# Table of Contents

I. Introduction .................................................................3

II. CLAS .................................................................4
   About CLAS .................................................................4
   Who’s Who in CLAS .......................................................4

III. The Graduate School .....................................................4
   Graduate School Administrators ........................................4

IV. Department of Religion ..................................................5
   History of the Department of Religion ...................................5
   Affiliated Centers, Societies, and Organizations .......................5
   Who’s Who in the Department of Religion ................................5
   Administrative Faculty .....................................................5
   Administrative Staff ........................................................6
   Faculty ..............................................................................6
   Contact Information ........................................................6

V. Graduate Program ..........................................................6

VI. Admission Rules and Procedures .........................................7

VII. Academic Degree Requirements .........................................8

VIII. Specific Track Requirements ...........................................11
   Religion and Nature .........................................................11
   Religion in the Americas ....................................................11
   Religions of Asia .............................................................12

IX. Dissertation Proposal ....................................................12

X. Admission to Candidacy ....................................................14

XI. Dissertation and Defense ................................................14

XII. Registration Procedures ................................................14
   Registration Requirements ................................................14
   Teaching Assistant Registration Requirements ........................15

XIII. Graduate Courses and Credits ........................................15

XIV. Committee Chairs and Members ......................................16
   Committee Rules ............................................................17

XV. Evaluation of Graduate Students for Satisfactory Progress .............18

XVI. Academic Honesty .......................................................19

XVII. Research Involving Animal or Human Subjects Approval ............20

XVIII. Preparing for Graduation ............................................20
   Clearing Prior ...............................................................21

XIX. Graduate School Editorial Office ......................................21
   Thesis and Dissertation Deadlines .........................................21
   The Thesis/Dissertation Process ...........................................24

XX. Format Requirements: Theses and Dissertations .........................25

XXI. Assistantships, Fellowships, Scholarships and Other Alternative Sources of Funding 25
   Graduate Assistants ..........................................................25
   Evaluations ......................................................................26
   Graduate Awards Program ..................................................26
   Assistantships versus Fellowship .........................................26
   Scholarships, Fellowships and Alternative Sources .....................27
   External Fellowships .........................................................27

XXII. Financial Information ...................................................28
   Tuition Waivers ...............................................................28

XXIII. Health Insurance ........................................................28

XXIV. Employment at UF ....................................................28
   Required Paperwork ........................................................28
   Dates of Appointment (employment) .......................................28
   Paychecks ......................................................................29

XXV. Florida Residency .......................................................29

XXVI. Travel .................................................................29
   CLAS/Travel form ..........................................................29
   Travel Authorizations .......................................................29
   Travel Expense Reports ....................................................30

XXVII. Graduate Student Resources .........................................30
   Web Pages And Email Listerves ............................................32

XXVIII. English for International Students ..................................32

XXIX. Academic and Administration Petitions ..............................32

XXX. Department Procedures and Resources ................................33
   Change in Number of Dependants .........................................33
   Change of Address ..........................................................33
   Change of Name ...............................................................33
   Use of Conference Room / Break Room ................................33
   Access to Offices .............................................................33
   Use of Copier .................................................................33
   Use of FAX Machine ........................................................33
   Computers ......................................................................33
   Email Accounts ...............................................................33
   Telephone Instructions .......................................................33
I. Introduction

This little booklet is intended to be a resource that explains to you, the graduate student, how the Graduate Program in Religion operates. We have tried to be comprehensive in covering all aspects of your experience in the Graduate Program in Religion. You will find information on fellowships, assistantships and other forms of financial assistance. There is administrative information that is very important for you to be aware of. The most important parts contain information on what our Graduate Program is all about, how it came to be the way it is, and how you, in making your way through the Program, can take advantage of the excellent resources you have at your disposal. There is an explanation of the “Track” system, which essentially refers to the main areas of specialization.

The uniqueness of our Graduate Program—which distinguishes it from similar, top-rate programs - lies in the way students can cross over the Tracks, creating new frontiers of graduate research in Religion. The three Tracks as they stand hold an enormous potential for cutting-edge research and top quality instruction. This Manual walks you through the Program, guiding you and explaining every step of the way until the completion of the Ph.D. degree. Finally, this Manual explains the day-to-day operational functioning of the Department. We hope that this booklet will help you set your bearings for this long journey of the Ph.D. Program and -beyond that, assist you in mapping out the terrain so that you can find your way around.

—Robin M. Wright
Former Graduate Coordinator

It is my pleasure to update this handbook, which my predecessors, Robin Wright, Anna Peterson, and Bron Taylor, have put together. The program has now successfully graduated its first cohorts, demonstrating its timeliness, coherence, and rigor. We are, however, not resting on our laurels. This past year the graduate studies committee engaged in a wide-ranging review of the program, particularly as it relates to the requirements for the Ph.D. as a whole, as well as for each of the tracks. We have also revamped our policy regarding mentoring in order to ensure your success in the program. Finally, we have made explicit our policy regarding academic and professional honesty and have set up a process to deal with potential violations. I invite you to familiarize yourselves with these changes, as we seek to take our program to a whole new level of excellence.

—Manuel A. Vásquez
Graduate Coordinator
August 2010

I am happy to announce that this handbook once again has been updated, and I also would like to thank my colleagues listed above for their efforts put into this. We believe this is a very helpful resource about the graduate program, and we encourage you to read it carefully. Whereas we believe our program has had an excellent development, we are continuously working to develop it further. We are confident that our program has many great assets, one of which is our graduate students. I therefore welcome you to continue to play an important role in enhancing the quality of the graduate program and the department.

—Terje Østebø
Graduate Coordinator
August 2012
II. College of Liberal Arts & Sciences

About CLAS

The College of Liberal Arts and Sciences at the University of Florida is the largest college on campus, with more than 700 faculty members responsible for teaching the majority of the university's core curriculum to at least 35,000 students each year. CLAS has more than 12,000 undergraduate students pursuing a variety of disciplines through its 42 majors and 42 minors. Additionally, nearly 2,000 graduate students are attaining advanced degrees in the college. CLAS students also are among the top at UF, receiving numerous scholarships and awards for their academic performance. During the past several years, CLAS has produced a Rhodes Scholar, as well as several Barry Goldwater Scholars, Harry Truman Scholars and James Madison Scholars. The college faculty rank among the best in the nation and have received a variety of national and international awards, including Guggenheim Fellowships, Senior Fulbright Awards, National Science Foundation Fellowships, Presidential Young Investigator Awards and National Endowment for the Humanities Fellowships. They hold memberships in the National Academy of Science, the Nobel Prize Committees, the Swedish Royal Academy of Sciences and the Royal Societies of London and Edinburgh.

