Dissertation Committee will either approve or disapprove the dissertation proposal and forward notification of that determination to the Joint Ph.D. Office and to the Office of Graduate Studies. Following approval of the proposal, work on the Dissertation may go forward.

Dissertation proposals that will gather data from living human subjects cannot be approved formally until such time as they have been endorsed by the University of Denver's Office of Research and Sponsored Programs (ORSP) Institutional Review Board (IRB). Work on the dissertation may not go forward until IRB approval has been obtained. Questions about procedures and regulations should be directed to the ORSP office, which is located at DU in the Mary Reed Building, Room 222, and Tel. (303) 871-4050.

The final copy of the proposal must be submitted to the Joint Ph.D. office.

Completed dissertation proposals and dissertations eventually become documents of the public record and available for public review. The Program considers approved dissertation proposals to be an integral component of the dissertation and thus available for peer review. Copies of approved dissertation proposals are available to students and faculty on request.

Students nearing the end of coursework (typically in the 3rd year), should begin to identify possible Dissertation Committee members and be prepared to transition to a Dissertation Committee around the time they take the Dissertation Proposal Course.

The degree may not be granted until at least one full academic year after approval of the proposal by the Dissertation Committee.

5. DISSERTATION AND ORAL DEFENSE

Joint Ph.D. students need to follow the requirements of the program and follow the Graduate Policies and Procedures manual for the dissertation and oral defense processes.

Dissertation research credit. During degree candidacy, the student must enroll in a minimum of four quarter credit hours, but not more than eight quarter credit hours, of dissertation research, in order to complete the degree requirements of ninety quarter credit hours. **Students must register for a minimum of one credit of Dissertation Research (THEO 6995) every Fall quarter.** Students who have successfully petition for an extension beyond the 7 year time limit must register for a minimum of one credit every quarter, including Summer.

Dissertation Committee. The Dissertation Committee is formed prior to the approval of the proposal, on the recommendation of the Advisory Committee, at the point of degree candidacy and is approved by the Joint Committee (submitted on the Petition for Formation of the Dissertation Committee). Normally, the Dissertation Committee consists of three faculty members, including the two members of the Advisory Committee who are in the student's chosen Concentration(s), plus a third faculty member from outside the student's Concentration. Each Dissertation Committee must include representatives from both schools.

Dissertations should be conducted on topics for which there are adequate faculty resources at the University of Denver and the Iliff School of Theology. Students may petition the Joint Ph.D. Committee to add (as a fourth member) a faculty person not currently related to the University of Denver or the Iliff School of Theology. Note that such petitions are approved extremely rarely, and students should plan on a dissertation topic that can be pursued with the faculty resources currently available at the University of Denver and Iliff. If approved, the Program will provide a small stipend for outside committee members, paid at the time of the defense. There are limited funds available for such use, so committees requesting outside members will be permitted only in the most requisite circumstances. The Program will not provide reimbursement for travel or other expenses incurred. Approved outside members located out of the Denver area will normally participate in the dissertation defense via teleconference or videoconference.

In general, all members of the committee should hold research Doctorate degrees, have research records appropriate to the student's proposed research area of specialization, and be tenured or tenure-track professors at DU or Iliff. With a strong rationale, the support of the student's unit, and the approval of the Joint Program Director, the Associate Provost for Graduate Studies and the Academic Vice President and Dean of the Faculty, a research or clinical professor from the student's concentration can serve as the chair. Any consideration of outside readers (including retired faculty) will require that the student submit a petition requesting the service of an outside reader. Students should download the Committee Member request form from the Graduate Studies website and submit it to the Graduate Studies Office and the Joint Ph.D. Office. Such a petition must have prior approval of the student's dissertation advisor. At no time should a student contact an outside faculty member for this purpose without prior approval of his/her advisor **and** the Director. The majority of the faculty on the committee plus the chair and the outside chair must be from DU or Iliff.

Commitment of the Program occurs only after the Joint Ph.D. Committee has approved the participation of such faculty member and after an official letter inviting such participation has been sent to the outside faculty member by the Director of the Program.

Dissertation preparation. Formal requirements for the preparation of the dissertation manuscript must be consistent with DU guidelines for dissertation preparation. Students should consult with their advisory committees regarding appropriate style manuals, usually the current edition(s) of *The Chicago Manual of Style*, Kate Turabian's *A Manual for Writers of Term Papers*,

Theses, and Dissertations, or, for Biblical Interpretation students, *The SBL Handbook of Style*. Please note that the Joint Ph.D. Program does **not** allow the use of endnotes in the dissertation. Copies of the *Chicago Manual*, Turabian's book, and *The SBL Handbook* are available in the Taylor and Penrose Libraries. Copies of DU dissertation instructions can be obtained from the DU Graduate Studies website at <http://www.du.edu/currentstudents/graduates/graduationinformation.html> by expanding the 'Instructions' section.

Students should consult with the Program Coordinator and/or DU office of Graduate Studies if they have any technical questions about the appropriate format that are not answered in the dissertation guidelines.

Oral defense. Arrangements for the appointment of the chairperson and the membership of the examining committee, and for scheduling the date, time, and place of the oral defense must be made in consultation with the dissertation advisor and the Program's Coordinator no later than three weeks prior to the date of the defense. Copies of the final draft of the dissertation, in typed form, must be submitted by the student to the members of the Examining Committee two weeks prior to the date of the oral defense. The abstract, in typed form, must be submitted by the student to the outside chairperson of the oral defense and to the Joint Ph.D. Office two weeks prior to the date of the oral defense. The outside chairperson may request a complete copy of the final draft of the dissertation from the student and/or the student's advisor. The final defense must be conducted prior to the beginning of the third week before graduation.

The Defense Committee is composed of a minimum of four members, including the outside chairperson. Policy requires that a faculty member from *outside* the Concentration in which the student has worked serve as the Outside chairperson of the Defense Committee. The Outside chair must be a regular tenured DU or Iliff faculty member.

The Oral Defense Committee must always include the dissertation advisor. Normally, the Defense Committee is composed of the members of the Dissertation Committee. (See the DU manual for more specific information about the oral exam committee and outside chairperson.)

Announcements of Ph.D. oral defenses will be e-mailed to students and Concentration faculty members. An oral defense may be attended by interested faculty members from the University and from Iliff and, in accordance with Program policy, by graduate students in the Ph.D. program. Those faculty members and students who plan to attend the examination should notify the Coordinator (through the Joint Ph.D. Office) so that appropriate facilities may be provided. An abstract of the dissertation will be available in the Joint Ph.D. Office for faculty and students. After the defense committee has conducted the primary examination of the candidate, other faculty members present may ask questions. Such faculty members do not have a voice in the final vote. Students present are not to be active participants in the discussion and may not address questions to the candidate.

The chairperson for the oral defense will secure the necessary signatures and will report, on the Result of Oral Examination form, the decision of the examination committee to the Director.

A recommendation to pass can have no more than one negative vote from members of the officially composed committee.

Submission of Final Approved Dissertation. Upon successful completion of the oral defense, according to whatever instructions have been provided by the examining committee, and at least fourteen calendar days prior to the date of graduation, the final approved dissertation is to be

submitted electronically via UMI/Proquest, and the completed Survey of Earned Doctorate form, submitted to the Office of Graduate Studies.

Students may choose to copyright their work and must pay the copyright fees independently. Bound copies of the dissertation will be placed in the library of the Iliff School of Theology. All Dissertations must be submitted electronically through UMI/Proquest. Please see the DU manual for specific information on electronic submission.

Schedule of Deadlines. An annual calendar of deadlines for scheduling the oral defense, submission of final draft to the defense committee, submission of final approved dissertation, and so forth may be found in section XIII, C, of this handbook.

