

THE UNIVERSITY OF TEXAS AT AUSTIN
DEPARTMENT OF RELIGIOUS STUDIES



Graduate Student Guide
to Policy and Procedure

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1. Administration and Governance

1.1 Graduate Adviser

The Graduate Adviser for each program is a faculty member designated to advise students and represent the Graduate School in matters pertaining to graduate study. S/he provides information about the program—including admission and degree requirements—as well as fellowships, teaching assistantships, and research assistantships. S/he has the primary responsibility of administering the graduate program, advises the graduate students, and certifies their fulfillment of requirements.

The current Graduate Adviser is Dr. L. Michael White. His office is located in WAG 212.
Email: lmwhite@utexas.edu

*** In the Department of Religious Studies, the Graduate Adviser also fills the role of Director of Graduate Studies, and is thus Chair of the Graduate Studies Committee and the Graduate Admissions and Fellowships Committee. S/he is the program's principal representative to the Office of Graduate Studies.*

1.2 Graduate Coordinator

The Graduate Coordinator is a staff member who assists the graduate adviser and other faculty members in the administration of the program and in providing services for students. S/he handles the day-to-day technical aspects of graduate life: adding and dropping courses, finding out rules and regulations, etc. The Coordinator is the first person you should seek help from for any bureaucratic problem.

The current Graduate Coordinator is Dr. Rachel Ozanne. Her office is located in BUR 531.
Email: rachel.ozanne@austin.utexas.edu

1.3 Graduate Admissions and Fellowships Committee

The Graduate Admissions and Fellowships Committee makes decisions about admission to the graduate program. It consists of the Graduate Adviser and one faculty member from each of the five areas of concentration.

1.4 Graduate Studies Committee (GSC)

The GSC includes all tenured and tenure-track members of the Department of Religious Studies, as well as other designated members of the University faculty. Only members of the GSC are authorized to supervise graduate degrees in Religious Studies. Below is a list of GSC members.

Abzug, Robert*
Azam, Hina*
Bodian, Miriam*
Brereton, Joel
Burnett, Virginia
Butler, Matthew*
Crosson, Brent
Davis, Donald*

Frazier, Alison
Freiberger, Oliver*
Friesen, Steven
Galinsky, Karl*
Graber, Jennifer
Hackett, Jo Ann
Kaplan, Jonathan*
Moin, Azfar

Newman, Martha
Peers, Glenn*
Schofer, Jonathan
Seales, Chad
Smith, Geoffrey
Traphagan, John
White, L. Michael

* denotes faculty from other departments, who are affiliated with the Religious Studies Department

NOTE: The information in this guide is superseded by official University publications such as the **Graduate Catalog**, **General Information**, and **Course Schedule**. The Department is subject to the rules of the College, the Office of Graduate Studies, and the University.

2. Student Responsibilities

It is each student's responsibility to be familiar with the degree requirements set forth in the official publications of the Office of Graduate Studies and the Department of Religious Studies. Requirements for graduate degrees may be altered in successive Graduate Catalogs, but a student is bound only by the requirements of the catalog in force when s/he was admitted to graduate study. A student who chooses to fulfill the requirements of a subsequent catalog must fulfill all of those requirements, not just part of them.

The Department's Graduate Office maintains a paper file for each student. Students may see all of the materials in their files except the confidential letters of recommendation submitted when they applied for admission to the program.

First and second year graduate students are required to meet with the Graduate Adviser before they are allowed to register for the next semester's coursework. After the first two years, each student who has not successfully completed his or her qualifying exams should meet with their supervisor or the Graduate Adviser late in each semester to discuss plans for the next semester's coursework. (See section 8.1.)

2.1 Email

Every graduate student should establish an email account as soon as possible. This is the fastest and most efficient method of communication between the Department and students, and will be the primary means by which the Department notifies students of upcoming events, scholarships, meetings, etc. You can set up a UT email address by clicking "Create an Account" on the University of Texas ITS website dedicated to UT mail: <http://utmail.utexas.edu/>.

2.2 Listserv

All new students are added to the graduate program listserv **rs-grad-students@utlists.utexas.edu**. The listserv is a primary means of communication between the department and graduate students. The Graduate Coordinator and Graduate Adviser will frequently send important notifications as well as items of general interest. Students have the ability to send emails to the listserv and are encouraged to do so. Its purpose is to foster community among students in the program.

2.3 Mailboxes

Each graduate student has a mailbox located in the department's break room on the 5th floor of Burdine Hall. Students are responsible for checking their boxes occasionally for flyers, notes, and other materials.

3. Program Description

3.1 Areas of Concentration & Major Fields

Students develop specialization in areas of concentration that are defined geographically, historically, or in some cases, methodologically. In all areas of concentration, students study the development of and interactions between religious phenomena in their particular cultural and historical contexts, and they use relevant theories and methodologies to understand these phenomena. Students define their major, minor, and thematic fields within their area(s) of concentration.

Students take a set of required courses established by each of these concentrations and fields in order to develop the research and interpretative skills necessary for original research and to learn the contextual knowledge necessary for understanding religion within a particular geographical and chronological framework.

The four areas of concentration and their major fields are:

Religion in the Ancient Mediterranean

Hebrew Bible and Religions of the Ancient Near East, Formative and Classical Judaism, Greco-Roman Religion; New Testament, Christian Origins, Ancient Christianity; Religions of Late Antiquity

Religion in the Americas

Religion in North America
Religion in Latin America and the Caribbean

Religion and Society

Major field to be determined according to student's academic interests in consultation with area faculty
Current possibilities include: Religion, Ethics, and Society; Medicine and Health; Gender and the Body; Popular and Visual Culture, Religion and Science; Ritual Theory

Religions in History

Major field to be determined according to student's academic interests in consultation with area faculty
Current possibilities include: Buddhist and Hindu traditions in South Asia; Islam in the Middle East and South Asia, Japanese Buddhism, and Christianity and Judaism in medieval and early modern Europe

For more information on areas of concentration and their major fields, see section 6.

3.2 Thematic Field

Students define a thematic field that requires engagement with theoretical works and case studies on a topic that crosses geographical and temporal boundaries and considers multiple religious traditions. Through organized courses and independent readings, students become agile with the theoretical and methodological issues related to a specific thematic issue, which they examine in and across multiple religious traditions. Students are expected to engage scholars from different subfields in a common area of conversation.

3.3 Core Curriculum

All students will enroll in a core of required courses that ask them to integrate their own areas of concentration with the broader discipline of Religious Studies. These courses introduce students to theories and methods in the study of religion, explore pedagogical issues, and prepare students for their professional obligations-

R S 383M Theory and Method in the Study of Religion

This course introduces graduate students to the history of the discipline, discusses classical interpretative works in the field, and examines current theoretical and methodological developments.

R S 384D Doctoral Seminar in Religious Studies

This advanced seminar explores the application of contemporary theoretical works to religious phenomena. It encourages students to develop theoretical perspectives that will assist them in writing their exams and framing their dissertation proposal. The course also addresses other issues of professionalization, including publication and grant writing.

3.4 Religious Studies Colloquia

About once a month during the semester, graduate students and faculty meet to discuss works-in-process, read published works of common interest, and interact with visitors from other institutions. The colloquium's purpose is to develop students' disciplinary identity by enabling them to work both within and across the subfields of Religious Studies. Each area of concentration also holds a monthly colloquium.

Participation in the Religious Studies Department and Area Colloquia is a requirement for all students at every stage of the program. Regular attendance will be noted in each student's record. In the unlikely event that a student needs to miss a meeting, s/he should notify the Department Chair and Graduate Coordinator of the expected absence. Students should endeavor to keep free Mondays from noon to 1 for the Department and Area Colloquia.

3.5 Program Design

The graduate program in Religious Studies is designed as a full-time course of doctoral study for students seeking a Ph.D. The program includes an M.A., but not as a stand-alone or terminal degree. Rather, the M.A. functions as an integrated component of the doctoral curriculum. It is understood as the first step in the process of working toward the Ph.D.

All incoming students are required to complete the two-year M.A. Students whose highest earned degree is a bachelor's degree must complete the M.A. before proceeding to doctoral standing. This typically occurs during the second year and is achieved via a combination of coursework and a master's thesis or report. Students whose highest earned degree is a master's degree automatically attain doctoral standing upon matriculation into the program. Those students whose prior master's degree included a written thesis or report have the option (pending approval) to complete the M.A. through coursework only, without writing a thesis or report. This coursework in lieu of a thesis or report counts directly toward doctoral degree requirements, even though earned before completion of the M.A.

It is expected that students take qualifying exams in the third year. Once a student has passed their qualifying exams, satisfied all necessary language requirements, and successfully submitted and presented a dissertation proposal, s/he will enter into candidacy (ABD) for the Ph.D. degree. Successful completion of the doctoral program requires completing original research on a topic that contributes substantially to the study of religion, a well-written dissertation, and an oral defense of the project.

3.6 Faculty Adviser

All graduate students must select a Faculty Adviser in her/his Concentration Area by the Fall semester of the second year. Normally, the Faculty Adviser is the director of the M.A. Thesis or Report. Upon completion of the doctoral qualifying exams, students again select a Faculty Adviser, who supervises the doctoral dissertation and chairs the dissertation committee. The Adviser may be the same person for both, depending on the needs and interests of the student, and her/his Concentration.

Faculty Advisers must be members of the Religious Studies GSC. At each stage, students are encouraged to consult with potential advisers regarding their proposed projects and preparation prior to registering for relevant coursework and/or filing Graduate School petitions. A form is available in the Graduate Coordinator's office to officially declare an adviser.

4. Master's of Arts Degree

IMPORTANT: All students must complete the M.A. See section 3.5 for more information.