Who’s Who in CLAS:

Paul D’Anieri  Dean
Dave Richardson  Senior Associate Dean
Margaret Fields  Assistant Dean
Joseph Spillane  Director, Academic Advising Center
David Pharies  Associate Dean for the Humanities [NOTE: Dean Pharies our departmental liaison at the Dean’s Office]
Milagros Peña  Associate Dean for Behavioral & Social Sciences [NOTE: Dean Peña is the person in charge of matters related to graduate studies at CLAS]
Zoë Seale  Senior Director of Development & Alumni Affairs

III. The Graduate School

The Graduate School administration includes the Dean; the Associate Deans; the Graduate Council; and the Graduate Faculty. General policies and standards of the Graduate School are established by the Graduate Faculty. Detailed policy interpretations published in the Graduate Catalog have the approval of the Graduate Council. The Graduate Catalog is only available online, at http://graduateschool.ufl.edu/academics/graduate-catalog. The Graduate School is constitutionally responsible for the general supervision of graduate programs within the University including the enforcement of minimum standards of graduate work in the University, recommendation of candidates for graduate degrees to the President, and the encouragement of graduate study and research.

Graduate School Administrators:

Henry T. Frierson, PhD  Associate Vice President and Dean of the Graduate School
Kenneth J. Gerhardt, PhD  Senior Associate Dean of the Graduate School
Laurence Alexander, JD, PhD  Associate Dean of the Graduate School and Director, Graduate Minority Programs
Karen A. Bradley, DMD, MBA  Associate Director of the Graduate School
Rimjhim Banerjee  Coordinator, Data Management
Janet Purnell-Broiles  Diversity Coordinator for Business, Fine Arts, Humanities, Social Sciences
Margann Enholm  Coordinator, Graduate Student Records
Susan Morris  Coordinator, Accounting
Stacy Wallace  Coordinator, Editorial Office
Earl Wade  Diversity Coordinator for Science, Technology, Engineering and Mathematics
IV. The Department of Religion

History of the Department of Religion
Founded in 1946, the Department of Religion is the second oldest religion department among America’s public universities and one of the strongest. We have a distinguished and diverse faculty, who together offer a rich and diverse curriculum to a growing number of students. Our graduate program builds upon department, college, and university strengths while staking out new areas of inquiry within the discipline of religious studies.

Our undergraduate major examines religion as a significant and pervasive element in human culture. Emphasis on method and theory and religion’s comparative dimensions enables students to read and critically analyze current literature. The Religion in the Americas program draws on UF’s strong Latin American Studies program to focus on North, Central, and South American religious interactions. Religion and Nature critically explores the relationships among human beings and their diverse environments, cultures and religions. The program in Religions of Asia emphasizes the transmission and interaction of Asian religious traditions and peoples as they move across and beyond Asia.

The department is also home to several important initiatives. The Center for the Study of Hindu Traditions, established in 2005, is the only program of its kind in the nation to encourage the research, teaching, and public understanding of Hindu culture and traditions. The Journal for the Study of Religion, Nature, and Culture provides a forum for international research on religion and nature. Departmental faculty and students also participate in many interdisciplinary programs across UF’s campus and beyond.

Affiliated Centers, Societies, and Organizations:

Center for Spirituality and Health  
http://www.spiritualityandhealth.ufl.edu/  
Contact: Dr. Louis Ritz, Department of Neuroscience

Center for the Study of Hindu Traditions  
http://www.clas.ufl.edu/chitra/  
Contact: Dr. Vasudha Narayanan, Department of Religion

http://www.religionandnature.com/society/  
Contact: Dr. Bron Taylor, Department of Religion

Center for Jewish Studies  
http://www.jst.ufl.edu  
Contact: Dr. Jack Kugelmass

Center for Latin American Studies  
http://www.latam.ufl.edu/  
Contact: Dr. Philip J. Williams

Center for European Studies  
http://www.ces.ufl.edu/  
Contact: Dr. Amie Kreppel

Center for African Studies  
http://www.africa.ufl.edu/  
Contact: Abraham Goldman

Who’s Who in the Department of Religion:

Administrative Faculty

Manuel Vásquez  
Professor and Chair  
manuelv@ufl.edu

Terje Østebø  
Assistant Professor and Graduate Coordinator  
ostebo@ufl.edu

James Mueller  
Associate Professor and Undergraduate Coordinator  
jmueller@ufl.edu

Administrative Staff

Annie Newman  
Senior Secretary  
annen1@ufl.edu  
Scheduling, grading, registration, correspondence, reservations of rooms for events.
Department of Religion Faculty

Distinguished Professor: Vasudha Narayanan
Professors: Anna Peterson, Bron Taylor, and Manuel Vásquez
Associate Professors: David Hackett, Robert Kawashima,

Contact Information
PO Box 117410
107 Anderson Hall
Gainesville, FL 32611-7410
Phone: (352) 392-1625
Fax: (352) 392-7395
Website: http://www.religion.ufl.edu

V. The Graduate Program In The Department Of Religion

At the present time, The Department of Religion offers the (1) Master of Arts with thesis; (2) non-thesis Master of Arts; and (3) Doctor of Philosophy degrees in three fields of specialization: religion in the Americas, religions of Asia, and religion and nature. Complete descriptions of the minimum requirements for these degrees are provided in sections VII and VIII of the graduate catalog.

Some applicants to our graduate program are very strong students whose undergraduate preparation was not directly in religious studies (e. g. Environmental Science, Latin American Studies, or Asian Studies). The non-thesis degree option is intended to strengthen the preparation of such exceptional students from other disciplines before they begin working on the Ph.D. in religious studies.

Combined Program: The department offers a bachelor’s/master’s degree program. Contact the graduate coordinator for information.

The graduate program in the Department of Religion at the University of Florida is designed to prepare students for careers in teaching and research in three distinct fields of specialization: religion in the Americas, religions of Asia, and religion and nature.

These areas were created in the late 1990s, when the Department developed a Ph.D. program that would bring together its particular faculty and university resources to offer what it hoped would be specializations at the cutting edge of the religious studies discipline.

The Religion and Nature program draws broadly on faculty both within the department and the university to create a field of study at the intersection of religion, nature, and society that is without precedent anywhere else in the world.

Religion in the Americas builds upon the strengths of department faculty and the Center for Latin American Studies, one of the largest and best-regarded programs in the country, to envision the first-ever doctoral program that looks at the broad diversity of religious cultures in the Americas from a hemispheric perspective.

Religions of Asia, in turn, draws upon faculty from our department and the Asian Studies program to provide students with a broad understanding of the dynamic interactions among Asian Muslims, Buddhists, and Hindus. This track also connects with religion in the Americas in considering the ways in which Asian traditions have been imported to the West, and with religion and nature in providing opportunities to examine nature-human relationships in Asian cultures and religions.