F. GRADUATION

The Joint Ph.D. Program allows graduation on a quarterly basis. The student, after consultation with her/his advisor, must file an application for graduation with DU's Graduate Studies Office no later than the posted deadline found in Section XIII, D, of this handbook (typically the beginning of the term prior to anticipated graduation). Failure to do so will automatically delay graduation to a subsequent quarter, for which the student must register and pay all applicable fees. In addition, failure to complete the degree during the expected quarter will require a new application and a payment of a fee for additional evaluation and services.

There are a number of steps to be followed to clear the record and prepare properly for graduation, including clearing **all** financial obligations to the Program, the University of Denver and the Iliff School of Theology. Students may check for holds on their student record on-line through <http://webcentral.du.edu>.

Graduates are invited to participate in the commencement ceremonies of both the Iliff School of Theology (usually June) and of the University of Denver (either June or August). In addition, graduates are invited to attend the University's reception for doctoral graduates. Names of the graduates will be included in the commencement books of both co-sponsoring institutions, and the quarter of graduation will be designated. The Program has specifically designated hoods and diplomas.

In the case that a student has completed all academic requirements for the degree but has not cleared all financial obligations, the degree will be withheld until such obligations are met.

VII. ADMINISTRATION OF THE PROGRAM

The Joint Ph.D. Committee administers the Joint Ph.D. Program. This committee establishes policies and procedures governing the Program, authorizes curriculum, approves membership of the Advisory Committees, coordinates Advisory Committee responsibilities, authorizes admission of new students, provides comments and recommendations on dissertation proposals, recommends discipline or dismissal of students, and reviews material published by this program. The Joint Ph.D. Committee acts within the framework of the general policies of both institutions and the requirements of accrediting agencies; namely, the Higher Learning Commission and the Association of Theological Schools in the United States and Canada.

The Joint Ph.D. Committee consists of the following members for academic year 2012-2013:

- Four faculty members, two from each co-sponsoring institution, who provide balanced representation of current Program Concentrations whenever possible. The faculty members are appointed by the Program's Executive Officers after consultation with the Director and the Assistant Director.
- The Program Director, who serves as the Committee's chair;
- The Assistant Director;
- Two student representatives, who are appointed by the Joint Ph.D. Graduate Student Association Council;
- The Iliff Academic Vice President and Dean of the Faculty, and the DU Associate Provost for Graduate Studies, who serve as *ex officio* members of the Committee.

The Director is appointed by the Academic Vice President and Dean of the Faculty of Iliff for the terms in which the Director is from Iliff, and by the DU Associate Provost of Graduate Studies for the terms in which the Director is from DU. In every case the appointment is made in consultation with the administrator from the other institution.

The meeting schedule for the Joint Ph.D. Committee for 2012-2013 is posted on the programs' website and in section XIII of this handbook.

The Executive Committee of the Joint Ph.D. Program consists of the Director, the Assistant Director, the Iliff Academic Vice President and Dean of the Faculty, and the DU Associate Provost for Graduate Studies. The Executive Committee is responsible for the budget of the Program, and for developing and coordinating administrative procedures consistent with the policies of the two co-sponsoring institutions. The Executive Committee is authorized to act in lieu of the Joint Ph.D. Committee during the summer quarter and the fall/winter interterm.

The Joint Ph.D. Office is in Iliff Hall, Room 106. The mailing address is 2201 S. University Blvd., Denver, CO 80210.

Petitions and recommendations that fall entirely within the established policies and procedures of the Joint Ph.D. Program may be approved by the endorsement of the relevant Advisory Committee and/or the Director. Proposals that are not within established policy guidelines must be presented to the Joint Ph.D. Committee and in some cases the Associate Provost for Graduate Studies, and Academic Vice President and Dean of the Faculty, for consideration and action.

The University of Denver holds student records and provides administration of the program. All student related functions such as registration, financial aid, billing, transcripts, diplomas, etc. occur through DU's relevant offices.

VIII. REGISTRATION & FINANCIAL ARRANGEMENTS

A. COURSE SCHEDULES, REGISTRATION, AND ACADEMIC RECORDS MAINTENANCE

The University of Denver publishes a quarterly schedule of courses that lists graduate level courses offered by DU faculty. The Iliff School of Theology will publish a quarterly schedule of courses offered by Iliff faculty. Courses offered by Iliff faculty that are eligible for Ph.D. level credit are listed on DU's myWeb course schedule under the subject "Religious/Theological Studies" are designated with the prefix "THEO". Ph.D. students will be responsible for determining, in consultation with their advisor, the courses in which they should enroll. Normally, University of Denver courses offered at the 4000 level are appropriate for credit in the Joint Ph.D. Program. Some 3000 level courses may be available for graduate credit but students must verify this before enrolling in the course. At the University of Denver graduate credit cannot be earned in courses numbered below 3000. Students should consult with the Program Coordinator prior to enrolling in any 3000 level course to verify it is offered at the graduate level and may count as credit for the graduate degree. The Iliff School of Theology, courses listed as THEO, at the 6000 level on the DU scheduling system count towards the graduate degree. Copies of both institutions' schedules will be available on-line. Both the University of Denver Graduate Bulletin and the Iliff School of Theology catalog provide comprehensive lists of courses approved for credit in the Joint Ph.D. Program, to which students and faculty may refer. Ph.D. students are required to meet with their advisor before registering for the next quarter. All registration in the Joint Ph.D. Program is conducted at the University of Denver during the regular registration periods announced by DU. The calendars of Iliff and the University do not always coincide. Students should not attempt to use Iliff's registration.

Joint Ph.D. students should refer to the *Graduate Studies Policy and Procedures manual* for policies concerning course registrations.

The DU Registrar's Office is charged with maintaining the academic records for all students enrolled in the Joint Ph.D. Program.

B. TUITION AND FEES

Tuition for the Joint Ph.D. Program in 2012-2013 (September 2012 through August 2013) is \$1,062 per credit hour.

All Joint Ph.D. students will be billed for the tuition fees appropriate to the course load for which they have enrolled each quarter. Any student aid that may be applicable will be credited to the student's account. Tuition payments are due at the time of registration. Late registrations will be assessed a penalty in accordance with the regular DU scale. All accounts must be current at the beginning of each quarter. **No student will be permitted to register if there is unpaid tuition or fee debt from a previous quarter.**

For more information on Tuition and Fees, refer to the Graduate Studies Policies and Procedures manual.

Students should follow the add/drop dates for courses as published by the DU Registrar's office - <http://www.du.edu/registrar/calendar/importantdates.html>.

A student who is within the seven-year timeline of the program and who intends to maintain student status in the Joint Ph.D. Program and who is not enrolled for course work must, at a minimum, register and pay the Continuous Enrollment and registration fees, namely, one quarter credit hour (or \$1,062 for the 2012-2013 academic year) plus a \$50 continuing registration and applicable student fees. Students who have been advanced to degree candidacy may use this fee to enroll in and pay for one quarter credit hour of dissertation research. This fee is due at the time of fall quarter registration (prior to September 12, 2012). Late registrations for continuous enrollment/ dissertation research will be assessed a penalty. (See the DU Graduate Studies Policy and Procedures manual for specific information on Continuous Enrollment policies and procedures.)

Any student who has successfully petitioned for an extension into the eighth, ninth, or tenth year from his/her date of matriculation must register and pay for one quarter credit hour of dissertation research for each of the four quarters of each extension year (including the summer quarter) plus a continuing registration and technology fee.

Joint Ph.D. students are exempt from the student activities fee at Iliff, but those who participate in Iliff's community activities are encouraged to pay the fee voluntarily. Joint Ph.D. students must pay all fees required of DU students. See fee chart below.