4.1 Requirements

The M.A. degree in Religious Studies requires 30 semester hours of coursework. At least 18 hours must be graduate coursework in Religious Studies, and at least 6 hours must be outside the student's primary area of concentration, either outside the department or in another area of Religious Studies. No more than 6 hours of upper-division undergraduate credit may count toward the degree. All students must take R S 383M *Theory and Method in the Study of Religion* as well as participate in the Religious Studies Colloquium, which meets regularly during the semester. In addition, students will take the core classes required for their area of concentration. Students are expected to complete the M.A. within four long semesters and, per Graduate School rules, they must maintain a GPA of at least a 3.0. (See section 7.6 on grades.)

Students have three options for completing the M.A.:

M.A. with thesis	M.A. with report	M.A. with no report/thesis
<p>Requires 24 hours of coursework and the completion of a traditional master's thesis, a paper of up to 100 pages that grows out of research in primary sources and makes an original contribution to scholarship. Students receive 6 hours of credit for the thesis. The thesis must be approved by a faculty supervisor who is a member of the Religious Studies GSC and by a second faculty reader.</p> <p>Coursework: R S 383M <i>Theory and Method in the Study of Religion</i> 15 hours: graduate coursework in Religious Studies 6 hours: coursework outside the Major Field 6 hours: R S 698A and R S 698B <i>Master's Thesis</i> (these hours do not count toward doctoral requirements; see section 5.1)</p>	<p>Requires 27 hours of coursework and the completion of a master's report, a paper about fifty pages long that is typically an expanded and revised version of a paper written for a research seminar. Students receive credit for 3 hours of credit for the report. The report must be approved by a faculty supervisor who is a member of the Religious Studies GSC and by a second faculty reader.</p> <p>Coursework: R S 383M <i>Theory and Method in the Study of Religion</i> 15 hours: graduate coursework in Religious Studies 6 hours: coursework outside the Major Field 3 hours: elective 3 hours: R S 398R <i>Master's Report</i> (these hours do not count toward doctoral requirements; see section 5.1)</p>	<p>** Students must petition for this option. See section 4.2 below.</p> <p>Requires 30 hours of coursework.</p> <p>Coursework: R S 383M <i>Theory and Method in the Study of Religion</i> 15 hours: graduate coursework in Religious Studies 6 hours: coursework outside the Major Field 6 hours: electives</p>

4.2 No thesis/report option

Students who wish to pursue the no thesis/no report option must petition for approval by the Department of Religious Studies. Petition is usually in the first year of study. Students must submit for review a master's thesis or report from a program in which they were previously awarded an M.A. degree. The Graduate Adviser will appoint 1-2 members of the GSC to read the thesis and confirm that it is comparable in quality to theses produced in this department.

Students who complete this option may begin preparing for qualifying exams in their second year if approved by faculty in their area of concentration and by the Graduate Adviser.

4.3 Graduate School Requirements for the Master's Report or Thesis

The Graduate School requires that all students who are working with human subjects complete an IRB form prior to conducting research. Supplemental paperwork related to IRB standards may also be required for submission of the M.A. report or thesis. More information can be found here:

http://www.utexas.edu/ogs/student_services/academic_policies/irb.html

All students submitting an M.A. report or thesis are required to submit a statement about whether their research will be conducted in an area with travel restrictions. If so, you will have to show proof of permission to travel there. See the following website: <http://world.utexas.edu/risk/travelpolicy>

The Graduate School has specific formatting and submission procedures for the M.A. report or thesis. Make special note that they require the **actual signatures** of the supervisor and second reader. Templates for Microsoft Word can be found here: <http://www.utexas.edu/ogs/pdn/downloads/>. Instructions about how to use the template can be found here: http://www.utexas.edu/ogs/pdn/pdf/format_guidelines-m.pdf

4.4 Application for Master's Graduation

During the term in which a student plans to graduate, he or she must file a **Master's Graduation Application** with the Office of Graduate Studies. Information on this and other graduation materials is available online from the **Office of Graduate Studies**: <http://www.utexas.edu/ogs/pdn/>

Once the M.A. has been submitted and approved, it will be made available online here: www.utexas.edu/ogs/etd/

The Graduate School hosts a Convocation ceremony for graduates each spring semester. Information about Convocation can be found here: www.utexas.edu/ogs/student_services/convocation

4.5 Admission to the Doctoral Program

Each student's progress will be reviewed after his or her second year by the GSC. The GSC will make one of three recommendations: that the student (1) proceed to doctoral degree requirements (2) be reviewed again upon satisfactory completion of the master's requirements before proceeding to the doctoral degree requirements; (3) leave the program after receiving the master's degree. See Section 5.3 for more detail about this process.

During their M.A. studies, students should make progress on the language requirements of their respective areas, because competency with relevant languages is considered for admission to doctoral studies. See Section 6 for information on language requirements for each area.

5. Doctor of Philosophy Degree

IMPORTANT: All students are required to complete the M.A. See section 4 above for more information.

5.1 Coursework

A minimum of 60 hours is required for the Ph.D., including dissertation research and writing courses. Courses taken to complete the M.A. (except for the master's report or thesis) also count toward the total number of hours. Students who enter with a master's degree from another institution may petition to have up to 6 hours (not including thesis or report hours) transferred toward the doctoral requirements. (See section 7.5 for more information on transfer credit.)

All students must take R S 384D *Doctoral Seminar in Religious Studies* and are required to participate in the Religious Studies Colloquium every semester they are in residence at UT-Austin. In addition, students will take any core classes required for their area of concentration, thematic field, and exam preparation that were not completed during pursuit of their M.A. degree.

5.2 Languages

Students are expected to demonstrate competency with the languages required by their area of concentration. The number of languages will vary according to area and topic. (See section 6 for area-specific language requirements.) The requirements involve a two-tiered system with primary and secondary languages. The kind of training required will also vary depending on methodology (i.e., whether the language will be used for textual work or for field work). In most cases, language requirements should be fulfilled by the end of the student's third year in the program. Progress toward completing the language requirements should be demonstrated at the Second Year review.

Primary languages are those used for original research. The exams are more rigorous and are administered by departmental faculty when possible. Modern languages may require an oral component to the exam. Other arrangements may be preferable in some cases (e.g., language needed for field work).

Secondary languages are needed in order to read relevant publications for research. The examination options include the following:

- For Spanish, French, and German, completion of SPN/FR/GER 301 *Reading Comprehension for Graduate Students*, with a grade of at least a B+.
- Translation exam administered by faculty, usually from the Department of Religious Studies. The exam will be a passage taken from a secondary text. Students are given an hour to an hour and a half to translate, with a dictionary. In some cases it will be appropriate to have a faculty member from another department grade the exam.
- Other arrangements may be implemented if approved by the student's faculty adviser and by the Graduate Adviser.

Ordinarily, translation exams will be offered during the first month of each semester. Students should inform the Graduate Coordinator at the beginning of the semester if they wish to take a particular exam.

5.3 Student Evaluations and Reviews

Each student receives written evaluations as well as grades at the end of every course taught by a member of the Religious Studies GSC. The evaluation form will be added to student's file and is available to the student. Although the Graduate School sets 3.0 as a minimum GPA, students should be aware that faculty in Religious Studies consider "B" grades to signal that a student has not performed at a level needed for success in graduate school and subsequent scholarly careers.

The Graduate School requires Second, Fourth, and Sixth Year reviews of student progress. The Department of Religious Studies conducts the Second Year review in the 5th semester of enrollment. This should correspond with the completion of the M.A.; if the M.A. is not finished, the GSC may recommend reevaluation later in the year. By the Second Year review, the Department expects students to demonstrate the ability to locate areas for original research and to bring research papers to a successful conclusion; students should also begin to demonstrate mastery of scholarship essential to their fields of study.

The Fourth Year review will take place in the spring of the fourth year at which point the Department expects students to have entered doctoral candidacy (ABD), be able to demonstrate progress on their dissertation, and have an initial timetable for completion. The Sixth Year review will take place in the fall of the sixth year so that the Department has time to petition the administration for seventh-year support or employment, should circumstances warrant. The Department expects sixth year students to have a clear timeline for completion.

Students will be reviewed by a committee established by the GSC. For each review, they will write a self-report outlining their scholarly accomplishments and plans and noting their progress toward completion of their language requirements. The student's adviser will also write an assessment. The GSC committee will then make a recommendation to the GSC. In any of these reviews, the GSC can determine that a student's progress is not sufficient to warrant continuing in the program.

5.4 Qualifying Examinations

All Ph.D. candidates are required to pass a set of qualifying examinations. An **Examination Committee** will evaluate the exams and conduct an oral interview. The committee will be chaired by the student's faculty adviser and will be comprised of at least four faculty members, including at least two from within the student's area of concentration, one from outside the area of concentration, and at least two members of the core faculty of the Department of Religious Studies. The student's faculty adviser will develop the exams in consultation with the other committee members.

The exams will be in four fields:

1. **Major Field:** covers student's main focus in area of concentration
2. **Supporting Field:** covers student's secondary focus in area of concentration
3. **Thematic Field:** see below
4. **Special Topic/Dissertation Field:** usually related to student's dissertation topic

The **thematic field** is a selected topic across religious traditions and areas of concentration in the study of religion. It requires students to become theoretically agile about a specific topic, to explore this topic across religious traditions, and to engage scholars from different subfields in a common area of conversation. Students will complete coursework and independent readings related to the thematic field. (For more information on expectations within areas of concentration, see section 6.)

Students should begin to discuss their plans for the qualifying examinations with both the Graduate Adviser and their prospective faculty advisers soon after entering the graduate program. In consultation with their prospective advisers, they should then make plans to approach other potential examiners and begin to construct appropriate reading lists. The thematic field, which requires related coursework, should be defined by the fall of the student's second year so that students can take courses in this area. **By the end of the spring of their second year, students should have meet with their advisers to discuss exam format, their examining committee, and preliminary reading lists.**

It is expected that students will take their qualifying exams in the spring semester of the 3rd year, at a time set by the department. Petitions to take exams at another time will be considered on a case-by-case basis. Students who fail one or more of the exams may petition to re-take them in the fall of the following year.