In other words, while the three tracks in and of themselves provide the space for specialization, students are encouraged to take advantage of numerous opportunities to forge synergistic links between or among the tracks, thereby creating new and important comparative interfaces.

Moreover, although graduate studies at UF’s Department of Religion are anchored around the three tracks, we welcome applications from outstanding students whose scholarly interests are not directly connected with these tracks, provided that departmental resources are complemented by substantial faculty and library resources in the university at large to allow the applicant to build a rigorous curriculum. Additional possible areas of specialization include sociology and anthropology of religion, early Christianity, indigenous religions, social ethics, Islam in Africa, African-American religious traditions, and religious globalization. In those cases, the applicant must identify a specific mentor in the department with whom s/he intends to work. If accepted, students will work with this mentor, and in consultation with the graduate studies committee, to develop an appropriate program of courses and qualifying exams.

Rules, procedures, and requirements, including those for admission, qualifying exams, and dissertation defense, will be reviewed (and amended if needed) every 5 years. This revision involves input from students. The last major
VI. Admissions Rules And Procedures

General: Some successful applicants enter the department after majoring in religious studies as undergraduates, although others may come from other fields. In most instances, doctoral applicants hold a master’s degree from this or other religious studies programs, a theological school, or another program closely related to their Ph.D. specialization.

Application to the Religion graduate program involves a simultaneous process of application to both the Graduate School and the department. In addition to the minimum requirements of the Graduate School, applicants must fulfill the additional requirements of the department.

Graduate School Minimum Requirements: Minimum requirements include an earned bachelor's degree from a regionally accredited U.S. institution or a comparable degree from an international institution. Applicants must have a minimum grade average of B for all upper-division undergraduate work and scores that are acceptable to the program to which the student is applying on the General Test of the Graduate Record Examination (GRE).

All international students seeking admission to the Graduate School must submit satisfactory scores on the GRE General Test (with at least 320 on the verbal portion). International students must submit a satisfactory score on the TOEFL (Test of English as a Foreign Language: computer=213, paper=550, web=80), IELTS (International English Language Test System: 6), MELAB (Michigan English Language Assessment Battery: 77) or successful completion of the University of Florida English Language Institute program. Students who meet the following conditions may be exempt from the English language test requirements: International students whose native language is English or International students who have spent at least 1 academic year in a baccalaureate or post-baccalaureate degree program at a college or university in a country where English is the official language.

Department Requirements: Regardless of the degree sought, all applicants for admission must meet the Graduate School requirements. In addition, the department requires:

1. Three references from persons competent to evaluate the applicant’s potential for graduate work;
2. An essay of three to five double-spaced, typewritten pages identifying the applicant’s goals and particular interests pertinent to the three available fields of study (this essay is extremely important and applicants should attend to it carefully);
3. Beyond these requirements, applicants need to show clear evidence of solid preparation before admission. This usually includes formal study of the primary language in the area of specialization. A minimum score of 304 on the GRE (1100 on the old scale, with 163 on the verbal portion) and 163 on the old scale scores AND a writing sample is also required;
4. In addition to evidence of preparation and academic promise, the department gives careful consideration to the fit between an applicant’s central scholarly interests and the resources the department and university have to offer.

Students who have a Bachelor’s in Religion or a closely related field but have not completed their M.A. degree can be accepted directly to the Ph.D. program ONLY if they have:

1. A cumulative Grade Point Average of 3.75 or above.
2. A verbal GRE score of at least 163 (650 on the old scale) AND
3. Some relevant language preparation

Applicants with a Bachelor’s in religion or related fields who do not meet these criteria will be accepted to the M.A. program. Upon successful completion of the advanced degree, they may apply to the doctoral program.

For those students who have completed the M.A. degree and wish to continue into the Ph.D. Program, the following documents should be submitted to the Graduate Advisory Committee:

1. A letter from the student’s M.A. advisor on behalf of the student;
2. The student’s academic record while in the M.A. Program; and
3. A brief description by the student indicating his/her research plans on the Doctoral level.

How to Apply: Apply online at http://www.admissions.ufl.edu/grad; The writing sample and the 3-5 page statement of purpose can be uploaded on this application. The three required letters of recommendation can also be sent through the online system.

On the admissions application, students should ensure that they designate the proper degree program for which they seek admittance. Students seeking the M.A. should select the category “M.A. only.” Students without an M.A. degree who are applying for the Ph.D. should indicate whether they would consider admission as an M.A. student in their personal statement.

For the Office of Admission, please send your completed application, $30 application fee (for first time applicants), and official transcripts and official GRE scores and TOEFL scores (international applicants) to the Office of Admission. 201 Criser Hall, PO Box 114000, Gainesville FL 32611-4000. If sending by fed ex or ups, use S201. For the department, please send the statement of purpose, a writing sample (if you do not prefer to upload these documents via the online application), copies of transcripts and test scores directly to the department’s
graduate secretary (transcripts and test scores need not be official), Department of Religion, 107 Anderson Hall, P.O. Box 117410, University of Florida, Gainesville, FL 32611.

Note: International students are requested to complete the online application, and send the certification of financial responsibility form to the University of Florida International Center.

Application Dates and Deadlines: The deadline for submission of ALL materials, including financial aid applications, is January 15. Incomplete files will not be reviewed. It is the responsibility of the applicant to make sure that his/her file is complete (which can be done by contacting the department secretary).

Applicants will be notified of action taken by the Graduate Advisory Committee no later than late March. Students should ensure that they take the GRE examinations early enough for the scores to arrive by the application deadline. In rare cases the Graduate Advisory committee will consider students for provisional spring semester admittance. Students wishing to enroll for the first time during a spring semester should contact the graduate coordinator to determine whether to make such an application. Such applications, when authorized, must be made by October 15. Any student admitted for a spring semester must go through the competitive, regular admissions process, which begins 15 January, and is not guaranteed admission to the program, even if they are allowed to take courses during that spring semester.

Readmission: This information applies only to students who have been admitted to a graduate program, post baccalaureate, or professional UF program. Graduate students who do not enroll at the University for two consecutive terms, including any summer term, must reapply for admission. Readmission, however, is not guaranteed and is subject to availability of space at the appropriate level, college, or major. Therefore, it is strongly advised that students who wish to take a leave of absence for two or more consecutive terms obtain prior written approval from their academic units. Students who skip a single term will be scheduled automatically for a registration appointment for one additional term.