Regular Fees	Fee	Comments
Graduate Activity Fee	\$50.00/quarter	Subject to change.
Technology Fee	\$4.00/credit hour	Students enrolled in Continuous Enrollment will be billed \$32 (8 credit hours x \$4)
Student Health Insurance (SHIP)	\$1,210/semi-annually	May select SHIP through DU or must show proof of insurance from another provider
Health Services Fee	\$150/quarter	Students may opt-out if they won't be using the Health and Counseling Center

Special Fees	Fee	Comments
Application Fee	\$65.00	Non-refundable
Delay of Graduation Fee	\$20.00 each time the student defers	Students must pay if they apply for graduation and then delay to a future term.
Continuous Enrollment Fee*	\$50.00*/ F, W, S quarter	*Will show as registered for 8 credits. Must pay \$32 in tech fees. Subject to change. Please refer to the DU Graduate Studies Policy and Procedures manual for details and eligibility requirements.

Persons admitted to the Program must pay a \$300 non-refundable deposit upon acceptance of admission, which will be applied toward tuition upon matriculation.

Students graduating from the Joint Ph.D. Program pay for their own caps, gowns, hoods, and copyright fees, so no additional graduation fee will be assessed.

Joint Ph.D. students should refer to the *DU Graduate Policy and Procedures Manual* for additional financial information and policies that may be applicable to them. All other fees, charges, and regulations are those normal to DU's Graduate Studies Office or the Iliff Housing Office (for those students residing in Iliff housing).

C. STUDENT ENROLLMENT POLICIES

In order to comply with federal regulations, the Program has an official policy concerning student enrollment status. During the coursework phase of a student's program, a student who is enrolled for eight quarter credit hours or more is considered to be enrolled on a full-time basis, or a minimum of four quarter credits for part-time enrollment. Students who have been granted Degree Candidacy may register for Dissertation Research credits and are eligible for Continuous Enrollment in order to maintain full-time status. Students who have completed the minimum of 82 quarter credit hours of coursework, but have not passed all comprehensive exams are NOT eligible for Continuous Enrollment and cannot be certified as a full-time student (See the *DU Graduate Studies Policy and Procedures manual* for the complete Continuous Enrollment policy.) Students are advised that periods of non-enrollment will negatively impact a student's financial aid and loan status.

Every student must register and pay for, at minimum, one quarter credit hour every Fall quarter. Students who have successfully petition for an extension beyond the 7 year time limit must register for a minimum of one credit every quarter, including Summer.

D. SATISFACTORY ACADEMIC PROGRESS

Students are expected to make regular and sustained incremental, satisfactory, academic progress toward meeting the requirements of their degree. Students who are in the coursework phase of the Program must complete a minimum of four quarter credit hours per quarter for three quarters of the regular academic year (Fall, Winter, and Spring). Course work that is completed after the end of an academic quarter (e.g., Incompletes) cannot be considered in determining academic progress. Students who choose to prepare for and/or take one or more comprehensive exams during the coursework phase of their program may satisfy the academic progress requirement by registering for "Comprehensive Exams" for zero (0) hours in the Winter and Spring quarters. DU does not grant Continuous Enrollment to students to prepare for an exam, only for students who are done with coursework and engaged in dissertation writing/research (See the *DU Policy Manual* for the complete Continuous Enrollment policy.)

Students are expected to fulfill the Program's language requirements by the quarter hour deadlines stated in Section VI, D. of this handbook. Students who, in extraordinary circumstances, have been granted exception to those deadlines will be given no more than two additional quarters or until the end of the summer quarter of the current academic year, whichever comes first, to meet the stated requirement. **In no case** will a student be allowed to register in a subsequent academic year if the stated language requirements have not been fulfilled, including registering for additional courses, taking comprehensive exams or receiving financial aid, including Graduate Teaching Assistantships while out of compliance.

Satisfactory academic progress for students in the post-coursework phase of the program is determined by the fulfillment of the following program requirements. 1) Students must be

admitted to degree candidacy no later than six quarters from the time of the last course taken (not including summer quarters). 2) Dissertation proposals must be approved within four quarters of admission to Degree Candidacy, or no later than the spring quarter of the student's sixth year in the Program, whichever comes first.

Students should refer to the DU Policy Manual for additional information about Satisfactory Academic Progress, particularly as it relates to financial aid and aid eligibility.

E. ACADEMIC STANDARDS

Students who have met academic requirements and Program financial obligations are in good standing. Grade reports, transcripts, certifications of attendance, and diplomas are withheld until all requirements and obligations have been met.

Students should refer to the DU Graduate Policy and Procedures manual for further information on the GPA requirement, probation, suspension, and termination.

F. FINANCIAL AID

It is the student's responsibility to finance his/her doctoral education while enrolled in the Joint Ph.D. Program. The Program provides several forms of financial aid, for which every student is eligible. However, in no case is the Program able to provide full financial support, e.g. tuition, fees, books and living expenses, etc. for its students. Financial aid information must be updated annually. Program-based financial aid is normally available only during the coursework phase of the program. In all cases, students not maintaining incremental progress toward the degree (Section VIII, D.) or students failing to maintain a 3.0 G.P.A. (Section VIII, E.), will be placed on financial aid probation for one quarter. If satisfactory incremental progress has not been achieved by the end of the probationary quarter, the student will be denied financial aid eligibility until such progress is achieved. If the G.P.A. continues below 3.0 for two consecutive quarters, the student will be placed on financial aid suspension. The student will be denied financial aid eligibility until required academic standards have been met. Students should also consult the DU Graduate Studies Policy and Procedures manual and the DU Financial Aid office for additional information about financial aid probation procedures. Joint Ph.D. Program financial aid includes:

1. DU/ILIFF JOINT PH.D. SCHOLARSHIP

Financial aid from the Program is disbursed in the form of a scholarship to students in their first year. Students are not normally given any work obligation during their first year of coursework. However, in all subsequent years of coursework, financial aid from the Program carries a three quarter annual work obligation as a Graduate Teaching Assistant (GTA). Scholarship awards are normally offered as a block of hours based on a presumed enrollment of twenty-seven quarter credit hours during the academic year for fulltime students

2. DU/ILIFF JOINT PH.D. GRADUATE TEACHING ASSISTANT (GTA) WAIVERS

After the first year of coursework, Joint Ph.D. students are expected to carry out a three quarter annual work obligation (at 10 hours per week per quarter for each of the three quarters) as a Graduate Teaching Assistant (GTA). While completing this work obligation, GTA's will be provided with (1) tuition waiver awards and (2) cash stipend for work obligations. Stipends cannot be

separated from tuition waivers. Accordingly, students who decline the work obligation and stipend are also declining all tuition waivers from the Program. Tuition waiver awards are normally offered as a block of hours based on a presumed enrollment of twenty-seven quarter credit hours during the academic year for fulltime students. Stipend awards are normally offered in specified dollar increments, each of which involves a GTA service obligation at one of the co-sponsoring institutions. The Director assigns specific work responsibilities, many of which offer students opportunities for research and/or teaching experience.

Stipends are paid as monthly payroll checks and employment taxes are withheld. Tuition waivers may not be converted to cash.

No Program-administered student aid may be carried from one academic year to another. Program-based student aid allocations are normally made for the fall, winter, and spring quarters.

The Joint Doctoral Program acknowledges that students sometimes experience financial exigency that is difficult to anticipate. Students may request additional funds to help defray tuition expenses beyond the percentage of aid initially granted. However, these funds are limited, and they must, be allocated according to strict criteria.