Students will take all four exams over a period of two weeks, usually the last week of March and first week of April. The content and form of the exams vary according to the area of concentration and the adviser. Each exam takes one of two

forms: (1) a four to six hour exam in a proctored environment, without notes or books; or (2) a 36 hour take home exam. The faculty in each area of concentration will decide which formats they will use for which exams. In certain circumstances, faculty may supply students with primary sources or other materials that are integral to their questions. Examiners may determine the number of questions for each exam, and the degree of choice; exams may also include the production of teaching materials as part of the exam preparation. An oral exam will follow after the written exams, during which students will discuss and defend their written responses. **Because the number and type of questions may vary by adviser and by committee members, students are encouraged to speak frequently with their advisers about their exams and how best to prepare for them.**

5.5 Admission to Candidacy

Upon successful completion of the Doctoral Qualifying Exams, students should proceed to formulation of their Dissertation Prospectus, which will then be presented at a formal Colloquium made up of the members of the Dissertation Committee. Once the Prospectus has been formally approved and accepted by the Committee, the Student may file an application to advance to Candidacy.

For the Graduate School (OGS) rules regarding the Application for Candidacy, see the following link on the Graduate School Website: <https://www.utexas.edu/ogs/pdn/candidacy.html>

What follows are the Department's guidelines regarding these steps.

5.5.1 The Dissertation Committee

In consultation with the Graduate Adviser and/or the Faculty Adviser in the Student's Major Area, the Student identifies five (5) faculty members to serve as the **Dissertation Committee**. One of these should be designated to serve as the Supervisor. In some cases, co-Supervisors may be designated. As early as possible, the Supervisor should be consulted regarding the remaining members of the Committee.

Of the five (5) members of the Committee, the Dissertation Supervisor and *at least* two (2) other faculty must be members of the RS Graduate Studies Committee (GSC). In addition, the Committee must contain *at least* one (1) member (Outside Reader) not on the GSC of the RS Department; the Outside Reader(s) may be from outside the University of Texas.

The student and/or the Supervisor may ask GSC faculty to sit on the Committee. The student should petition final approval of the Committee by the Graduate Adviser (GA). The GA will seek confirmation of the selections from the Supervisor, and the GA will then send formal invitations to the Outside Reader(s). The Supervisor is encouraged to make preliminary contact with the potential Outside Reader(s), but the Committee is not considered to be empanelled until the GA has received formal reply (including a Curriculum Vitae and signed form prescribed by the Graduate School) from the Outside Reader(s) invited. The required form can be found here: http://www.utexas.edu/ogs/pdn/pdf/no_cost_letter.pdf

Note: Former UT faculty who have left the employ of the University, either by retirement or by relocation to another College or University, are no longer considered members of the Department's GSC, except under limited circumstances. Any questions about the GSC status of potential committee members should be addressed to the Graduate Adviser and/or the Chair of the Graduate Studies Committee. For the OGS regulations see the following: <http://www.utexas.edu/ogs/pdn/faculty-depart.html>.

5.5.2 The Dissertation Prospectus and Abstract

In consultation with their Dissertation Supervisor, the student should prepare a written Prospectus of approximately 10-12 pages (plus bibliography) that explicates the topic and issues to be addressed in the dissertation. It should address prior scholarship on the topic, as well as historical and theoretical issues, and specific approaches that will be pursued in the student's research in order to advance the discussion and make original scholarly contributions. The Prospectus should also spell out, as much as possible, the working hypotheses, research plan, and proposed outline of the dissertation.

This Prospectus should be circulated to the GSC members of the Dissertation Committee at least two weeks prior to the Colloquium (discussed below). Students are strongly encouraged to consult with all members of the Committee in drafting the final version of the Prospectus and preparing for the Colloquium.

In addition, the student should prepare a two-page Abstract of this prospectus, which may then be more widely circulated to the faculty and grad students of the Department at the time of the Colloquium. This Abstract, once approved, will then serve as the official Dissertation Topic statement to be submitted on-line as part of the Application for Candidacy (see below).

5.5.3 The Dissertation Colloquium

In consultation with the Dissertation Supervisor and the Graduate Adviser, the student should work with the Graduate Coordinator to schedule a Dissertation Colloquium, at which time there will be a defense of the Prospectus before the GSC members of the Dissertation Committee. The Supervisor and the GSC members of the Committee must be present for the defense. Outside Readers who are able to attend may be included but are not required.

The Faculty of each Concentration Area will conduct Dissertation Colloquia according to the scholarly traditions of their field of study. In addition, the RS Graduate Program follows the following Colloquium guidelines: the Supervisor officially chairs the proceedings of the Colloquium, and only members of the Committee may participate in the oral discussion of the Prospectus until such time as the Supervisor opts (as time permits) to open discussion to any auditors present. The Dissertation Colloquium normally takes 1½–2 hours in total.

If at all possible, the RS Department encourages the Committee to invite other faculty and graduate students to attend the Colloquium as auditors, as noted above. At the end, however, the Committee should conduct its final deliberations in private. A "passing" outcome on the defense is defined as the Committee accepts the Prospectus (and Colloquium defense) without significant modification.

The final results of the defense will then be communicated to the student, the Graduate Adviser, and the Graduate Coordinator.

5.5.4 Advancing to Doctoral Candidacy

Once the student's Dissertation Prospectus has been "accepted" (i.e. passed), and the full Dissertation Committee has been approved by the Graduate Adviser, the student may file an application to advance to candidacy. The filing system is on-line through the Office of Graduate Study at:

https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX?intro_type=D.

After the Graduate Coordinator and Graduate Adviser have certified that the Student has completed his/her Program of Work, (including MA Degree requirements, required courses, language requirements, Doctoral Qualifying Exams, and the Dissertation Prospectus), then the application is forwarded to the Graduate School for a degree audit and final approval. Please note that this process may take several days.

Once approved, the Student is considered a "Candidate for the Degree of Doctor of Philosophy," awaiting only the successful completion of the PhD Dissertation. Students are required to be registered for Dissertation Research credits until the Dissertation has been successfully defended and approved for awarding the degree of Doctor of Philosophy. A full-time load for in-residence students is 9 credit hours. In any given semester, Students who advance to Candidacy after the beginning of classes but before the twelfth class-day may change their course registration to Dissertation Research credits. In the first semester of Candidacy, the Student registers for RS 999R; for all subsequent semesters the Student registers for RS 999W (or RS 399W where applicable).

Successful completion of the Dissertation is based on a final Defense of the Dissertation to be attended by the Student and the Members of the Dissertation Committee, followed by formal submission of the approved Dissertation in its entirety and any related paperwork to the Graduate School. For the OGS and Department guidelines, see **Final Oral Examination of the Dissertation**.

5.6 Completion of the Ph.D.

To earn a Ph.D., a student must write a dissertation that constitutes a substantial piece of original research and successfully defend it before the dissertation committee. Graduate School regulations require the GSC to review students who have not completed the doctoral degree by the end of two years from admission to candidacy; reviews occur annually thereafter. The Department expects students to write the dissertation, have it approved, and pass the final oral examination within three years of admission to candidacy. For the OGS guidelines see <http://catalog.utexas.edu/archive/2013-14/graduate/degree-requirements/doctor-of-philosophy>

All doctoral students are required to register continuously during long semesters from the time they enter candidacy until they receive their degrees. Students are not normally allowed to take a leave of absence after entering candidacy, although they can register for international research abroad. After admittance to candidacy, students must first register for a dissertation research course (R S 399R, 699R, or 999R). In all subsequent semesters, they register for dissertation writing hours (R S 399W, 699W, or 999W). These courses count toward the 60 overall hours required for the degree.

5.6.1 Final Oral Examination

The doctoral candidate must defend the dissertation in a **final oral examination**. A copy of the final draft of the dissertation should be submitted to each member of the dissertation committee not less than four weeks before the scheduled date of defense. In addition, two weeks before the defense, a written request to hold the final oral examination must be submitted to the Graduate School.

The Final Oral Examination or Defense of the Dissertation is open to all members of the University community and the public, unless attendance is restricted on procedural grounds by the Graduate Studies Committee of the Department or Program. The Office of Graduate Studies publishes the time and place of this examination for students who have given consent. The Department of Religious Studies will also announce the date, time, and location for faculty and students of the department in a manner similar to Dissertation Colloquia.

The oral defense is conducted by the members of the Dissertation Committee and is chaired by the dissertation Supervisor. The Office of Graduate Studies has specific guidelines for the minimum number of Committee members that must participate either in person or electronically. The Student and the Supervisor (or Co-Supervisors) must be physically present for the defense.

In addition, the student and student's supervisor should make every effort to ensure that all members of the committee can attend the dissertation defense. According to Graduate School policy, the dissertation committee members will have one of two options or a combination of both for the defense: the traditional option of meeting in a room or the virtual (electronic) option of meeting using technology; i.e., teleconferencing or videoconferencing. The intent is that all committee members will participate in the defense either in person or electronically; however, if one committee member that is not the supervisor/co-supervisor is unable to attend the defense, then the member's absence must be explained in a petition to Dean Neikirk, together with an assurance that the dissertation will be read, and if approved, signed. For the graduate school rules, see: <http://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy/oral-examinations>

Not less than four weeks before the date on which the student intends to defend the dissertation, a copy of the final draft of the dissertation, reviewed for technical and grammatical correctness by the Supervisor, should be submitted to each member of the dissertation Committee. A written form requesting that a final oral examination be held must be signed by the student, Committee members, and the Graduate Adviser and submitted to the Graduate School at least two weeks prior to the scheduled defense. This request signifies the receipt of the doctoral dissertation for the purpose of giving the examination. The Committee's decision to proceed with the examination of the dissertation must be unanimous. This form can be found on the graduate school website here: <https://utexas.app.box.com/s/hqye1jgbqvh57cozfr48ysqhbs2ic841>. Please note that it must be printed on pink paper.