Readmission applications are available from the Office of Admission, P.O. Box 114000, University of Florida, Gainesville, FL 32611-4000 or online at http://www.admissions.ufl.edu/grad/readmission.html

Add Or Change A Degree Program: Students who wish to change a major or degree objective (including continuing to a Ph.D. after receiving a master's degree, or thesis/non-thesis/project options), whether in the same or to a different college, must have the academic unit submit a completed Change of Graduate Degree Program form via the Graduate Information Management System (GIMS). Any changes to degree programs, including thesis/non-thesis/project options, MUST occur before the published midpoint deadline of the student's final term. Do not submit an Application for Admission form to the Office of Admissions. The Office of Admissions only processes Admission forms to the Graduate School for those who have never been enrolled as a UF graduate student.

VII. Academic Degree Requirements

Specific and current requirements for each of these three fields of study are found online under “Graduate Program” at http://www.religion.ufl.edu/.

Master of Arts

The M.A. degree provides a broad background in the study of religious traditions and theoretical orientations in the discipline. An M.A. student can choose whether s/he will concentrate in one of the three fields of specialization. If s/he chooses to do so, s/he needs to take the courses required for that field of specialization. If s/he does not, s/he can pick courses from across the fields. Course work culminates in a thesis and an oral examination on the thesis and course work.

Total credits: Thirty credit hours are required. These include Method and Theory I and II, the core course(s) of the major field (or equivalent for those not in one of the three fields), and six hours of thesis research credits. The additional hours shall consist of further courses in the area of specialization, other graduate seminars, and up to six hours of research language study.

Language study: All M.A. students are encouraged to demonstrate competence in a scholarly language other than English relevant to their area of research and teaching prior to beginning the thesis. The chosen language and how the student’s competence will be judged must be approved by the student’s supervisory committee chair. Frequently, language competence is met through (1) taking an appropriate course or courses in the language with a grade of B or better or (2) passing a language comprehension exam (usually administered by a department member or a language department at the University). Basic course work for scholarly languages will not count toward the required 30 credit hours. However, students studying a scholarly language connected to their research needs, above and beyond basic competence, can receive six or more credit hours for such specialized courses toward the required 30 total credit hours with approval of the student’s supervisory committee chair and the graduate coordinator.

Thesis: Each student, guided by a supervisory committee, will prepare a Master of Arts thesis, acceptable to the Department of Religion and the Graduate School. The student is expected to present the completed thesis and defend it at a public oral defense conducted by all members of the supervisory committee. Each member must certify on the signature page that he or she has read the final version of the manuscript and found
it acceptable in scope and quality. All members must sign the Final Examination Report. The entire supervisory committee must attend, in some way, this thesis defense (student and chair or co-chair must be physically present; all others may attend remotely).

**NOTE**: The Graduate School requires that all work counted toward the master’s degree must be completed during the seven years immediately preceding the date on which the degree is awarded.

**Non-thesis**: Students who have opted for the non-thesis variant, and who are not continuing in the Ph.D. program will take a final written and oral exam. There will be one written exam, lasting for six hours. Students with special needs and those whose native language is not English can petition for special accommodations. The petition will be reviewed by the graduate committee. The exam is “in-house” and closed-books. The oral exam lasts between an hour and a half and two hours. Grading and criteria for grading is the same as for the Qualifying Examinations (see below).

**Promotion to doctoral status**: The Department anticipates admitting only the best qualified M.A. students to the doctoral program, except in cases of an exceptional undergraduate major in religion (see Section VI). Resident graduate students who wish to apply for doctoral status (i.e., permission to fulfill requirements leading to doctoral qualifying examinations) must apply during the semester before they wish that status to be changed. A review and decision will be made by the field faculty and the graduate committee.

<table>
<thead>
<tr>
<th>MA in Religion Thesis Vs Non-Thesis Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework &amp; Requirements</td>
</tr>
<tr>
<td>Method &amp; Theory Core Courses</td>
</tr>
<tr>
<td>Core course work</td>
</tr>
<tr>
<td>Language Requirement (does not count for credit hours required unless is beyond intermediate level)</td>
</tr>
<tr>
<td>Elective Religion Credit Hours</td>
</tr>
<tr>
<td>Final Requirements</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

**Doctor of Philosophy**
The Ph.D. program trains future scholars to conduct original research and teach in colleges, universities, and other educational, governmental, and nongovernmental institutions. A student usually enters with a religion master’s degree either from this or another institution. All students are admitted into one of the three specialty fields and must fulfill the requirements of that field, as outlined in the field descriptions. In addition, students in all fields are encouraged to take courses in other departments to support work in their field of specialization.

**Mentorship and Annual Evaluations**: To ensure the success in the pursuit of the Ph.D., each student will be assigned a mentor in their first year. At the end of the year, the mentor will write a brief assessment of the student’s progress in the program (i.e., fulfilling satisfactorily their course and language requirements). Thus, it is important for students to be in close communication with their mentors. While mentors will reach out periodically to mentees, students must also take a pro-active role in building this crucial relationship. By the beginning of their second year, as students refine their focus, they will choose a main advisor (who may be the mentor assigned in their first year if appropriate), even if they have not constituted a full dissertation committee. This advisor will be responsible for the brief annual assessments of the student’s performance in the program. See also Section XV.

**Course requirements**: The University of Florida requires 90 hours of course work for the Ph.D. A minimum of 45 hours is devoted to course work at the doctoral level. The specific distribution of course work depends on the specialization but will include intensive work in the major area of specialization, 6 hours of method and theory (If not taken at the M.A. level), and at least 12 hours devoted to dissertation writing and research.

**Teaching**: The department does its best to secure teaching experience for its doctoral students and views such experience as integral to the professional education it offers. The department also encourages doctoral students to give lectures in appropriate undergraduate courses taught by members of the faculty. Doctoral candidates may be able to offer their own courses after completing their qualifying examinations.

**Language requirements**: All doctoral students must demonstrate proficiency in at least one and in many cases two languages other than English. The chosen language(s) as well as how and when the student’s competence will be judged must be approved by the student’s supervisory committee chair. Frequently, language competence is met through:

1. Taking an appropriate course or courses in the language with a grade of “B” or better or
2. Passing a language comprehension exam. This exam will usually consist of a timed translation of a text in the field with only the use of a dictionary. The test will be administered by a department member or a language department at the University. Students must earn a B or above in the translation to be able to pass the exam.

Basic course work for scholarly languages will not count toward the required 90 credit hours. However, students studying a scholarly language connected to their research
needs, above and beyond basic competence, can receive six (or more) credit hours for such specialized courses toward the required 90 total credit hours with approval of the student’s supervisory committee chair and graduate coordinator. Under special circumstances, and with the approval of the graduate coordinator, the language exam may be waived on the basis of course work, field experience, and/or native competence.

Qualifying examinations: Qualifying examinations form a bridge between course work and dissertation research. They are meant to assess the student’s familiarity with the essential works, authors, issues, methods, and theories that have defined the field. Further, students must demonstrate their capacity to think “on their feet,” being able to synthesize critically -- and in a limited time span -- the extant literature and take an informed position vis-à-vis it.