Should you feel the need to apply for additional aid, you may do so if you meet the following criteria:

- Your total aid from the program, as stated in your financial aid letter, is less than 95%
- You are in good standing and your GPA must be 3.7 or above.
- The increase that you are requesting does not amount to a dollar value of more than \$2,500 for AY 2012-2013.
- The number of credit hours you will have completed by the end of the quarter(s) for which you are requesting the increase will not exceed 82 quarter credit hours

To submit a request, please send an email to jointphd@iliff.edu and include all of the following items:

- You must provide a reasonable rationale for the aid increase
- Your advisor must submit a short statement endorsing your request
- Specify the amount (or percentage) of aid you are requesting
- Specify the quarter or quarters for which you are requesting the additional aid
- Specify the number of credit hours that you must still complete as of the date of your request

Please bear in mind that these funds, are indeed limited. We can accommodate only a very few requests. If you decide to request an increase in aid, you should consider your rationale for the increase carefully. A request for “as much as possible” without a solid rationale may result in a smaller increase than a request that is more specific. Requests will be acted on by the Program Director in consultation with the Program Coordinator and the Assistant Director.

3. DU/ILIFF JOINT PH.D. DISSERTATION FELLOWSHIPS

A limited number of dissertation fellowships will be available for the first time beginning with Autumn Quarter, 2012. To qualify for consideration for one of these fellowships you must meet the following criteria:

- You must be ABD (coursework and comprehensive exams satisfactorily completed);
- You must have publicly defended proposal
- The amount for which you are applying does not exceed \$5,000.

To submit a request for a dissertation fellowship, please send an email to jointphd@iliff.edu and include all of the following items:

- A budget with justification;
- Demonstration of significant progress on your dissertation;
- A statement of support from your advisor;
- Inclusion of other monies for which application has been made and the source of those monies as well as the amounts.

We are looking to give priority to those who are well into their research and/or who have special needs. There is no limit on the number of times a student can apply, but no student will be awarded more than one fellowship in a single academic year. Application is open to all students meeting the criteria, no matter how many years out from entry into program. The deadline is rolling; the Joint Committee will review and decide on proposals at each meeting (with additional approval sought from the deans if they are not at a particular meeting). Fellowships will be awarded until funds are exhausted. Because these funds are drawn from interest on an endowment, the amounts available will vary from year to year.

Many graduate students support themselves, in part, through federal- or state-supported student loan programs. These loans are available to doctoral students by application via the University of Denver's web page for Financial Aid (<http://www.du.edu/finaid/gradapply.htm>). The Financial Aid Office at DU, located on the second floor of University Hall, can answer any questions regarding the website application. Joint Ph.D. students may **not** apply for financial aid through the Iliff School of Theology or any other academic institution. It is a violation of federal and state regulations to apply for such loans through two schools. Any student who is receiving financial aid must verify her/his continued status in the Program by completing the registration process each quarter.

Students applying for Federal student loans or work-study MUST complete the Free Application for Federal Student Aid (FAFSA) each academic year. The link to this application can be found at www.fafsa.ed.gov. When submitting the FAFSA, the school code (001371) for the University of Denver should be used.

Students must report any changes in financial status affecting aid eligibility to the Joint Ph.D. Office by no later than January 1 for the subsequent academic year.

A file of resources concerning fellowships, scholarships, and other opportunities is maintained in the reference section in the Ira J. Taylor Library. The DU Office of Financial Aid can also assist in finding additional sources of funding. Many religious denominations have scholarship programs that may help students. Students are encouraged to explore every such opportunity for which they may be eligible.

IX. FACILITIES AND PROGRAMS

A. LIBRARIES

The facilities of the Ira J. Taylor Library at the Iliff School of Theology and of the Penrose Memorial Library at the University of Denver, including interlibrary loan services, are available to all Joint Program doctoral students. Penrose Library is located in the Driscoll Student Center during AY 2012-2013. Print books may be ordered from an off-campus location by identifying them in the Penrose on-line catalogue and clicking the "request" box. Students who would like to have study carrels should make application at the Taylor Library or Penrose Library circulation desk.

Both Taylor Library and Penrose Library feature computerized access to a system that provides immediate access to the collections of the Auraria Campus (Denver), the University of Colorado (Boulder), the Denver Public Library, the University of Northern Colorado (Greeley), the Colorado School of Mines (Golden), and the University of Denver. The Bibliographic Center for Research, a Rocky Mountain bibliographic utility that is linked to the Online Computer Library Center, provides access to the catalogues of major research libraries worldwide.

B. COMPUTER RESOURCES

The University of Denver's University Technology Services (UTS) maintains computer labs in several locations on campus, including the late night study area of Penrose Library, which is available to students in the Program. In addition, Joint Ph.D. students will be provided a student account on the University's mainframe computers. These accounts allow access to the internet for services such as electronic mail (e-mail), discussions lists, and the World Wide Web. Information about student accounts will be provided at new student orientation. For current students, information can be obtained by contacting the UTS Helpdesk at 303-871-4700. The UTS Helpdesk is located at 2100 South High St., (on the southeast corner of High and Evans streets). More information can be found on the DU website at <http://www.du.edu/uts/helpdesk/docs/account/index.html>.

Joint Ph.D. students have access to a variety of computer services that are accessible in Taylor Library at Iliff. Iliff's Reference Librarian is available to provide orientation to and instruction for these services by appointment or during regularly scheduled orientation sessions.

C. CAREER SERVICES

Career Services counselors are an excellent resource for professional development. Please visit the Office of Graduate Studies to speak with a graduate career counselor: www.du.edu/grad. In addition, the Career Center offers individualized services and appointments and multiple online resources: www.du.edu/studentlife/career (ph) 303.871.2150

The DU Career Center is a service that assists you in navigating the career planning and job search process throughout your Ph.D. program and as an alumnus. The Career Center offers individualized services and appointments, access to alumni and employer contacts for career advice and

job/internship opportunities and multiple online resources available 24/7 including extensive job and internship databases specifically for DU students and alumni.

Additionally, students and alumni have access to:

- Career assessments (free and fee-based)
- Three annual career fairs highlighting jobs and internships
- Assistance with self-branding and marketing: resumes/CV's, cover letters, mock interviews
- Regular workshops and events that focus on numerous career topics as well as networking with alumni and employers
- Hundreds of online resources containing information such as career options, salaries, jobs, internships and employers

All current students and alumni are eligible for career services assistance. Individual alumni career counseling services are fee-based beyond one year after graduation although all online services and events are available at no cost.

D. SUPPORT SERVICES FOR INTERNATIONAL STUDENTS

The University's Office of International Student and Scholar Services (ISSS) was established to meet the needs of students from abroad. Located in the International House, they provide informational, social, and cultural events, and immigration advising for DU's international student population, including Joint Ph.D. students. This office can also help with matters regarding visa status (F-visas and J-visas, etc.). Students with English language needs can find help through the English Language Center; <http://www.du.edu/intl/elc/index.html>. The International House is located at 2200 S. Josephine Street; 303-871-4912; <http://www.du.edu/intl/iss/>.

E. STUDENT HOUSING

Ph.D. students are eligible to rent student housing at either Iliff or the University of Denver. Students should contact the Iliff Housing Office at 303-765-3187, or the University of Denver Office of Housing and Residential Education to tour the buildings or for more information contact the Graduate Housing Office at 303-282-4311 or housing@du.edu.

Priority for housing at Iliff is determined by the date of the housing application and deposit. Please contact Iliff's Housing Office or DU's Office of Housing and Residential Education for statements concerning housing policies.

Housing space at Iliff is limited such that no more than three children can ever be accommodated. The University does not provide family housing. At Iliff, there is a five year (twenty quarter) limit during which a Joint Ph.D. student may reside in student housing.

Students must meet the eligibility requirements established by either Iliff or DU for the student housing in which they are applying/residing.

F. HEALTH INSURANCE, HEALTH SERVICES AND IMMUNIZATION

All students attending the Joint Ph.D. Program are required to participate in the Student Health Insurance Plan unless they can present proof of other adequate health insurance.

Colorado law (see Colorado Revised Statutes 25-4-901 to 909) and Colorado Department of Public Health & Environment regulations require all college and university students physically present on campus and enrolled for one or more classes to submit proof of immunization.