The examination covers the dissertation and the general field of the dissertation and such other parts of the student's program as the committee determines. If the members of the Committee are satisfied that the dissertation is a scholarly

investigation in the major field which constitutes a contribution to knowledge and that the student has passed the final oral examination, they indicate approval by signing the Report of Dissertation Defense. The Report of Dissertation Defense and individual reports on the dissertation are filed within two weeks following the defense. The decision of the Committee must be unanimous. In some cases, the student may be asked to make significant revisions to the dissertation and submit it for re-examination at a later time. In the event that a committee cannot agree on a single decision the matter may be referred to the graduate dean for review. Procedures for such a review are spelled out in the Graduate Catalog, and on the graduate school website here: <http://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy/oral-examinations>.

5.6.2 Submission of the Dissertation

After defending the dissertation, the student must submit it in an approved electronic format to the Office of Graduate Studies. The dissertation is retained by the University Libraries. Information about format requirements is available at <http://www.utexas.edu/ogs/etd/> and from the Office of Graduate Studies. Students should take note of the submission deadlines for conferring of the degree (or graduation) during any particular semester. Usually the deadline falls on the last Friday of classes within that semester.

Dissertations must be made available to the public. A list of ways of doing this is available at <http://www.utexas.edu/ogs/etd/> and from the Office of Graduate Studies. By Graduate School regulations the student may request permission from the graduate dean to delay making the dissertation available to the public for up to two years in order to protect patent or other rights. This request must be supported by a written recommendation from the dissertation supervisor. The graduate dean makes the final decision regarding delayed publication.

The student may arrange for registration of copyright, at his or her own expense, by completing a form available in the Office of Graduate Studies or through an arrangement with a publisher of the student's choice.

5.6.3 Approval of the Degree

Upon approval by the Dissertation Committee of the dissertation and its defense, the Graduate Studies Committee certifies that the student has completed all degree requirements, has passed all required examinations, and is entitled to the award of the doctoral degree.

6. Area Requirements

6.1 Religion in the Ancient Mediterranean

This concentration area deals with the character and interactions of the ancient religious traditions of the Mediterranean, including Ancient Israel and its neighbors, Greco-Roman culture, ancient Judaism, and early Christianity. Students will develop primary expertise in one of the major fields listed below; they will also do significant work in two of the others. There will be a strong emphasis on mastery of the requisite languages and on a range of appropriate methodologies. In addition, all students will receive training in archaeological analysis so that they are capable of analyzing these traditions' material cultures in addition to their literature. Chronologically, this area is interested in religious phenomena ranging from the Ancient Near East through Late Antiquity.

Required Courses

Students will complete at least four of the following courses, depending on their major field and selected in consultation with area faculty advisers and the Graduate Adviser:

- R S 385H. *Proseminar in Ancient Near Eastern Studies* (same as MES 381). A survey of methods and approaches of study in the Ancient Near Eastern and early Hebrew environment.
- R S 385K. *Early Jewish and Christian Literature I*. A survey of major categories of early Jewish and Christian literature by genre in light of comparative historical research.
- R S 385L. *Early Jewish and Christian Literature II*. A survey of major categories of early Jewish and Christian literature by genre in light of comparative historical research.
- R S 386C. *Critical Problems in Christian Origins*. An introduction to key scholarly work and critical approaches to the study of Christian origins in its historical, social, and cultural contexts.
- R S 386H. *Critical Problems in Hebrew Bible* (same as HEB 380C - Advanced Hebrew Bible). An advanced study of critical problems in research on key areas of study in the Hebrew Bible and its environment.
- R S 386M. *Critical Problems in Ancient Mediterranean Religions*. An introduction to key scholarly work and critical approaches to the study of religion in the Ancient Mediterranean in historical, cultural, and archaeological contexts.

Students will take additional courses, including primary language and research seminars, chosen in consultation with their faculty adviser, in preparation for the comprehensive exams.

Languages

AMR students must demonstrate competency with the following languages. The primary languages must be completed before qualifying exams, and the secondary languages before candidacy.

Primary/ancient: (three required)

- Greek **
- Latin *
- Hebrew *
- Others: Syriac, Aramaic, Coptic

Secondary: (two required)

- German **
- French or Italian *
- Others: e.g., Spanish, Arabic

** required of all students

* normal expectation, but others may be substituted by petition

Qualifying Examinations

1. **Major Field:** The Major Field is selected from one of the following: Hebrew Bible and Religions of the Ancient Near East; Formative and Classical Judaism; Greco-Roman Religion; New Testament, Christian Origins, and Ancient Christianity; and Religions of Late Antiquity.
2. **Supporting Fields:** Two Supporting Fields are selected from the fields listed above.

3. **Thematic Field:** The goal of the thematic exam is to demonstrate mastery of particular theoretical and/or methodological materials for use in dissertation research. The exam focuses on one theme, method, theory, or phenomenon in the study of religion that is relevant to the student's primary interests. There are innumerable possible foci, including ritual, gender, violence, identity, diaspora, ethnicity, economy and religion, anthropology of religion, intertextuality, etc. Reading and preparation for the exam normally requires students to deal with materials from historical and cultural settings outside the ancient Mediterranean world that have demonstrable potential for informing the student's primary areas of research. The focus is selected in consultation with the student's advisers.
4. **Special Topic/Dissertation Field:** Like the Thematic Field, the Special Topic/Dissertation Field is intended to prepare the student for dissertation work. Where the Thematic Field is directed at theoretical and methodological issues, the Special Topic/Dissertation Field deals with the specific area(s) of research within the student's major field from which s/he will develop a dissertation topic. The topic is selected in consultation with the student's advisers.

6.2 Religion in the Americas

This concentration trains students in the religious histories of the Americas in order to prepare them for professional careers in Religious Studies. The curriculum is designed to serve a variety of student intellectual interests and research methodologies. Students are expected to pursue an interdisciplinary research program within one of the geographical fields of Latin America and the Caribbean or North America, develop teaching competency in the other geographical field, and work within two additional historical and/or theoretical fields, one of which may be outside of Religious Studies.

Required Courses

- R S 391L. *Approaches to the Study of Latin American Religion*
An introduction to the history of scholarship about religion in Latin America and the Caribbean.
- R S 391N. *Approaches to the Study of U.S. Religion*
An introduction to the history of scholarship about religion in the U.S., including recent research on the Atlantic World, the Pacific World, and the Western Hemisphere.

Students will take additional courses, including research seminars, chosen in consultation with their faculty adviser, in preparation for the comprehensive exams listed below.

Languages

Students must demonstrate competency with two languages: either Spanish or Portuguese, as well as one other modern research language. This expectation can be adjusted with faculty approval if students' dissertation research or subfield specialization requires any other indigenous language of the Americas or another modern language of Europe, Africa, or Asia. Faculty advisers will consult with students about language requirements.

Qualifying Examinations

1. **Major field:** An exam on the study of religion in the student's primary geographical concentration: either North America or Latin America and the Caribbean.
2. **Supporting field:** An exam on the study of religion in the student's secondary geographical concentration: either North America or Latin America and the Caribbean.
3. **Thematic Field:** An exam that considers one theme in the study of religion and includes both theoretical works and case studies. That theme will be relevant to the student's primary research and teaching interests and will be selected in consultation with the adviser. Many themes are possible, including material culture, ritual, gender, violence, or missions.
4. **Dissertation Field:** An exam that focuses on what the student needs to know to write the proposed dissertation. This might include both readings about what is being studied (e.g., Guatemalan Protestantism, Brazilian new religions, or U.S. Catholicism) and how it is being studied (e.g., participant observation, archeology, or archival research).

6.3 Religions in History

This area of concentration allows students to study religious traditions in specific historical and cultural contexts. The goal is to examine the historical articulation of religious phenomena associated with a specific religious tradition in a specific geographical area and in relation to other relevant religious traditions. Students will develop the research methods necessary for their projects; these may include historical, philological, comparative, material, and literary analyses. They also will develop the theoretical and thematic approaches needed to articulate research questions and to explore the role of religion in particular societies and cultures. Each student will also develop expertise in a second religious tradition. This secondary religious tradition should be in conversation with the religious tradition that is the student's primary research interest or should provide another significant means of comparative analysis.

The specific areas of research in this concentration depend on the current interests of the faculty. Prospective applicants are encouraged to contact faculty as they develop their applications. Current faculty research includes: Buddhist and Hindu traditions in South Asia; Islam in the Middle East and South Asia; Japanese Buddhism; and Christianity and Judaism in medieval and early modern Europe. Graduates from this concentration will be well prepared for professional opportunities within religious studies that are geographically or chronologically focused or that center on a particular religious tradition.

Required Courses

Students in Religion in Europe and the Middle East will complete two of the four following courses:

- R S 388E. Core Readings on Religion in Europe.
This course discusses key scholarly works on and major approaches to religion in Europe.
- R S 388I. Core Readings in Islamic Studies.
This course discusses key scholarly works on and major approaches to the study of Islam and Muslim societies.
- R S 388J. *Core Readings in Jewish Studies*.
This course discusses key scholarly works on and major approaches to Jewish Studies.
- R S 393C. *Core Readings on Religion in Asia*
This course discusses key scholarly works on and major approaches to religion in Asia.

In addition, students must take at least two research seminars that focus on the reading and analysis of primary sources.

Students will take additional courses, chosen in consultation with their faculty adviser, in preparation for the comprehensive exams listed below.