Normally students will take qualifying examinations during their third year in residence. Comprehensive reading lists for the three tracks can be found at: http://web.religion.ufl.edu/graduate.html. The written portion of the qualifying examinations takes the following format:

- Each exam is five hours long, except for students with disabilities and those who native language is not English. With the proper documentation and permission from the graduate studies coordinator, foreign students and students with disabilities may have up to 8 hours to complete each written exam.
- Under normal conditions, students write 1 exam per week over a period of 4 weeks.
- Ideally, qualifying exams should take place in October (for the fall semester) or mid-February (for the spring semester).
- Exams are “in-house,” taken on a computer provided by the department.
- Exams are closed-book.
- Students will have access to the specific questions on the day of the exam. These questions will be available through the department secretary when the office opens. In preparation for the exam, students may discuss with their mentors and examiners a list of potential topics or issues that may appear in the test. Such themes and topics will be congruent with the reading lists.
- Upon completion of the written exams, the examiners will convey their assessment as either PASS, CONDITIONAL, or FAIL. The oral defense can only proceed if the student has passed ALL the written exams. Ideally and normally, the oral part of the quals should take place within two weeks after the completion of the last written examination.
- Conditional signifies that a part or parts of the written examination require a second written examination during the next examination period.
- Fail signifies that the whole of the written examination must be re-taken during the next examination period.
- Failing is defined as work at the C level or below.
- If the student fails a written qualifying examination, a reexamination may be requested, but it must be recommended by the supervisory committee and approved by the Graduate School. Under normal circumstances, at least one semester of additional preparation is considered essential before reexamination.
- Failure in two qualifying exams, or a second failure in a single, previously-failed qualifying exam area constitutes grounds for dismissal from the program. In that case, if the supervisory committee considers the qualifying exams of sufficient quality for a student at the Master’s level, they will count as the final written and oral examinations for the non-thesis Masters option and the candidate will receive a terminal MA. (See also Section XV).
- In accordance with Graduate School procedures, in case of failure, students have the right to right to grieve the decision of the committee. The graduate coordinator (or the department chair if the grad coordinator is on the committee) will designate a second, properly qualified reader not in the original committee to assess the test. The second reader will report his/her assessment in writing to the supervisory committee who will make the final determination on the matter. If the student is not satisfied, then the grievance goes to the college. Again, if the student is not satisfied with the outcome, an appointment with the Ombuds can be made. S/he will go over the details of the process, talk to the student and the program, and mediate a resolution. See Section XXVII for information on the Ombuds.
- The entire supervisory committee must attend, in some way, the oral portion of the examination (student and chair or co-chair must be physically present; all others may attend remotely).
- Under normal conditions, the oral part of the examination lasts between an hour and a half and two hours.
- The supervisory committee has the responsibility at this time of deciding whether the student is qualified to continue work toward the Ph.D. degree.
- A candidate passes the orals if at least 75% of the faculty members present vote “pass.”
- The committee may ask questions related to the written exams or connected with reading list.
- The results of the qualifying examination, successful or unsuccessful, must be filed with the Graduate School.
- In order to receive distinction in the qualifying examinations, students must receive outstanding in ALL parts of the exams (written and oral). The decision to award distinction must be
unanimous. Outstanding designates work at the
A level, with the student presenting
himself/herself as a full-fledged junior scholar in
the field.

VIII. SPECIFIC TRACK REQUIREMENTS

Religion and Nature

Graduate students and recent graduates in Religion and Nature have a broad range of research interests, including the religious dimensions of fly fishing, wolf reintroduction, feminist evolutionary theory, religiously-based agrarian communities, resistance to mountaintop coal removal, and the work of philosopher Mary Midgley.

Required Courses (beyond Method & Theory I and II)

Students must take three core courses:
1. REL 6107 Religion and Nature
2. REL 6183 Religion and Environmental Ethics

In addition, students must take the following courses:
1. At least one course in Asian religious traditions
2. At least one course in Western religious traditions
3. A course in either the natural sciences or a course in research methods, such as REL 5937: Religion Ethnography, and Fieldwork; ANG 5485: Research Design in Anthropology; LAS 6239: Design/Methods of Research; SYA 6305: Methods in Social Research I; SYA 6315: Qualitative Research Methods; or POS 6707: Qualitative Research Methods for Political Science; among other possibilities. (Students without undergraduate degrees, or graduate coursework or degrees in the natural sciences, will be expected to take at least one course grounded in the natural sciences, as approved by their graduate committee.)

Qualifying examinations

Ph.D. students in Religion and Nature must take four written and one oral qualifying exam, as follows:
1) Religion and Nature in Religious Studies and the Social and Natural Sciences
2) Religion and Nature in Ethics and Philosophy
3) Religion, Nature, and Society
4) A fourth exam in a secondary area, which can be one of the exams in Religions of Asia or Religion in the Americas, or another field such as Indigenous Religions, Sociology, Anthropology, or Philosophy of Religion, among others. This exam is to be determined in consultation with the student's advisory committee.
5) Oral examination, to be taken upon successful completion of the four written examinations.

Religion in the Americas

The track stresses ethnographic and/or archival research on the myriad of expressions of religion in the region. Graduate students and recent graduates in Religion in the Americas work on diverse topics, including yoga in the U.S., Mormon missions in Latin America, transnational Charismatic Christian movements, the Jewish diaspora in Latin America, and religion and politics in Chile, among others.

Required Courses (beyond Method & Theory I and II):

Students must take three core courses:
1) REL 6126: Religion in the Americas
2) REL 6387: Religion in Latin America,
3) REL 6137: Religion in North America.

Recommended Courses:

Students are strongly encouraged to take these three additional courses:
1) REL 6137: Indigenous Religions of the Americas
2) REL 5365: Islam in the Americas
3) A research methods course such as REL 5937: Religion Ethnography, and Fieldwork; ANG 5485: Research Design in Anthropology; LAS 6239:

Design/Methods of Research; SYA 6305: Methods in Social Research I; SYA 6315: Qualitative Research Methods; or POS 6707: Qualitative Research Methods for Political Science, among other possibilities.

Elective courses

As often as possible, department faculty offer courses such as Buddhism in America, Hinduism in America, and Religion, globalization, and Immigration. Graduate students in the Americas are encouraged to take these courses whenever possible.

Language requirement

Students must demonstrate competence in at least one and in many cases two non-English languages in the Americas (i.e., Spanish, Portuguese, Haitian Creole, and/or any of the other Amerindian languages) selected in consultation with the faculty supervisory committee on the basis of their relevance to the student's research program.