Refer to the DU Graduate Policy and Procedures manual for more information regarding the Health Insurance and Immunization policy, or visit www.du.edu/duhealth for more information on DU's Health Insurance plan.

G. RECREATIONAL OPPORTUNITIES

The student and community life programs of the University and Iliff, along with the Graduate Student Association (University of Denver) and the Iliff Community Senate, the intramural sports program, and the physical education facilities provide comprehensive recreational, fitness, and health maintenance opportunities. In particular, swimming, tennis, ice skating, gymnastics, aerobics, racquetball, golf, weight training and conditioning, films, concerts, weekly community meals and more are available.

H. JOINT PH.D. GRADUATE STUDENT ASSOCIATION COUNCIL

The Joint Ph.D. Student Association Council includes the Program's Director (ex officio) and student representatives from each of the four concentrations, including a mix of students in the coursework and candidacy phases of the Program. The Council provides representatives to the Joint Ph.D. Committee, the University of Denver's Graduate Student Association Council, the Iliff Student Senate, and other organizations. The council addresses the concerns of the students in the Program and acts as a liaison between the students and the faculty and administration of the Program. The Council schedules meetings, academic forums, and social gatherings for the Program's students. Additional information concerning the Council is available in the *Joint Ph.D. Student Council Handbook* and from the Council's officers.

I. HISPANIC THEOLOGICAL INITIATIVE (HTI)

The Joint Ph.D. Program is a participating member in the Hispanic Theological Initiative Consortium (HTIC), which is a network of participating schools seeking to support and nurture Latina/o scholars in higher education. The HTIC works collaboratively with other member schools to pool resources, build communities and offer mentoring and networking to Latina/o scholars in theological higher education. Each year the Joint Program will select two scholars to participate in the HTI program. Selection of the HTI scholars will be based on the following procedure:

1. An HTI selection committee will consist of all DU/Iliff Latino/a professors teaching in the program.

2. Students wishing to be considered to be an HTI scholar must submit the following items no later than April 1st:
 - A. Student name and Ph.D. concentration
 - B. Names of advisory committee members
 - C. One paragraph abstract of proposed dissertation topic
 - D. One paragraph description of student's commitment to the Hispanic community
3. No later than April 15th, the selection committee (either in person or through electronic means) shall pick two students to attend the HTI based mainly on:
 - A. Commitment to the Hispanic community
 - B. Times attended program. Priority will be given to:
 1. Those who have not yet attended HTI
 2. Those in their first year in the program
4. Shortly after April 15th, both the Director of the Joint Ph.D. Program and the Director of HTI will be notified as to the two persons to be awarded.

J. PH.D. PROFESSIONAL DEVELOPMENT CLASS

This non-credit class will be taught by Dr. Miguel De La Torre and will be held every other Monday from 10am-12pm beginning September 17th during the Fall quarter only. This course will be extremely helpful in developing yourself as a scholar, career professional and candidate for employment. Students in any phase of the program are invited to attend and should register for the class under the course number THEO 6090 on myWeb. Please note that no credit towards the degree can be earned from this class.

X. COMMUNICATIONS

A. E-MAIL POLICY

All faculty and administrators conduct the majority of their business by e-mail. We expect all students in the Program to be on-line for regular communication, and to inform the Joint Ph.D. Office of their most current e-mail address.

Each student will receive an e-mail address at the University and at Iliff. DU email addresses do not have an associated account and must be forwarded to another email provider. E-mail accounts at each school are required in order to send and receive school-related communications, and to access technology services, including websites required for certain classes. New students will automatically be set up with e-mail accounts at each institution once they have registered for their first quarter.

Instruction on the use of e-mail will be provided each fall in connection with orientation and at other times as needed.

Participants will be expected to check and reply to e-mail messages on a timely basis, and in any case, no less than twice every work week, during the academic year.

If persons plan to be away, or otherwise unavailable for e-mail communications, their e-mail system shall be programmed to give such notice automatically to each incoming message.

E-mail messages regarding meetings shall not be regarded as valid unless they are confirmed. For example, agreement to participate in a meeting must be explicitly confirmed by the participants before the meeting is official.

Hard copies of e-mail communications will be required for official business requiring signatures.

Material requiring strict confidentiality will not be sent via e-mail, since e-mail is not secure. In this regard, it is important to note the popular saying "If you sent it e-mail, consider it published!"

Longer documents such as books, term papers, articles, and dissertation proposals may be sent by email or surface mail.

Computer labs with networking capability are available to students during the hours when the DU and Iliff libraries are open. Faculty members are to secure computer capability in accordance with each institution's policies.

DU and Iliff use e-mail to provide important and time-sensitive information to the entire community, especially to students. Therefore, the Joint Ph.D. Program Office will communicate with Joint students ONLY through their DU or Iliff e-mail addresses. Students must forward either DU email to another provider and may chose to also forward their Iliff email to another account so that multiple accounts do not have to be checked regularly. Exceptions to this policy will only be allowed for students who are in their dissertation writing and research phase of their program,

allowing them to use an outside Internet Service Provider (ISP) as a way of receiving communications.

Questions or problems with your Iliff e-mail account should be addressed to the Iliff IT Helpdesk at (303) 909-9321 or helpdesk@iliff.edu. Questions or problems with DU e-mail or technology can be addressed to the UTS Helpdesk (DU) at (303) 871-4700 or by visiting their website at <http://www.du.edu/uts/helpdesk/docs/account/index.html>.

DU's official e-mail policy can be found on their website at <http://www.du.edu/uts/policies/#email>.

E-mail policies and procedures will be reviewed and revised on an annual basis, and summarized in the Joint Ph.D. Handbook.

XI. ADDITIONAL POLICIES AND PROCEDURES

A. ACADEMIC HONESTY

Students in the Joint Ph.D. Program are expected to conduct themselves according to recognized standards for academic honesty and to abide by the Iliff and University of Denver honor codes and codes of student conduct. Violations of standards for academic honesty include, but are not limited to, the following examples: submitting a paper written entirely or in part by another person; failure to cite--via footnote or other specific citation--the words, ideas or research findings of someone other than the author; the use of unauthorized aids or assistance during an examination; unacknowledged editorial help in work on a dissertation.

Should these standards be violated, students are subject to various forms of academic discipline, e.g., failure of a course, dismissal from the Program. Decisions concerning allegations of academic dishonesty and appropriate discipline are made conjointly by the relevant professor(s) and the Director. Appeals concerning decisions will be made to the Joint Ph.D. Committee. All recommendations for dismissal from the Program must be reviewed and approved by the Joint Ph.D. Committee. Violations may also be reported to the DU office of Citizenship and Community Standards, DU Associate Provost, and the Academic Vice President and Dean of the Faculty at Iliff.

B. GRADING SYSTEM

The Joint Ph.D. Program abides by the DU grading system, a five letter system from A through F with pluses and minuses. In computing grade point averages (GPAs), grades are assigned the following numerical values:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = .7	

Use of intermediate grades (plus and minus) is at the discretion of the instructor.

No grade lower than B- may be counted toward the minimum ninety quarter credit hours required for completion of the degree.

In addition, the following grades may be assigned:

Failing (F) grades may be assigned under the following circumstances:

- when a student drops a course without permission and/or official notice to the Office of the Registrar
- when a student's academic work is judged failing
- as a result of a finding of academic dishonesty
- when a student registers for but never attends a class

Incomplete (I) grades are temporary grades which may be given by arrangement with the student at instructor's discretion when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. An Incomplete (I) grade is not calculated in the student's grade point average and no hours are credited. Refer to the DU Graduate Policy and Procedures Manual for the complete Incomplete grade policy.

No Credit (NC) is given for courses taken for no credit. NC grades are not counted towards hours completed and are not calculated in grade point average.