Languages

Primary: Advanced competency (i.e. third-year coursework or better) is required for advancement to Candidacy. The primary language or languages will depend on the student's area of research. UT offers extensive opportunities to develop advanced competency with Arabic, Sanskrit, Pali, Hindi, Urdu, Tamil, Telugu, Malayalam, Japanese, Hebrew, Syriac, Yiddish, Latin, and Classical Greek, as well as modern European languages.

Secondary: Students must develop reading knowledge (or better) of two languages necessary for research in their chosen field of study. In most cases, these languages are French and German, but other relevant languages may be substituted. Faculty advisers will consult with entering students about language preparation and placement.

Qualifying Examinations

1. **Major Field:** History of a religious tradition, focusing on specific geographical and chronological contexts.
2. **Supporting Field:** History of a second religious tradition or a field from another area of concentration (i.e., Religions of Latin America or Religions of Late Antiquity).
3. **Thematic Field:** An exam that considers one theme in the study of religion and includes both theoretical works and case studies. That theme will be relevant to the student's primary research and teaching interests and will be

selected in consultation with the adviser. It should explore permutations of this theme in a comparative perspective.

4. **Special Topic/Dissertation Field:** Typically the special area(s) of research within the Major Field related to the development of a dissertation topic.

6.4 Religion and Society

This area of concentration allows students to explore the dynamics of religion, culture, and society with a focus on theoretical and social scientific approaches. Students develop research topics that begin with thematic, analytical, or theoretical questions and apply their questions to particular religious frameworks, specific geographical areas, or the movement of ideas, people, practices, and things within and across regions. We especially welcome questions that explore interactions between religious practices, social organizations, and cultural structures. Students also develop the research methods necessary for their projects. For most students, these methods include ethnographic research (e.g. ethno-historical approaches), but other projects may be more suited to historical, material, and literary analyses.

The specific themes and questions supported by this area depend on the current research interests of the faculty. Prospective applicants are encouraged to contact faculty as they develop their applications. Current faculty research interests include: Religion, Ethics, Society; Medicine and Health; Gender and the Body; Popular and Visual Culture; Religion and Science; and Ritual Theory.

This concentration allows students to develop research projects that might cut across traditional geographical, chronological, and tradition-based approaches for understanding religious practice. Projects in this area necessarily use comparative methods, which may include research techniques drawn from textual and historical analysis or social science approaches grounded in ethnographic methods. Students develop contextualized, data driven projects; this point is particularly important for those interested in ethics, as this program emphasizes descriptive ethics and often cross-cultural and cross-religious comparison of moral ideas and systems.

Doctoral students in this concentration take advantage of the disciplinary breadth of the core and allied faculty to develop research agendas that are analytically driven and, wherever possible, enriched by comparison across time, region, or religious tradition. Normally, their program of work should identify three specific categories: their analytical themes, their research methods, and the particular religious traditions and/or regions they wish to study. They will work closely with their adviser to develop a plan of coursework and qualifying exams that will meet the specific needs of their projects and help them develop the necessary expertise in each of these three categories.

In addition to the general program requirements in Religious Studies, graduate students in Religion in Society will take courses that introduce them to the scholarly approaches to their field and allow them to explore works or problems in the social scientific study of religions.

Required Courses

All students in Religion in Society are required to take the following courses:

- RS 383T: Ethnographic Research Methods.
This course deals with the development of ethnographic research methods and trains students in their use.

Students must also take at least two seminars in which they develop research projects that might lead toward their M.A. report and dissertation topic, and students will take additional courses, including primary language and research seminars, chosen in consultation with their faculty adviser, in preparation for Qualifying Examinations.

Students are also strongly encouraged to take one or more core classes from other department areas that are relevant to their research interests. Examples include:

- R S 388E. Core Readings on Religion in Europe.
This course discusses key scholarly works on and major approaches to religion in Europe.

- R S 388I. *Core Readings in Islamic Studies*.
This course discusses key scholarly works on and major approaches to the study of Islam and Muslim societies.
- R S 388J. *Core Readings in Jewish Studies*.
This course discusses key scholarly works on and major approaches to Jewish Studies.
- R S 393C. *Core Readings on Religion in Asia*
This course discusses key scholarly works on and major approaches to religion in Asia.
- R S 391L. *Approaches to the Study of Latin American Religion*
An introduction to the history of scholarship about religion in Latin America and the Caribbean.
- R S 391N. *Approaches to the Study of U.S. Religion*
An introduction to the history of scholarship about religion in the U.S., including recent research on the Atlantic World, the Pacific World, and the Western Hemisphere.

Languages

Students should possess or develop knowledge of a minimum of two languages beyond English. This includes advanced competency with all languages necessary for data collection as well as any languages needed for secondary research. In rare cases, students may substitute statistics for one language.

Qualifying Examinations

1. **Major Field:** This exam focuses on a specific area of specialization that is determined in consultation with faculty. This specialization should be principally concerned with theoretical approaches to the study of religion that are directly related to the student's analytical questions and area(s) of research. Examples of such fields could be: anthropology of the body, material culture, politics and power, or ritual.
2. **Thematic Field:** This exam focuses on a particular theme in the study of religion and on methodological approaches to its study. Students explore this selected topic across religious traditions and/or geographical areas. Examples of such fields include topics such as: religion and society, ethics, or religious pluralism. In some cases, where the literature for a particular area is particularly large, the major field and thematic exams may be combined into a single exam with a reading list and exam length equivalent to two typical exams.
3. **Supporting Field:** A secondary area of specialization determined in consultation with faculty. This may involve developing command of literature in a second religious tradition for comparative purposes or a second geographical area, or it may involve a deep reading in historical writings relevant to an ethnographic project.
4. **Special Topic/Dissertation Field:** This exam will involve a thorough reading of ethnographic, historical, textual, and other social scientific literature related to the student's special area(s) of research and is intended to aid in the development of a dissertation topic. This exam is focused on developing command of literature related to either the religious tradition or geographical area that is the primary focus of the study (e.g. Japanese religions, religion and popular culture in the US and s Asia, ethics and the body in Judaism and Christianity, etc).

7. Courses and Grades

7.1 Course Numbering

The first digit of a course number indicates its credit value in semester hours (e.g. R S 383M is a three hour course). The second digit of the course number indicates the rank of a course: a 0 or 1 designates a lower-division undergraduate course (e.g. R S 310), a 2 through 7 designates an upper-division undergraduate course (e.g. R S 346), and an 8 or 9 designate a graduate course (e.g. R S 384).

Each class section has a five-digit number, called a “**unique number**,” used as an identifier. The same course may be cross-listed under two or more departments (e.g. *Early Jewish and Christian Literature I* is listed under Religious Studies, Classics, and Jewish Studies), and each of these sections has a different unique number.

7.2 Course Load

The normal course load for a graduate student is nine hours (three courses) during a long semester and three hours (one course) during a summer semester. These course loads are considered “full time.” Students receiving financial aid through fellowship or employment as a TA or GRA are expected to take a full load of courses each semester.

If a graduate student does not enroll for a long semester, he or she must apply for readmission in order to register again.

7.3 Conference Courses

Graduate students may, at the discretion of the Graduate Adviser, take individual instruction conference courses under the supervision of a faculty member by registering for R S 381 *Conference Course in Religious Studies*. The topic of the course should fall within the faculty member’s research interests. The grading policy and other requirements are left to the discretion of the instructor. Registration requires that the student and supervising faculty member complete an R S 381 form, which is available in the Program Coordinator’s office and on the Religious Studies website.

7.4 Undergraduate Courses

When necessary students may take upper-division undergraduate courses for graduate credit by registering for R S 381, the graduate-level conference course. The student attends the undergraduate class meetings and works with the instructor to devise and complete additional work appropriate to graduate standing. Students may take lower division language courses to help fulfill language requirements but these courses do not count toward the required graduate hours.

7.5 Transfer Credit

Students may petition to count up to six semester hours of coursework from another institution, with a grade of B or better, toward their requirements. Approval of the Graduate Adviser and Graduate Dean is required. **Courses that counted toward another degree may not be used to count toward the required 30 hours of the MA.** However, these courses may count toward doctoral requirements.

More info on transferring credit: www.utexas.edu/ogs/pdn/transfer.html

7.6 Grading

Graduate students can receive grades of A, A-, B+, B, B-, C+, C, C-, D, D+, D, D-, F, CR (credit), and NC (no credit) for their coursework. **According to the Graduate School, a “C” denotes unsatisfactory academic performance.** Students

should recognize, however, that "B" grades indicate areas of concern. F indicates total failure in a course. Religious Studies students are expected to maintain at least a 3.0 GPA.

No more than 20% of the hours submitted for the master's and/or doctoral degree may be taken on a **Credit/No Credit** (CR/NC) basis. Thesis/report courses, exams courses, and dissertation credits, which are always taken CR/NC, are not included in this calculation. Courses required by the department and the area of concentration may not be taken CR/NC. It is inappropriate to use CR/NC for the protection of GPA. Switching from a letter grade to CR/NC in the middle of the semester because of poor performance in a course is not allowed. Similarly, switching from CR/NC to a letter grade to take advantage of superior performance is also inappropriate. The only permissible change in status from letter grade to CR/NC and vice-versa after the deadline must be due to administrative error, as explained in a formal statement from the Graduate Adviser.

Any **incomplete work**, for which the student receives a grade of "X", must be satisfactorily completed at the end of the student's next long-session semester of enrollment. Incompletes are given when, due to extraordinary circumstances, a student is unable to complete the requirements for a course. If an X is not resolved by the end of the next long semester, it will become a permanent grade of "I," which can cause problems during appointments to TA or GRA positions.

8. Registration

8.1 Advising

As stated in Section 2, prior to registration, first and second year graduate students are required to meet with the Graduate Adviser before they are allowed to register for the next semester's coursework. After the first two years, each student who is still taking organized classes should meet with their supervisor or the Graduate Adviser late in each semester to discuss plans for the next semester's coursework. For **new students**, registration takes place in late August. For **continuing students**, this happens in April for fall registration and in October for spring registration. Check the online Course Schedule ahead of time to identify potential courses. After meeting with the Graduate Adviser, see the Graduate Coordinator to clear your advising bar.