Qualifying examinations

Ph.D. students in Religion in the Americas must take four written and one oral qualifying exam, as follows:
1) North American history, culture, and religion
Religions of Asia

The Religions of Asia track emphasizes research on the languages, communities, texts, performances, and histories of the various religious traditions of East, South, and Southeast Asia. Graduate students in the track have specialized in topics such as the popular representations of Hindu deities, the practices of Buddhist nuns in Korea, and the emergence of Tantric Buddhism among the early Khmers. The Asia track also connects with Religion in the Americas in considering the ways in which Asian traditions have been imported to the West, and with Religion and Nature in providing opportunities to examine nature-human relationships in Asian cultures and religions.

Required Courses
In addition to the two courses that are required for all Ph.D. students in the department—Method and Theory I & II—all students must take two additional courses. These can be selected from the three courses listed below, although students are encouraged to consider taking all three of them.

- Interpreting Asian Religions (REL 6319).
- Hindu Traditions (REL 5937).
- Buddhist Traditions (REL 6346).

Qualifying Examinations
1. Primary religious tradition. (Possible choices include, but are not limited to: Hinduism, Buddhism, Islam, Jainism, Sikhism, and Daoism)
2. Secondary religious tradition. Students have the option of limiting the scope of the examination in terms of a specific geographical area, such as south or east Asia.
3. Approaches to the academic study of Asian religions. This exam will usually be based on the Interpreting Asian Religions course, but it can alternatively consist of (1) an examination offered by one of the other tracks in the department, or (2) an examination in a relevant subfield in another discipline (such as history, women’s studies, or anthropology).
4. Student's area of specialization.
5. Oral examination, to be taken upon successful completion of all written qualifying exams.

Language Requirements
All students are required to demonstrate adequate mastery of at least one Asian language—which can be either a classical or a modern language—selected on the basis of its relevance to the student's area of study. Depending on the student's research topic, competence in additional classical or modern languages may also be required, as determined in consultation with the faculty supervisory committee. Generally, students are encouraged to undertake additional language study beyond the basic requirement, which can involve the study of a second Asian language or of a relevant European language.

IX. Dissertation Proposal

Each doctoral candidate submits a formal dissertation proposal to the chair of the supervisory committee the semester following the qualifying examinations. The proposal should define, in a clear, focused, and well thought-out manner, the goals of your dissertation research as well as your methodological and theoretical approaches. The proposal should show to your committee and the Graduate Committee that you have a firm grasp of your topic, its potential contributions to the study of religion, and the disciplinary contexts in which it will be situated. The proposal should be a concise and accessible document, using language that all scholars of religion—not just those in your subfield or specialty—will understand.

The proposal should be limited to 15-20 double-spaced, typed pages, not including your bibliography and appendices. Keep in mind that the proposal is meant as a description and justification of a dissertation project and not an account or status report of research already completed.

The sections described below should help you focus your topic, limit the scope of your inquiry, and justify the importance of your study. Your bibliography will illustrate the depth of your preliminary research and your expertise within the context of your topic.

Though deviations from these guidelines can be made in consultation with one’s dissertation chair, please adhere to the following expectations:

Abstract (200 words, maximum)
The dissertation abstract states your thesis topic, provides a concise summary of that topic, and describes the significance of your treatment of an important scholarly question about religion, religious experience, and the understanding of religious behavior and thought. It should articulate clearly and concisely, without the use of jargon
or specialized vocabulary, the problem(s) or issue(s) on which your dissertation will focus.

Proposal (5,000 words, maximum)
The proposal should explain the proposed dissertation at greater length than the abstract and should consist of the following sections:

Statement of the Problem: Concisely state the question, issue, or problem that your dissertation will engage. Do not repeat your abstract here; rather, use this section to explain your thesis and the argument that you propose to analyze and demonstrate in your dissertation. In your articulation of the dissertation’s main topic, you should both describe the context out of which it arises and define the boundaries and limits of your research.

Significance of the Study: Describe in explicit terms the contribution(s) your dissertation will make to the advancement of knowledge in religious studies generally and your subfield in particular. Describe the context out of which your dissertation topic arises by providing a review of the literature that is important for your research and the ways in which your dissertation will add to and differ from that literature. More than just implying the significance of your study, state explicitly why your research matters in terms of your specialty and the wider investigation of religion, religious experience, and the understanding of religious behavior and thought.

Methodology: Explain the methods by which you will demonstrate the argument which you have proposed, described, and justified in the previous sections. This section allows you to show your facility with the theoretical and practical models you will utilize as part of your dissertation research. You should make it clear that you know both how you will construct your argument and that you are able to do so with the data collected in your research. Defend your choice of method(s) for your particular study and explain why those method(s) fit your dissertation goals. Make sure to include the way(s) in which you will construct your argument using the method(s) and theory (theories) you describe.

Chapter Outline: Present a description of how the dissertation will be structured, including an outline (in narrative or schematic form) of the proposed chapters.

Timeline: Detail your progress to date and your schedule for the research and writing of your dissertation. This section should be no longer than 500 words.

Selected Bibliography
As an indication of how thorough an investigator has researched his/her field, the bibliography shows the researcher’s command of the context and history of a particular topic. Your bibliography should also show the relationship of your topic to the study of religion and other fields of inquiry related to your topic. Make sure that it indicates the major theoretical and critical works that bear on your dissertation. For your proposal, include only the works that most clearly demonstrate your preparation to carry out the work you propose.

Appendices
If applicable, submit any of the supporting materials that make up your proposal, e.g., questionnaires, research apparatus, Institutional Review Board approval, etc.

Format Requirements
- Margins: 1 inch all around;
- Page numbering: all pages must have Arabic numbers (1, 2, 3) at bottom center;
- Tables and figures belong at the end of the appropriate chapter. Do not insert them in the text;
- Spacing: Double-space paragraph text. Single-space headings, tables, figures, equations, and items in a list. Only 1 space between items in a list. Only 1 space after a heading or subheading.
X. Admission To Candidacy

Admission to candidacy is awarded to the doctoral student upon successful completion of the qualifying examinations and of the dissertation prospectus, and all other course and language requirements, and with the approval of the supervisory committee, the department chair, the college dean, and the Dean of the Graduate School. The approval is based on (1) written and oral qualifying examinations, (2) the academic records of the student, (3) the opinion of the supervisory committee concerning overall fitness for candidacy, and (4) an approved dissertation topic. Once approved for candidacy, the secretary of the Department makes a formal application to the Department and Graduate School for admission to Ph.D. candidacy through GIMS (Graduate Information Management System), the UF Graduate School’s information bank website for keeping, looking up, and updating graduate student and faculty records online.