A passing grade (P) is used on a limited basis. Normally, Ph.D. level courses are offered for grades only. Faculty members may determine that a course is offered only on a Pass/Fail basis. Credit hours are earned, but the pass (P) grade is not calculated in the student's grade point average.

Withdrawn (W) is used when the course is withdrawn without prejudice. Zero grade points are assigned. Markers of W are not calculated in the GPA, but may impact a student's Satisfactory Academic Progress as determined by the office of Financial Aid for loans and loan eligibility.

Students should refer to the 2012-2013 *DU Graduate Policy and Procedures Manual* regarding academic procedures.

C. INDEPENDENT STUDY

Independent study may, within certain specified limitations, comprise an important part of a student's course work. Independent study is offered to provide opportunities for a student to do special work under individual faculty supervision in areas not covered by regular class offerings. Students may register for credit in independent study only with the approval of the instructor. Each independent study project should be given a brief descriptive title, approved by the student's advisor, and filed with the Registrar. Students who register for independent studies at either school must include with their registration an Application for Independent Study form, which must be signed by the instructor. These forms are available from the DU office of the Registrar or the Joint Ph.D. Program website. Academic grades are assigned for independent study work and assignments should be completed within the quarter in which the student enrolls for the independent study course.

A maximum of twenty quarter credit hours is permitted for independent study credit within a student's program.

D. INCOMPLETES

On rare occasions, a student may request a grade of Incomplete in a course. The initiative lies with the student to request an Incomplete from the instructor. In no case will a grade of Incomplete be automatically granted. A course assigned an incomplete grade that is not completed and given a regular grade within the posted deadlines will be automatically assigned a failing grade. See the *DU Graduate Policy and Procedures Manual* for specific policies, procedures and deadlines on Incomplete grades.

E. REPORTS AND PETITIONS

The following formal reports and documents are to be filed with the Joint Ph.D. Office:

1. Doctoral Advancement to Preliminary Candidacy
2. Notification of foreign language competency certification
3. Written Comprehensive Examinations Report
4. Petition for Formation of Dissertation Committee
5. Doctoral Advancement to Final Candidacy form
6. The dissertation proposal and Dissertation Proposal Form

The student should verify that these reports have been submitted and recorded. In most cases the student will receive notification from the Director indicating the fulfillment of these requirements and noting that the record has been filed. If such a notice is not received, the student should inquire in the Joint Ph.D. Office.

Special situations and exceptions to general rules, such as matters involving transfer of credits, qualification for full-time status in exam or dissertation phase, and substitutions for languages or testing procedures require petitions. When such special cases fall within the policies established by the Joint Ph.D. Committee, the Director may approve the petition. The Director may also consult the Joint Ph.D. Committee and request its formal consideration of the petition and/or refer the matter to the Associate Provost for Graduate Studies at DU and the Academic Vice President of Iliff for further review. When petitions fall outside established policies, the petition must be presented to the Joint Ph.D. Committee for action. All petitions should have the endorsement of the advisor. Any unqualified endorsement by an advisor will be construed as carrying that person's approval. If the advisor wishes to permit the student to forward a request that the advisor does not personally endorse, the petition should be signed by the advisor and the caveat entered, either on the petition or by separate letter.

The student is responsible for verifying that all petitions have been submitted and recorded.

F. EXTENSION OF DEADLINE FOR COMPLETING DEGREE REQUIREMENTS

Students are expected to complete their work in the Joint Ph.D. Program within seven calendar years of their matriculation date. Students finding themselves unable to meet this deadline may petition for up to three one-year extensions. Such extensions will be granted only during the dissertation research and writing phase of the program and require that the student provide substantiation of current and ongoing dissertation research at the time he or she applies for each year of extension. Such petitions will require a written statement of verification from the student's advisor as well as signature approval both by the student's advisor and the Director, the standard

procedure for all routine petitions. Extensions are reviewed by the DU Associate Provost for Graduate Studies and the Academic Vice President at Iliff. Students are advised that petitioning for an extension of time does not guarantee that the extension, or any subsequent extensions, will be granted. All petitions are reviewed on a case-by-case basis. Extension request forms and policy information are available from the DU Graduate Studies website

<http://www.du.edu/currentstudents/index.html>.

Normally, no student will be allowed more than ten years, including leaves of absence and/or extensions, from the time of the first course taken to complete his/her work in the Joint Ph.D. Program, i.e., no more than three years of either leave of absence status or extensions will be granted during a student's program of study in the Joint Ph.D. Program. The Joint Ph.D. Committee will not consider any extension beyond the ten-year period unless three-fourths to a full draft of the dissertation has been completed at the time of the petition for an extension. If granted, such an extraordinary extension will normally only be for one additional quarter. Any student who has successfully petitioned for an extension into the eighth, ninth, or tenth year from his/her date of matriculation must register and pay for one quarter credit hour of dissertation research for each of the four quarters of each extension year (including the summer quarter) as well as apply for and register for Continuous Enrollment.

G. STUDENT REQUESTS FOR LEAVE OF ABSENCE OR WITHDRAWAL FROM THE PROGRAM

Students may elect not to register for courses if they have petitioned successfully--using the proper petition form*--the Joint Ph.D. Committee to be on leave. Such students are required to pay the continuing enrollment and registration fee. Petitions for on-leave status will not normally be granted for more than one academic year. The period during which a student is on leave will apply to the seven year limit for completion of the degree requirements. Leaves of absence from the Program will normally be granted only during the coursework and comprehensive examination phases of the program. See Section XI.F above concerning maximum length of time allowed for completion of the Program. Students should refer to the Leave of Absence policy and procedures posted by the DU Office of the Registrar. Students requesting a Medical Leave of Absence should consult the Joint Ph.D. Program Coordinator and refer to the procedures in the *DU Graduate Policy and Procedures Manual*.

Students who find it necessary to withdraw from the Joint Ph.D. Program must provide written notification of withdrawal to the Director. The Joint Ph.D. Office will notify the appropriate institutional offices of the date of the student's withdrawal from the Program. Students must clear any debts with DU, Iliff or the libraries (Taylor or Penrose) prior to requesting to withdraw.

***Federal Loan and Deferral Status:** Prior to petitioning the Joint Ph.D. Committee, students who have any federal student loans should contact the Office of Financial Aid at DU regarding the intended leave of absence and how it will affect a student's aid and loan deferral status. See the *DU Graduate Policy and Procedures Manual* for more information.

Students should refer to the *DU Graduate Policy and Procedures Manual* and the DU office of the Registrar for additional information on Leave of Absence and withdrawing from courses and the program.

H. DOCTORAL LEVEL SPECIAL STATUS/NON-DEGREE STUDENTS

Students holding a master's degree are eligible to take, as Special Status or non-degree students, courses offered by the Joint Ph.D. Program with proper approval from the Director. Such students enroll for Special Status at either the University of Denver or Iliff (Non-Degree status). Such status at either institution does not extend any rights or privileges within the context of the Joint Ph.D. Program.

Students seeking to enroll in Joint Ph.D. courses offered at Iliff School of Theology must apply through Iliff's Admissions Office, located in Skaggs Hall, Room S-110 or can be reached at (303) 765-3117. Students seeking to enroll in Joint Ph.D. Program courses offered at the University of Denver should contact the Graduate Admissions Office, Mary Reed, Room 5, or at (303) 871-2669, for information on admissions and registration procedures as a special student.

Admission to special student or non-degree status does not guarantee enrollment in doctoral level courses. Enrollment is on a space available basis and permission of the instructor(s) is required prior to registration in any doctoral level course. Students must reapply for special student status each quarter.