8.2 Online Registration

Graduate students are responsible for registering for courses every semester and for ensuring that tuition and fees are paid by the assigned deadlines. Students must be proactive about this, as failure to complete registration on time is always considered the fault of the student. Students who have advanced to doctoral candidacy and are working on the dissertation are required to register for dissertation courses every semester of candidacy (see section 5.6).

Registration is available through **ROSE** (Registrar's Online Services). Instructions on how to register are available in the Course Schedule.

Your registration is not complete until you pay your **tuition and fees**. Go to "**My Tuition Bill**" to process payment. Tuition bills are sent to your email address; the registrar does not mail paper copies. You may choose to pay in full or use the installment plan. Pay your bill via eCheck, credit card (note 1.75% convenience charge), or electronic funds transfer. Even if your tuition is being paid by a fellowship, you may be required to "confirm attendance" by clicking a button on your "My Tuition Bill" page. Please be sure to pay or confirm attendance by the deadline. Failure to do so will lead to a cancellation of your registration and can cause problems with University employment and receipt of fellowship funds.

Contact the **Graduate Coordinator** if you have any problems with registration. The coordinator has access to the registration system and will be glad to help.

ROSE: <http://registrar.utexas.edu/services/>

Registration Instructions: www.utexas.edu/student/registrar/registration/

My Tuition Bill: https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

8.3 Late Registration

Students who do not register during the regular enrollment period must register on ROSE at a later date indicated in the Course Schedule. A late fee of \$25 will be charged. After the \$25 late fee period has passed, the fee increases to \$50 (until the 12th class day). **Make sure you have paid your tuition and fees by the 12th class day.**

8.4 Adds and Drops

Before classes begin, a student who has registered may add or drop a course online as described in the Course Schedule. The student may also add or drop a course online during the first four class days of a long-session semester. From the fifth through the twelfth class day, he or she may add or drop a course with the approval of his or her graduate adviser and of the department in which the course is given. After the twelfth class day, the student may add a course only under rare and extenuating circumstances by the graduate dean.

8.5 Continuous Registration

All graduate students are expected to enroll and pay tuition and fees every long semester until they graduate. If the student has been admitted to candidacy for the doctoral degree, registration in the dissertation course is required. The only alternative to continuous registration is a leave of absence, discussed below.

8.6 Withdrawals

A student who drops all courses has withdrawn from the University for the semester in which the courses are dropped and will receive a refund in accordance with the schedule listed in the Course Schedule. A student who withdraws from a semester may register as a continuing student the next succeeding long semester. A readmission application is not required.

Retroactive medical withdrawals are initiated in the Graduate School. The Dean or Dean's designate will determine if the applicant was incapable of withdrawing in a timely manner during the semester in question. Approval of retroactive withdrawals is rare.

8.7 Leave of Absence

Graduate students may apply for a leave of absence of no more than two long semesters. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance of the leave by the Graduate Adviser. If the student has been admitted to candidacy, the application must be approved in advance by the Graduate Adviser and the Graduate Dean; it will be approved by the Graduate Dean only in rare and unusual circumstances. A student on leave may not use any University facilities; nor is he or she entitled to advising from any member of the faculty. A leave of absence does not alter the time limits for degrees or coursework.

According to the Graduate Catalog, all completed work that is included in a doctoral student's degree program at the time of admission to candidacy must have been taken within the previous six years (exclusive of a maximum of three years of United States military service). The Graduate Studies Committee will review the program of students who have not completed the degree in their 4th and 6th year and yearly thereafter. At those times, the committee may recommend additional coursework, further examinations, or termination of candidacy. In addition, the student's program is subject to review by the graduate dean.

8.8 Readmission

University regulations require students who do not register for a long semester to apply for readmission before taking classes again. Readmission is a straightforward process for students who left in good standing, but students who did not obtain an approved leave of absence must pay the application fee. Application fees for students on approved leave will be waived. Applications for readmission should be made well in advance of the intended readmission semester. The deadlines for submission of the application for readmission are May 1 for the summer session, August 1 for the fall semester, and December 1 for the spring semester.

9. Funding

The Department of Religious Studies is committed to funding all our graduate students during the fall and spring semesters. Some funding is available during the summer, but not universally. We typically offer 5-year packages which are a combination of fellowships, Teaching Assistant (TA) positions, Assistant Instructor (AI) positions, and Graduate Research Assistant (GRA) positions. The amount of money and the type of benefits students receive may differ slightly from semester to semester depending on the source of funding for a given semester.

It is incumbent upon each student to ensure that his or her funding is processed each semester and all tuition and fees are paid in full. It is recommended that each student confer with the Graduate Coordinator before the start of classes regarding their financial support for that semester.

9.1 Fellowships

Many students are awarded substantial fellowships by the Graduate School and/or the Department of Religious Studies. The following are the most common:

- **Graduate School Recruitment Fellowships** are merit-based recruitment fellowships that cover tuition and fees and include stipends as well as a supplement for medical insurance. Some are one-semester fellowships; some cover 9-months; and some are multi-year and include the summer. Nominations are made to the College of Liberal Arts and Graduate School by the Religious Studies Admissions Committee each year during the admissions process. The fellowships are highly competitive—candidates must rank within the top 10% of the discipline.
www.utexas.edu/ogs/funding/fellowships/g sre recruit/
- **Graduate School Diversity Recruiting Fellowships** are merit-based recruitment fellowships that cover tuition and fees and include a nine-month stipend as well as a supplement for medical insurance. The intent of these merit fellowships is to provide access to higher education for students who might otherwise find it difficult or impossible to successfully pursue graduate study. There are several types of diversity fellowships. Nominations are made to the Graduate School by the Religious Studies Admissions Committee each year during the admissions process. Approximately 100 major diversity recruiting fellowship awards are made annually.
www.utexas.edu/ogs/funding/fellowships/diversity_recruit/
- **Graduate School Continuing Fellowships** are merit-based fellowships intended to support students who are currently enrolled in a graduate program at the University. There are two forms of Continuing Fellowships:
 - 1. Decentralized Continuing Fellowships. These are administered by the Department with the approval of the College of Liberal Arts. They range from one semester to 12 months, and they cover tuition and fees and a supplement for medical insurance.
 - 2. Named Continuing Fellowships. These are university-wide competitive fellowships that offer a stipend for 12 months, plus covering tuition, fees, and offering a supplement for medical insurance.
 Departmental nominations are selected by the Department's Graduate Admissions and Fellowship Committee and are forwarded to the Graduate School by the Graduate Adviser early in the spring semester for the following academic year. Once students have entered candidacy and have a clear schedule for completion, they should consider applying for these Named Fellowships.
www.utexas.edu/ogs/funding/fellowships/continuing/
- **Institute for the Study of Antiquity and Christian Origins (ISAC) Fellowships** provide funding for students studying Ancient Mediterranean Religions. ISAC offers one semester fellowships that cover tuition and fees and include a stipend as well as a supplement for medical insurance. It also offers summer funding for student research. ISAC Fellowships are offered by the Director of ISAC in consultation with the Chair and the Director of Graduate Study.

- **Religious Studies Fellowships** are awarded by the department to help support travel to conferences and research trips during the long semesters and over the summer. The Department encourages conference presentations at national and regional conferences and may not always support travel to graduate student conferences. It also cannot cover the entire cost of international conferences.

9.1.1 Tuition for Fellowships

Students on large university fellowships of \$12,000 or more per year will have tuition, fees, and stipend paid directly by the fellowship in question. These include: one-semester recruitment (pre-emptive) fellowships and continuing fellowships; Harrington fellowships; diversity fellowships; and departmental sources such as ISAC fellowships. Students must still confirm their attendance through the “My Tuition Bill” webpage and complete registration before 5pm of the deadline day or classes will be cancelled. Students on outside fellowships must work with the Graduate Adviser and the Graduate School to ensure that tuition and insurance costs are covered.

9.1.2 Stipends for Fellowships

Fellowship awards will be directly deposited into the student’s bank account at the beginning of the semester. Students should make sure they have signed up for direct deposit through the UT Direct system. Students may sign up online or by paper form.

Direct Deposit Form: www.utexas.edu/payroll/forms/psei.pdf

UT Direct: https://utdirect.utexas.edu/payroll/po8/payroll_info.WBX

9.1.3 Health Insurance for Fellowships

Students on large university fellowships will receive a Health Insurance Assistance stipend to cover health insurance for the student for the duration of the fellowship. Please note that the start and ending dates of student health insurance may vary from the UT group insurance. Be aware that your student insurance may expire before another form coverage (such as TA insurance) will come into effect. You may be able to purchase “gap” insurance, if necessary.

Please note that the stipend for insurance will not cover the monthly premium for UT group insurance but will instead cover purchase of student health insurance. This does not cover costs of insuring a family. Students with questions may see the Graduate Coordinator, but please be advised that the Coordinator is not a trained expert in insurance matters and can only relay basic information. Arrangements for coverage are up to the student. Most graduate students elect to use the Student Health Insurance Plan approved by the UT System. The stipend provided by the fellowship will cover the costs of this plan.

UT Student Health Insurance Plan: <https://www.academichealthplans.com/utexas/2013-2014/>

Office of Human Resources: <http://www.utexas.edu/hr/student/gradfellows.html>

9.2 Teaching Assistants (TA) and Assistant Instructors (AI)

9.2.1 Tuition for TAs and AIs

Students employed as a TA or AI will receive a **tuition reduction benefit (TRB)**, which is calculated annually to help cover the cost of in-state tuition and fees for that semester. (Student employees pay tuition at the in-state resident rate.) For the 2014–2015 academic year, the amount of the tuition assistance benefit came to \$3,784. The TRB is not considered taxable income. However, it does not cover the entire amount of tuition. Graduate full-time tuition (9 credit hours) for the 2014–2015 academic year is \$4,044. Currently, the College of Liberal Arts covers the gap between the TRB and the cost of tuition, but this has not always been the case. At times, it may be up to the student to make sure the difference of cost between the TRB and tuition is covered.