XI. Dissertation And Its Defense

The final years of the program are devoted to dissertation research and writing. The student is expected to present the completed dissertation and defend it at a public oral defense conducted by all members of the supervisory committee. Each member must certify on the signature page that he or she has read the final version of the manuscript and found it acceptable in scope and quality. At the time of the defense, all committee members sign the Examination Report. The entire supervisory committee must attend, in some way, this dissertation defense (student and chair or co-chair must be physically present; all others may attend remotely).

XII. Registration Procedures

Students may register for courses and check course schedules, fee assessments, and grades using the online Integrated Student Information System (ISIS) directly at www.isis.ufl.edu or through my.ufl.edu, or the secretary may register them for the classes.

Procedures for registration are outlined in the Schedule of Courses publication, online at www.Registrar.ufl.edu or on ISIS at www.isis.ufl.edu.

All international graduate students whose first language is not English (official first language of home country) and who may be appointed as teaching assistants (with lecturing/lab must score at least 55 on the SPEAK Test or 28 on the Speaking Section of the Internet TOEFL to teach in the classroom, laboratory, or other instructional setting. Those who score 45 to 50 on the SPEAK Test, or 23 to 27 on the Speaking Section of the Internet TOEFL, may teach if they concurrently enroll in EAP 5836 to help their personal interaction and public speaking skills. Those who have scores below these minimums are not eligible to teach.

Information about the University of Florida English Language Institute is available at www.eli.ufl.edu Students may register for the locally administered SPEAK test with the Academic Spoken English Office, 314 Yon Hall.

Registration Requirements

Review the Graduate Catalog (http://gradschool.rgp.ufl.edu/students/catalog.html) or the Graduate School FAQ website (http://gradschool.rgp.ufl.edu/students/FAQS-Introduction.html) for complete registration requirements.

Full-time registration is 9 to 12 credits. Students not on an appointment and without a specific registration requirement by the government, external funding agency, or academic unit may register as a part-time student. Minimum registration is 3 credits in fall or spring and 2 credits in summer. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments. Any graduate student who is using University facilities (e.g., libraries, laboratories, etc.) and/or faculty time must register for an appropriate load.

During the terms of the qualifying examination, when applying for candidacy, of the final examination, and the final term in which the degree is awarded, the student must be registered for credits that count toward the graduate degree. In the latter of the two terms cited, thesis students must be registered for 6971 (3 credits in fall/spring and 2 in summer). For non-thesis students, the requirements are the same number of credits; however, registration cannot be 6971 but rather something that will count for his/her degree. The requirement for doctoral student’s final term registration is REL 7980 (3 credits in fall/spring or 2 credits in summer). Before being admitted to candidacy, Ph.D. students take REL7979 the semesters they are studying for qualifying exams, and after passing their oral exams, have an approved dissertation topic, and are admitted to candidacy, Ph.D. students would take REL 7980.

Courses may be dropped or added during drop/add without penalty. This period usually lasts 5 UF calendar days or 2 days for summer, starting with the first day of the term. Classes that meet for the first time after
drop/add may be dropped without academic penalty or fee liability by the end of the next business day after the first meeting. This does not apply to laboratory sections. Graduate students may drop a course during the current term until the day before commencement, as stated in the Academic Calendar. Students not on appointment must maintain minimum registration when enrolled. Students on appointment must always maintain appropriate registration unless otherwise approved by the Graduate School. Registration adjustments made after the drop/add deadline of the current semester will result in the student having financial liability for all credits, including those dropped or added. This financial liability also applies to students on appointment receiving tuition waivers.

**Teaching Assistants Registration Requirements:**

**Required Full-Time Registration**

<table>
<thead>
<tr>
<th>Full-time Graduate Students Not on Appointments</th>
<th>Fall and Spring</th>
<th>Summer A, B, C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9–12</td>
<td>4, 4, 8</td>
</tr>
<tr>
<td>Assistants on .01–.24 FTE and/or Fellows Receiving $4000 or More Per Semester, and Trainees</td>
<td>12</td>
<td>4, 4, 8*</td>
</tr>
<tr>
<td>Assistants on .25–.74 FTE</td>
<td>9</td>
<td>3, 3, 6</td>
</tr>
<tr>
<td>Assistants on .75–.99 FTE</td>
<td>6</td>
<td>2, 2, 4</td>
</tr>
<tr>
<td>Full-Time Assistants:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00 Fall &amp; Spring</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1.00 Summer A</td>
<td>2 (A) or 2 (C)</td>
<td></td>
</tr>
<tr>
<td>1.00 Summer B</td>
<td>2 (B) or 2 (C)</td>
<td></td>
</tr>
<tr>
<td>1.00 Summer C</td>
<td>1 (A) &amp; 1 (B)</td>
<td>or 2 (C)</td>
</tr>
</tbody>
</table>

*Summer Fellows can take any combination of credits (totaling 8) in A and B, A and C, B and C, or C. They cannot take all of their credits in A only or B only.

Any graduate student may be denied further registration in the University or in a graduate program should scholastic performance or progress toward completion of the planned program become unsatisfactory to the department, college, or Dean of the Graduate School. Unsatisfactory progress includes, but is not limited to, failure to maintain an overall B (3.00) in all work.

### XIII. Graduate Courses and Credits

Undergraduate courses (1000-2999) may not be used as any part of the graduate degree requirements. Up to six credits of undergraduate courses (3000-4999) outside the major may count when taken as part of an approved graduate program.

Courses numbered 5000 and above are limited to graduate students, with the exception described in "Undergraduate Registration in Graduate Courses" in the Graduate Catalog. Courses numbered 7000 and above are mainly for advanced graduate students.

Most graduate courses may not be repeated for credit. However, there is no limit on courses numbered 6971 (but only six credits will count towards the MA), 7979, and 7980. Other courses that may be repeated for credit are designated by “max:” immediately following the single term credit as listed in the Fields of Instruction section of the Graduate Catalog.

**Supervised Research and Supervised Teaching**—

No more than five credits each of 6910 (Supervised Research) and 6940 (Supervised Teaching) may be taken by a graduate student at the University of Florida.

**Audited courses** at any level do not count toward any graduate degree requirements.

**Independent studies** are intended for students who wish to explore topics not covered by the regular courses or to deepen knowledge in a specific subfield of specialization. As such, they are part and parcel of advanced doctoral studies. However, students should be careful not to fill their schedules with too many with independent studies. These tutorials must entail a rigorous program, which normally includes periodic meetings with the professor, as well as clear assignments that must be completed during the semester. Students who intend to do independent studies must first consult the graduate coordinator, and secure a formal agreement with the instructor who would be responsible for the independent study.

Graduate students may only repeat courses which they earned failing grades (C-, D+, D, D- or E). Repeating courses refers only to repetition of the same course where no significant change in content has occurred. It does not include repetition of seminars, special problems, or courses that have a varying content. The grade points from both the first and satisfactory attempts are included in the computation of the grade point average. The student receives credit only when the course is passed. Repeating a course for credit may not be used to resolve an
incomplete grade. If enrollment is needed for completion, then auditing the course is the appropriate registration.