Special Status students registering for doctoral level coursework will be charged the applicable rate of tuition at the institution in which they are enrolled. Students should consult with the Director for applicability of courses to future degree work, should application to the Joint Ph.D. Program at a later date be the student's goal. In the event that a student subsequently wishes to undertake degree work in the Joint Ph.D. Program, the application fee is required, as is formal application to the Program. No more than fifteen quarter credit hours earned in Special Status may be applied to the Joint Ph.D. degree. Proposals for transfer of credits earned as a graduate special student will be considered by the Advisory Committee at the preliminary interview.

I. NON-DISCRIMINATION POLICY AND DISABILITY SERVICES

Iliff School of Theology does not discriminate on the basis of color, national origin, sex, disability, sexual identity or age in its programs and activities. The University of Denver (Colorado Seminary) is an Equal Opportunity institution; it is the policy of the University not to discriminate in the admission of students, in the provision of services or in employment on the basis of race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, or physical or mental disability. Inquiries concerning allegations of discrimination based on the above matters may be referred to the appropriate office at the institution in which the incident occurred. Students may contact the Academic Vice President and Dean of the Faculty at Iliff, Skaggs Hall, Room 119; 303-765-3183 or The Office of Diversity and Equal Opportunity, University of Denver 2199 S. University Blvd. Denver, Colorado 80208(303) 871-7436 (phone), (303) 871-7982 (fax)

The Iliff School of Theology and the University of Denver, in accordance with Section 504 of the Rehabilitation Act of 1983 and the Americans with Disabilities Act, coordinates accommodations and access for students with physical, cognitive or other disabilities. Students with disabilities who need accommodations are encouraged to identify themselves to both DU and Iliff well ahead of the upcoming quarter in order to facilitate timely arrangements for accommodations. Students will need to provide appropriate documentation of disability that substantiates requests for services.

The Program is committed to the provision of reasonable accommodations to meet students' needs during their studies at Iliff and DU. All information that pertains to disability is confidential and will not be released without the student's written permission.

Students enrolled in the Joint Ph.D. Program should contact the Disability Services Program office at the University of Denver. Accommodations for all classes are coordinated through this office which is located in Driscoll Center South, Suite 30; or by calling: 303-871-2455, 303-871-2278, 303-871-7432 (TTY), 303-871-3939 (FAX) or go to the website at www.du.edu/disability

J. DRUG, ALCOHOL, AND CONTROLLED SUBSTANCE POLICIES

Joint Ph.D. Students are subject to the policies of the University of Denver and Iliff School of Theology regarding alcohol, drugs and controlled substances, as contained in the Code of Student Conduct at the University (see <http://www.du.edu/studentlife/ccs/policies.html>), and in the August, 1995 policy statement at Iliff. Violations of policy will be governed by the institution at which the incident occurred. Iliff is a dry campus and therefore, no alcohol is permitted on Iliff grounds.

K. SEXUAL HARASSMENT AND/OR MISCONDUCT POLICIES

Joint Ph.D. Students are subject to the policies of the University of Denver and Iliff School of Theology regarding sexual harassment and/or misconduct. Iliff's policy can be found in the *Master's Student Handbook*, available on myIliff.

DU's policy can be found at <http://www.du.edu/studentlife/ccs/policies.html>. Violations of policy will be governed by the institution at which the incident occurred.

L. STANDARDS OF COMMUNITY AND ACADEMIC CONDUCT

Iliff and DU reserve the right to:

- deny admission to any applicant;
- discontinue the enrollment of any student whose personal actions are deemed to be detrimental to the Iliff or DU community;
- discontinue enrollment of any student whose academic performance is below requirements;
- request withdrawal of any student whose continuance at Iliff or DU would be detrimental to the Iliff or DU community;
- request withdrawal of any student whose continuance at Iliff or DU would be detrimental to the student's health or safety, or the welfare, health, or safety of others.

Students, faculty or staff members may bring to the attention of the Director of the Joint Ph.D. Program, the Associate Provost for Graduate Studies at DU, or the Academic Vice President and Dean of the Faculty at Iliff conduct by a student which they deem concerning or detrimental to the Iliff or DU community or any of its members. The Director of the Joint Ph.D. Program, the Associate Provost for Graduate Studies, or the Academic Vice President and Dean of the Faculty at Iliff will

investigate the situation, and if it warrants further action, will follow the procedures outlined for the University of Denver.

Students should also refer to the Honor Code and other student conduct policies in the *DU Graduate Policy and Procedures Manual*.

M. ACADEMIC GRIEVANCES

Students should consult with the Joint Program Director with concerns about academic grievances and the review process for appeals.

N. AMENDMENTS AND REVISIONS

1. The student handbook is issued on an annual basis.
2. Any student or faculty member who has suggestions for clarification or improvements in the handbook or the procedures described herein is invited to submit that proposal in writing to the Director.

XII. CERTIFICATE PROGRAM IN LATINA/O STUDIES

(subject to change without notice or obligation)

A. CORE FACULTY

- **Luis Leon**, Associate Professor, University of Denver, Religious Studies, certificate coordinator
- **Miguel De La Torre**, Professor, Iliff School of Theology
- **Debora Ortega**, Associate Professor, University of Denver Graduate School of Social Work, Director, University of Denver Latino Center for Community Engagement and Scholarship
- **Albert Hernandez**, Professor and Interim President, Iliff School of Theology

B. BACKGROUND

Beginning fall of 2006, the faculty for the Joint Doctoral Program between DU and Iliff became the leader in terms of having the most Latino faculty members among doctoral programs in religious studies and theology: Miguel de la Torre (Iliff), Albert Hernandez (Iliff), and Luis Leon (DU religious studies). Also involved in the doctoral program is director of the DU Latino Center for Community Engagement and Scholarship (DULCCES), Debora Ortega.

We are now capitalizing on this strength by offering a certificate in Latina/o Studies within the Joint Doctoral Program—the first of its kind in the nation! The goal of the program is to provide certification to teach in Latina/o Studies, focusing on religion, theology, and social praxis. Our certificate project is delineated by three main goals:

1. Training of doctoral students resulting in a certificate in Latina/o Studies
2. Research and scholarly production, and;
3. Community service, outreach, and engagement.

C. 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, and 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.

D. 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 firsthand 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.

E. COURSE WORK AND COURSES TOWARD THE CERTIFICATE

Students must take at least two courses from the list of “core courses,” at least two of which will be offered each year (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. And one course, the fifth, must be either a field placement, or an intensive Latin American immersion equivalent. Students may petition for courses not listed to count toward the certificate; these will be decided on individual case basis.

XIII. DEADLINES & ACADEMIC CALENDAR

A. 2012-2013 JOINT PH.D. COMMITTEE DEADLINE AND MEETING SCHEDULE

(subject to change without notice or obligation)

Materials that are submitted after the deadlines listed below will automatically be placed on the agenda of the next scheduled Joint Ph.D. Committee meeting.

Fall 2012

Deadline for Submission of Dissertation Proposals & Bibliographic Method to Taylor Librarian	September 21
Deadline for Submission of Student Documents to the Joint Ph.D. Office	September 28
Joint Ph.D. Committee Meeting	October 12

Deadline for Submission of Dissertation Proposals & Bibliographic Method to Taylor Librarian	October 19
Deadline for Submission of Student Documents to the Joint Ph.D. Office	October 26
Joint Ph.D. Committee Meeting	November 9

Winter 2013

Deadline for Submission of Dissertation Proposals & Bibliographic Method to Taylor Librarian	January 4
Deadline for Submission of Student Documents	January 11
Joint Ph.D. Committee Meeting	January 25

Deadline for Submission of Dissertation Proposals & Bibliographic Method to Taylor Librarian	February 15
Deadline for Submission of Student Documents	February 22
Joint Ph.D. Committee Meeting	March 8

Spring 2013

Deadline for Submission of Dissertation Proposals & Bibliographic Method to Taylor Librarian	March 22
Deadline for Submission of Student Documents	March 29
Joint Ph.D. Committee Meeting	April 12

Deadline for Submission of Dissertation Proposals & Bibliographic Method to Taylor Librarian	April 26
Deadline for Submission of Student Documents	May 3
Joint Ph.D. Committee Meeting	May 17

B. 2012-2013 SCHEDULE OF DEADLINES FOR COMPREHENSIVE EXAMINATIONS

Comprehensive examinations are offered during any week of the fall, winter, and spring quarters. Students must notify the Joint Ph.D. Office in writing of their intention at least **three weeks** prior to the date in which they intend to write the examination(s). Faculty examiners must return the graded exam and accompanying report of results form to the Joint Ph.D. Office within one month of the exam date.