Tuition Reduction Benefit: <http://www.utexas.edu/ogs/employment/tuition/>

My Tuition Bill: https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

9.2.2 Stipends for TAs and AIs

The pay rate for TA and AI positions is calculated annually by the College of Liberal Arts and the Department of Religious Studies. Check with the Graduate Coordinator for the current pay scale. Paychecks are directly deposited into the student's bank account at the beginning of the month for the previous month worked. (Students should make sure they have signed up for direct deposit through the UT Direct system). In fall semesters, TAs/AIs will not receive their first paychecks until the first of October (even if the semester started in late August).

Enter Bank Account Information for Direct Deposit: https://utdirect.utexas.edu/payroll/po8/bank_info.WBX

9.2.3 Health Insurance for TAs and AIs

TAs or AIs appointed to work for at least 20 hours a week for at least 4.5 months (the typical rate and length of a TA appointment) are eligible for the same insurance benefits as other University employees. Fall insurance coverage begins September 1 and ends January 14. Spring insurance coverage begins January 15 and ends May 31. Teaching Assistants have the option to elect to have their coverage extend throughout the entire summer. Graduate students are strongly encouraged to have the coverage extend into the summer.

For information about summer insurance coverage, see section 12.2.

Insurance and Benefits for Student Employees: www.utexas.edu/hr/student/insurance.html

9.3 Graduate Research Assistants (GRA)

9.3.1 Tuition for GRAs

The tuition coverage that GRAs receive is known as **tuition reduction benefit (TRB)**, whereby the department directly pays the student's tuition bill. Students must still confirm their attendance through the "My Tuition Bill" webpage and complete registration before 5pm of the deadline day or classes will be cancelled. The TRB is not considered taxable income.

Tuition Reduction Benefit: <http://www.utexas.edu/ogs/employment/tuition/>

My Tuition Bill: https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

9.3.2 Stipends for GRAs

The pay rate for GRA positions is calculated annually by the College of Liberal Arts and the Department of Religious Studies. Check with the Graduate Coordinator for the current pay scale. Paychecks are directly deposited into the student's bank account at the beginning of the month for the previous month worked. (Students should make sure they have signed up for direct deposit through the UT Direct system.) In fall semesters, GRAs will not receive their first paychecks until the first of October (even if the semester started in late August).

Enter Bank Account Information for Direct Deposit: https://utdirect.utexas.edu/payroll/po8/bank_info.WBX

9.3.3 Health Insurance for GRAs

GRAs appointed to work for at least 20 hours a week for at least 4.5 months (the typical rate and length of a GRA appointment) are eligible for the same insurance benefits as other University employees. Fall insurance coverage begins September 1 and ends January 14. Spring insurance coverage begins January 15 and ends May 31. Unlike TAs, GRAs do not have the option to extend their UT Select insurance into the summer. In the past the Department has provided a stipend for GRAs to purchase summer coverage through Academic Health Plans. We plan to continue this practice, but alterations to funding and/or funding sources may cause changes in the future.

For information on summer insurance coverage, see section 12.2.

Insurance and Benefits for Student Employees: www.utexas.edu/hr/student/insurance.html

9.4 Professional Development Awards

The department is able to offer a number of modest awards for expenses related to attending academic conferences for the purpose of presenting a paper. These awards are offered each semester, including summer. Students should apply during the semester in which they are traveling. The Graduate Coordinator will send information to the listserv each semester.

9.5 Additional Sources of Funding

Although the Department of Religious Studies guarantees multi-year funding packages for students, we strongly encourage students to seek external sources of funding. Many outside fellowships confer considerable prestige on both the student and department. It may be possible for students to defer guaranteed departmental funding if they secure outside sources of funding. Discuss with the Graduate Adviser.

Foreign Language and Area Studies (FLAS) Fellowships are competitive fellowships open to graduate students from all departments and colleges who are undergoing training in modern foreign languages and related area or international studies. They are offered by four area studies centers at the University and are funded by the U.S. Department of Education. FLAS fellowships are available either for the academic year or the summer. The academic year fellowship provides a nine-month stipend of \$15,000 plus institutional payments (tuition and fees) up to \$18,000 per year. The summer fellowship provides a stipend of \$2,500 plus institutional payments up to \$5,000. Applications and awards are administered independently through the four area studies centers:

- **Center for European Studies:** Czech, Danish, Dutch, French, German, Modern Greek, Italian, Norwegian, Polish, Portuguese, Serbian/Croatian, Spanish, Swedish
http://www.utexas.edu/cola/centers/european_studies/Funding-Opportunities/Graduate%20Funding%20Opportunities/Graduate-FLAS-Fellowships.php
- **South Asia Institute:** Bengali, Hindi, Malayalam, Pashto, Tamil, Telugu, Urdu); Center for Middle Eastern Studies (Arabic, Modern Hebrew, Turkish, Persian
<http://www.utexas.edu/cola/insts/southasia/FLAS%20Fellowship/Applications.php>
- **The Theresa Lozano Long Institute of Latin American Studies:** Portuguese, Quechua, other approved Amerindian languages [Not currently available.]
<http://www.utexas.edu/cola/insts/llilas/student-programs/funding-opportunities/graduate-funding/fellowships.php>
- **Center for Middle Eastern Studies:** Arabic, Hebrew, Persian, Tajiki, Turkish
www.utexas.edu/cola/depts/mes/graduate/funding/flas.php

Fulbright-Program. Sponsored by the U.S. Department of State, offers funding for graduate students to engage in study or research abroad. The **Fulbright-Hays** offers dissertation fellowships for students in selected language areas.

- **Fulbright:** <http://world.utexas.edu/iss/intercultural/special/Fulbright>
- **Fulbright-Hays:** www.utexas.edu/ogs/funding/fellowships/fulbright_hays.html

Jacob K. Javits Fellowships provide substantial financial assistance to students in selected fields of study of the arts, humanities, and social sciences. Fellowships include a stipend of up to \$30,000. Eligible students must not yet have completed their first full year of doctoral study. Application deadline is usually early October.
www.utexas.edu/ogs/funding/fellowships/javits.html

Charlotte W. Newcombe Doctoral Dissertation Fellowships are designed to encourage original and significant study of ethical or religious values in all fields of the humanities and social sciences, and particularly to help Ph.D. candidates in these fields complete their dissertation work in a timely manner. In addition to topics in religious studies or in ethics (philosophical or religious), dissertations appropriate to the Newcombe Fellowship competition might explore the ethical implications of foreign policy, the values influencing political decisions, the moral codes of other cultures, and religious or ethical issues reflected in history or literature.
<http://woodrow.org/fellowships/newcombe/>

The Dolores Zohrab Liebmann Fund was created for the purpose of funding advanced education and graduate study grants. The awards are made to candidates who have outstanding undergraduate records and have demonstrated a need for financial assistance. Three nominations are forwarded to the Foundation by The University of Texas at Austin. <http://www.utexas.edu/ogs/funding/fellowships/liebmann.html>

Mellon/ACLS Dissertation Completion Fellowships support a year of research and writing to help advanced graduate students in the humanities and related social sciences in the last year of PhD dissertation writing. The program encourages timely completion of the PhD. A grant from The Andrew W. Mellon Foundation supports this program. <https://www.acls.org/programs/dcf/>

Social Science Research Council grants are sometimes applicable to Religious Studies students working in social scientific fields, depending on the active competitions and the student's specific research interests. See the SSRC website for more information about the latest competitions. <http://www.ssrc.org/fellowships>

A list of externally-funded fellowships can found on the OGS website: www.utexas.edu/ogs/funding/external

10. Student Employment

Teaching Assistant and Graduate Research Assistant positions are one of the primary sources of funding for graduate students in the Department of Religious Studies. Most students will gain several years of experience in these positions over the course of their academic careers. Assistantships function as more than just a means of employment; by providing close interaction with faculty members and experience within the classroom, they help professionalize students in the teaching and research functions of an academic department.

Individual TA and GRA appointments will be decided during the spring semester for the following academic year. Because of the Department's commitment to provide funding for all graduate students, careful planning is involved to ensure full coverage for everyone with limited resources. Student preferences will be taken into account but cannot be guaranteed.

10.1 Teaching Assistant (TA)

A Teaching Assistant is a half-time (20 hours/week) position assisting a faculty member with tasks related to the conduct and delivery of a course. Duties may include holding discussion sections, grading exams and papers, holding regular office hours, and handling student questions and problems.

TA Expectations

The Department of Religious Studies expects the following from its TAs:

- Honest and open communication with the course instructor and fellow TAs about issues such as grading, office hours, and review sessions.
- Attendance at all scheduled classes and review sessions.
- Holding regular weekly office hours.
- Completing all readings assigned to students in a timely fashion.
- Grading class assignments and exams in a reasonable amount of time.
- Upholding high professional and ethical standards with faculty, peers, and students.
- Cooperation with course instructors and fellow TAs in determining equitable workloads and common standards for evaluating student work.
- Keeping accurate records of students' attendance and grades and ensuring that a paper copy of all electronic documents is available to the course instructor.

Performing the duties of a TA while managing normal academic obligations is a balancing act that requires careful planning and time management. Religious Studies faculty understand the time and work constraints placed on TAs and will work closely with students to maintain this balance.

*** Continued appointment as a TA is contingent upon maintaining good academic standing in the program and the satisfactory performance of teaching duties in previous semesters. Students will receive an evaluation from the course instructor after every semester as a TA.*

University Policy on TAs: <http://www.policies.utexas.edu/policies/teaching-assistants>

10.2 Graduate Research Assistant

A GRA assists a faculty member with research projects. It is generally understood that the required duties will contribute to the professional training of the student. These are usually 9-month appointments; students can only work as GRAs over the summer if they are enrolled for 3 hours of coursework.

University Policy on GRAs: <http://www.policies.utexas.edu/policies/graduate-and-undergraduate-research-assistants>

10.3 Assistant Instructor (AI)

An AI is responsible for organizing and teaching his or her own course, usually on a topic related to the student's dissertation research. An AI must have a master's degree, prior experience as a TA, and must have completed a 398T *Supervised Teaching* course. In most cases, the student must have passed the Qualifying Exams in order to secure an appointment as an AI. An AI cannot serve as the instructor of record for an upper-division course.

University Policy on AIs: <http://www.policies.utexas.edu/policies/assistant-instructors>

10.4 Conditions for Student Employment

As a condition of employment, students must:

- Remain registered for at least nine semester hours of coursework in the long semesters
- Maintain at least a 3.0 graduate GPA.
- For international students: language certification and TA/AI orientation, both from the International Office: <http://world.utexas.edu/esl/ita>

Fourteen-Semester Rule

Graduate students may be employed as a TA, GRA, or AI for no more than 14 long semesters. Exceptions to this rule are rare. Consult the Graduate Coordinator for details.

20/30 Hour Limit

Student employment assignments may not exceed twenty hours per week during the first two long semesters of graduate study at the University, and thirty hours per week during the subsequent semesters, including summers.

Compliance Training

All University employees must complete a series of **online compliance and ethics training modules**. This training must be completed within the first month of employment.

Compliance Training System: <https://utdirect.utexas.edu/cts/index.WBX>

More on conditions for student employment: www.utexas.edu/ogs/employment/conditions.html

10.5 Summer Employment

Students employed in an academic title (TA/AI/GRA) during the summer must be enrolled for at least one three-hour course during any summer session. (Three hours is considered full time in the summer.) If a student is performing work that is non-academic in nature, s/he may be employed in a non-academic position that does not require summer registration. If a student is not registering until the second session, but the assignment begins in the first session, the Graduate Coordinator may submit a petition to the Graduate School stating the student will register in the second session. Summer employment in an academic title is limited to a maximum of 30 hours per week.

11. Texas Residency

Under Texas state law, an applicant or enrolled student is classified as either a resident of Texas, a nonresident, or a foreign student. The establishment of residency for the purposes of admission and tuition at a public university in Texas falls under a different set of guidelines than those for taxation and voting purposes.

To qualify as a Texas resident, an individual must reside in Texas for at least one year and establish a domicile in Texas prior to enrollment. An applicant or student who is claimed as a dependent on a parent's most recent federal tax return will be classified based on the parent's qualifications for residency.

For more on residency see:

<http://bealonghorn.utexas.edu/residency/establishing>

<http://www.utexas.edu/ogs/employment/entitlement.html>

Resident Tuition Eligibility

Students who receive funding through employment or fellowship may be eligible for resident tuition rates through a waiver process. See below.

In-State Tuition Waivers for Student Employees

Students appointed as TAs/GRAs/As are responsible for submitting an employment-based tuition waiver at the beginning of each semester of their appointment. Students can file for waivers through **UT Direct**. Waivers will appear on the tuition fee bill as "Less Exempt/Waiver."

Tuition Bill Waivers: <https://utdirect.utexas.edu/acct/fb/waivers/index.WBX>

In-State Tuition Waivers for Fellowships

Students who receive competitive fellowships of \$1,000 or more for the academic year do not need to submit in-state tuition waivers. They will be submitted on students' behalf by the Graduate School or the Department of Religious Studies.

12. Graduate Portfolio Programs

Portfolio programs are opportunities for students to obtain credentials in a cross-disciplinary academic area of inquiry while they are completing the requirements for a master's or doctoral degree in a particular discipline. It is not a degree program; rather, it functions somewhat like a minor. A portfolio program usually consists of four thematically-related graduate courses and a research presentation.

For a list of all available portfolio programs see: <http://www.utexas.edu/ogs/admissions/docport/>

The following portfolio programs may be of interested to Religious Studies graduate students:

- **African and African American Studies**
<http://www.utexas.edu/cola/depts/aads/graduate-programs/doctoral-portfolio-in-african-and-african-diaspora-studies.php>
- **Cultural Studies**
www.utexas.edu/cola/centers/culturalstudies/doctoral-portfolio/requirements.php
- **Indigenous Studies**
www.utexas.edu/cola/inits/nais/graduate-portfolio/requirements.php
- **Mexican American and Latino Studies**
<https://www.utexas.edu/cola/depts/mals/graduate/portfolio.php>
- **Museum Studies**
<http://museumstudies.finearts.utexas.edu/>
- **Romance Linguistics**
www.utexas.edu/cola/depts/frenchitalian/GraduateProgram/Programs/Rom-Ling-Port/Portfolio-Program-in-Romance-Linguistics.php
- **Women's and Gender Studies**
<https://www.utexas.edu/cola/centers/cwgs/degree-programs/graduate-program/portfolio.php>

13. Research Facilities

The University has a wide range of research facilities available to its students. You can find more information on libraries, centers, and museums at www.lib.utexas.edu/help/librarylist.html.

- **PCL (Perry-Castañeda Library)** – The main University research library. It embraces all subject fields, with its strongest holding in the humanities and social sciences.
www.lib.utexas.edu/pcl/
- **Harry Ransom Center** – Internationally recognized rare book and manuscript library with notable collections in American, English, French, and Italian literature; Jewish studies; classical studies; art and art history; history of the book; history of science; and photography. The HRC's holdings include a significant collection of mediaeval and early modern bibles and prayerbooks, and the Gottesmann Collection of Hebraica and Judaica.
www.hrc.utexas.edu
- **Dolph Briscoe Center for American History** – Research center with important collections in Texas history, history of the American South, Western Americana, and civil rights and social justice.
www.cah.utexas.edu
- **LBJ Library** – Presidential library housing papers, records, and memorabilia of President Lyndon Baines Johnson, his administration, and his contemporaries.
www.lbjlibrary.org
- **Benson Latin American Collection** – The largest university library collection in the US of Latin American materials. Maintains important holdings for all Latin American countries with documents dating from the fifteenth century to the present.
www.lib.utexas.edu/benson
- **Classics Library** – Maintains a collection of nearly 30,000 volumes and 180 journal subscriptions focusing on classical philology, Greek and Latin literature, Greek and Roman history and classical civilization, including art, archaeology, epigraphy, and numismatics. Located in Waggener Hall.
www.lib.utexas.edu/classics

Purchase Requests and Research Assistance

UT Libraries has a budget specifically designated for acquisitions in Religious Studies. Students can submit purchase requests for books that are not in the library collections. Contact the bibliographer for Religious Studies, **Shiela Winchester** (winchester@austin.utexas.edu), who also provides assistance in locating and navigating the variety of research tools available through the University of Texas library system.

14. Foreign Travel

All students traveling to international locations must follow the University's Student Travel Policy. This includes purchasing International Health Insurance for the duration of the trip. This is mandatory and the fees are \$19 per week.

The types of activities and events covered by the policy include:

- trips organized and/or sponsored by The University of Texas at Austin that are part of or contribute to an academic course or degree program including internships, practicum, and research;
- academic-related international service learning, internships, practicum, research, and volunteer opportunities organized and/or sponsored by the University of Texas at Austin;
- travel by members of a registered student organization regardless of whether or not the organization requires its student members to attend the activity or event;
- other trips organized and/or sponsored by The University of Texas at Austin including the activities of sponsored student organizations;
- travel to meetings of academic-related, professional associations including conferences.

For more information, contact the Executive Assistant (Aubrey Hooser) and visit the **Study Abroad** website: <http://world.utexas.edu/abroad>

14.1 Independent Study and Research

Students who will be conducting research outside of the United States for an entire long semester or more have the option to apply for International Independent Study and Research (ISR). This allows them to be considered full time students of the university without enrolling in and paying for a full time course load of courses at UT Austin.

ISR requires the permission of the Graduate Adviser and the student's dissertation supervisor. While students will still have access to University libraries and Health Services, but will not be considered for grants administered by the Office of Student Financial Services nor have access to UT recreational facilities.

Currently there are three costs associated with ISR: 1. Tuition (\$600); 2. Application Fee (\$75); and 3. Overseas Insurance (\$19/week). These fees are not option and are subject to change. For information about the application process and Overseas insurance please consult the following websites:

<http://world.utexas.edu/abroad/programs/isr>

<http://world.utexas.edu/abroad/health/insurance>

14.2 Travel Vaccines

University Health Services provides information for students about potential health risks when traveling abroad. They also provide a number of vaccines for students. For more information, consult the UHS website.

<http://www.healthyhorns.utexas.edu/travel/index.html>

15. Academic and Professional Integrity

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community. As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity.

- Code of Conduct University of Texas at Austin

As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity.

- Honor Code of the University of Texas at Austin

Integrity and trust are fundamental values of the Department of Religious Studies. The collaborative nature of a graduate program requires relationships between students, faculty, and staff that are open, clear, and trusting. Our department relies on The University of Texas **Student Standards of Conduct** for enforcement, but we promote ideals which are higher than merely enforceable standards. The University expects all students to obey the law, show respect for other members of the University community, perform contractual obligations, and maintain absolute integrity and the highest standards in scholastic work and teaching responsibilities. In short, all graduate students are expected to conduct themselves in a professional manner in every respect.

The Department of Religious Studies expects the highest standards of honesty in all academic work. Any instance of **academic dishonesty** (plagiarism, etc.) will almost certainly lead to dismissal from the program.

Student Standards of Conduct: <http://deanofstudents.utexas.edu/sjs/conduct.php>