See Section IV.C for more information on Comprehensive Exams.

C. 2012-2013 DEADLINES FOR ORAL DEFENSE AND PRESENTATION OF DISSERTATIONS

(subject to change without notice or obligation)

The oral defense must be scheduled by the student, in consultation with his/her advisor and the Program's Coordinator.

The oral defense must be scheduled at least FOUR WEEKS prior to the date of the defense.

The final draft of the dissertation must be in the hands of the oral defense committee members at least TWO WEEKS prior to the date of the defense.

The oral defense must take place at least THREE WEEKS prior to the date of graduation.

The final approved dissertation as specified in the dissertation guidelines, must be submitted electronically via UMI/ProQuest's ETD Administrator at least TWO WEEKS prior to the date of graduation.

Candidates not meeting these deadlines will automatically be delayed one quarter in receiving the degree.

Fall 2012

Last Day to Apply for November (Fall) 2012 Graduation	June 13
Final Date to submit Oral Defense Committee Recommendation from	September 10
Final Date- Oral Defense Schedule due in Grad Studies and JDP Office	October 2*
Final Date for dissertation due in hands of oral defense committee	October 16**
Final Date for Oral Defense	October 30
Approved dissertation submitted electronically	November 6
Last Day of Quarter	Iliff – November 16 DU – November 20

Winter 2013

Last Day to Apply for March (Winter) 2013 Graduation	September 10
Final Date to submit Oral Defense Committee Recommendation from	January 7
Final Date- Oral Defense Schedule due in Grad Studies and JDP Office	January 25*
Final Date for dissertation due in hands of oral defense committee	February 8**
Final Date for Oral Defense	February 22
Approved dissertation submitted electronically	March 1
Last Day of Quarter	Iliff – March 15 DU – March 17

Spring 2013

Last Day to Apply for June (Spring) 2013 Graduation	January 7
Final Date to submit Oral Defense Committee Recommendation from	March 25
Final Date- Oral Defense Schedule due in Grad Studies and JDP Office	April 18*
Final Date for dissertation due in hands of oral defense committee	May 2**
Final Date for Oral Defense	May 16
Approved dissertation submitted electronically	May 23
Last Day of Quarter	Iliff – May 31 DU – June 6
Commencement	Iliff - June 5 DU – June 7

Summer 2013

Last Day to Apply for August (Summer) 2013 Graduation	March 25
Final Date to submit Oral Defense Committee Recommendation from	June 17
Final Date- Oral Defense Schedule due in Grad Studies and JDP Office	June 27*
Final Date for dissertation due in hands of oral defense committee	July 11**
Final Date for Oral Defense	July 25
Approved dissertation submitted electronically	August 1
Last Day of Quarter	Iliff – August 17 DU – August 15
Commencement	DU – August 16

*NOTE: The completed Schedule of Oral Defense must be scheduled by the candidate and dissertation chairperson, and received in the **Office of Graduate Studies and JDP Office** at least **FOUR WEEKS PRIOR** to date of oral defense.

**NOTE: The dissertation is due in the hands of the committee at least TWO WEEKS PRIOR to date of oral defense.

The Joint Ph.D. Program's dissertation instructions are available online at www.du.edu/grad/gradinfo/graduation.html.

Guidelines and procedures for the oral examination can be found in both the student and the administrative handbooks.

The graduation application is located in WebCentral. Step-by-step instructions on completing the application can be found at www.du.edu/registrar/graduation/GraduationAppInstructions.pdf. Students must apply formally for graduation by the deadline stipulated by Graduate Studies, typically two quarters prior to the expected quarter of graduation. Failure to comply with this deadline will automatically delay graduation to a subsequent quarter. Failure to complete the degree during either the expected quarter or the following quarter will require a new application and payment of a fee for additional evaluation and services.

**Due to the nature of faculty schedules in the summer, we discourage students from scheduling the oral defense during the summer quarter.

D. ACADEMIC CALENDAR 2012-2013*

Fall Quarter	2012	2013*
Joint Ph.D. New Student Orientation	September 7	September 6
New Student Registration	September 7	September 6
Late Registration Fees begin	September 10	September 9
Last Day to Apply for March 2012 Graduation	September 10	September 9
DU Classes Begin	September 10	September 9
Iliff Classes Begin	September 10	September
Iliff Fall Convocation	September 12	September
Health Insurance Waiver Deadline	September 28	September 27
All classes cancelled (Presidential debate)	October 3	
Online Registration – Winter Quarter	October 29- November 2	October 28- November 1
Last Day to Add or Drop Courses	November 2	November 4
Incompletes from Previous Fall Quarter Due	November 16	November 16
DU Classes End	November 16	November 16
Iliff Classes End	November 16	November
DU Final Exams	November 17-20	November 18-21
Thanksgiving Recess – Schools closed	November 22-23	November 28-29

Iliff Winter Interterm	November 26- December 7	
DU Winter Interterm	November 21- December 21	November 22- December 24
Schools closed	December 25-31	December 25-31

Winter Quarter	2013	2014*
Late Registration Fees begin	January 7	January 6
Last Day to Apply for June 2012 Graduation	January 7	January 6
DU Classes Begin	January 7	January 6
Iliff Classes Begin	January 7	January
Martin Luther King, Jr. Day – Schools closed	January 21	January 20
Online Registration – Spring Quarter	February 18-22	February 17-21
Last Day to Add or Drop Courses	February 27	February 26
Incompletes from Previous Winter Quarter Due	March 13	March 12
DU Classes End	March 13	March 12
DU Final Exams	March 14-17	March 13-16
Iliff Classes End	March 15	March

Iliff Spring Interterm & Break	March 18-22	March
DU Spring Interterm & Break	March 18-24	March 17-23

Spring Quarter	2013	2014*
Late Registration Fees begin	March 25	March 24
Last Day to apply for August 2012 Graduation	March 25	March 24
DU Classes Begin	March 25	March 24
Iliff Classes Begin	March 25	March
Iliff Easter Recess – Iliff closed	March 29-31	April 18-20
Registration for Summer Quarter Begins	April 15	April 14
Online Registration– Fall Quarter	May 13-17	May 12-16
Last Day to Add or Drop Courses	May 20	May 16
Iliff Honors Convocation	May 29	May
Memorial Day – Schools closed	May 27	May 26
Incompletes from Previous Spring Quarter due	May 31	May 30
Iliff Classes End	May 31	May
DU Classes End	May 31	May 30
DU Final Exams	June 3-6	June 2-5
Iliff Commencement	June 5	June
DU Commencement (Graduate)	June 7	June 6

Summer Quarter	2013	2014*
Last Day to Apply for November 2012 Graduation	June 17	June 16
Iliff Classes Begin	June 11	June
DU Classes Begin	June 17	June 16
Independence Day Holiday	July 4	July 4
Incompletes from Previous Summer Quarter due	August 15	August 14
DU Classes End	August 15	August 14
DU Commencement	August 16	August 15
Iliff Classes End	August 17	August

**subject to change without notice or obligation*

Important Notes: It is imperative that students register during the scheduled registration period. In most cases, decisions to cancel courses that have low enrollment and are taught by adjunct faculty will be made immediately after registration. In some circumstances the decisions will be made no later than the first day of the quarter.