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. B-, C+, and C grades count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A-, and A, respectively. Grade points are not designated for S and U grades; these grades are not used in calculating the grade-point average. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level courses, are used to calculate the cumulative grade-point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations.

**Incomplete grades:** Grades of I (incomplete) received during the preceding term will affect your standing in the program, as well as lead to the potential termination of assistantships or other financial support. Thus, they should be removed as soon as possible. Grades of I carry no quality points, and become punitive after 1 term. The Graduate School permits students to carry incompletes into one new semester. If incompletes are not made up during the next semester in residence, they will turn into failing grades. All grades of I must be removed before a graduate degree can be awarded.

**Transfer of credits:** No more than 30 semester credits of a master’s degree from another institution will be transferred to a doctoral program. All courses beyond the master's degree taken at another university to be applied to the Ph.D. degree must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be graduate-level, letter-graded with a grade of B or better and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee no later than the third term of Ph.D. study. The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45, and in all cases the student must complete the qualifying examination at the University of Florida. The Department secretary fills out the transfer of credit form. Graduate students must provide the Department secretary with transcripts from the institution where they received their Master’s degree. The courses must have been taken within 7 years, or a letter is needed petitioning the transfer. The letter needs to cite the relevance of the coursework, if the coursework has changed over the years, and what the student has been doing since taking the coursework.

Post-baccalaureate students or non-degree seeking students may transfer 15 credits of graduate level courses with a B or better towards their M.A. degree. The secretary fills out the transfer of credit form.

All work counted towards the master’s degree must be completed during the seven years immediately preceding the date on which the degree is awarded. For the Ph.D., all work must be completed within five calendar years after the qualifying examination or that examination must be repeated.

**XIV. Committee Chairs and Members**

All students are assigned a faculty mentor upon admission to the program, based on expressions of faculty interest and the student’s intended area of concentration. The mentor and graduate coordinator answer questions and provide support for the student in choosing courses and planning a program. By the end of the second semester, all master degree students must designate their supervisory committee chair and one additional department committee member. By the end of the second semester all doctoral students must designate their committee chair. By no later than the end of the fourth semester of study, all doctoral students must designate a four-member supervisory committee including the chairperson and one member from outside the department.

Duties and responsibilities of the supervisory committee:

Inform the student of all regulations governing the degree sought. This does not absolve the student from responsibility for being informed about these regulations. See General Regulations.

Meet immediately after appointment to review the student's qualifications and discuss and approve a program of study. The committee chair must oversee and supervise the student’s research.

Conduct the qualifying examination (or participate in it, if administered by the academic unit).

Meet to discuss and approve the proposed dissertation project and the plans for carrying it out.

The committee recommends the student’s admission to candidacy for the degree.

Give the student a yearly evaluation letter in addition to S/U grades earned for research courses 7979 and 7980. The chair writes this letter after consulting with the supervisory committee. A copy of the letter of evaluation must be placed in the student’s confidential departmental file.

Meet when at least half the work on the dissertation is complete, to review procedure, progress, and expected results and to make suggestions for completion.

Meet with the student when the dissertation is completed and conduct the final oral examination to assure that the dissertation is a piece of original research and a contribution to knowledge. The supervisory committee chair or co-chair must be present with the candidate for the examination. All other committee members may attend remotely. Only the actual supervisory committee may sign the ETD Signature Page,
and they must approve the dissertation unanimously.

No changes in a supervisory committee may be made during a student’s graduating term without a letter from the committee chair to the Graduate Student Records Office, justifying the change. Any change must be completed prior to the final examination and before the midpoint deadline of the term.

Committee Rules
Ph.D. supervisory committees must have at least four members all of whom are graduate faculty, with the possible addition of special appointments to the graduate faculty. The chair and one other member on the committee must be on the graduate faculty of the academic unit offering the major and conferring the degree.

The external member on the committee must be from the graduate faculty of an academic unit outside of the one offering the major and conferring the degree.

A special appointment may not serve as a supervisory committee chair, co-chair, or external member. A special appointment may not be counted toward minimum committee graduate faculty requirements; for instance a master's thesis committee with a special appointment will still require the inclusion of two full members of the graduate faculty.

If a double-track or a certificate is chosen, the supervisory committee includes at least one Graduate Faculty member representing this. If the student elects more than one minor, each minor area must be represented on the supervisory committee.

Special appointments: People without Graduate Faculty status may be made official members of a student's supervisory committee through the special appointment process. Appropriate candidates for special appointments include:

- Individuals from outside UF with specific expertise who contribute to a graduate student's program of study;
- Tenure-track faculty not yet qualified for Graduate Faculty status; and
- Non-tenure-track faculty or staff at UF who do not qualify for Graduate Faculty status;

Limitations for special appointments:
- They do not hold Graduate Faculty Status;
- They have a special appointment that is specific only to an individual student's committee; and
- They may not serve as a supervisory committee chair, co-chair, external member, or minor representative.

The student's supervisory committee chair requests the special appointment, briefly explaining what the special appointment contributes to the supervisory committee. A special appointment is made for a specific supervisory committee. If a student changes to a new degree or major and the committee chair wishes to include the special member on the new supervisory committee, another request must be submitted to the Graduate School for the new committee.

External member: Represents the interests of the Graduate School and UF.
- Knows Graduate Council policies
- Serves as an advocate for the student at doctoral committee activities
- Faculty holding joint, affiliate, courtesy, or adjunct appointments in the degree-granting academic unit and have faculty status in that academic unit cannot be external members on a student's committee.

Minor member: The minor representative cannot be the external member, but another professor from the minor field can be.

Co-chair: To substitute for the chair of the committee at any examinations, the co-chair must be in the same academic unit as the candidate.

Retired faculty: Graduate Faculty members who retire may continue their service on supervisory committees for 1 year. With approval of the academic unit, and the graduate school, retired faculty may continue serving on existing or new committees beyond this period.

Substituting members at qualifying and final examination: If a supervisory committee member cannot be present at the student's final defense, a Graduate Faculty member in the same academic area may substitute for the absent committee member. The substitute should sign the Final Examination form on the left side, in the space provided for committee members, noting the name of the absent member.

The chair of the student's major academic unit also must indicate the reason for the absence and state that the absent member agreed to this substitution at the final examination.

The substitute should not sign the ETD signature page. The original committee member must sign.

The student and chair or co-chair must be present for the oral defense; however, other committee members may elect to attend remotely, with approval by the other committee members, using modern communication technology to be present rather than being physically present at the defense.

No substitutes are allowed for the chair or external member of the committee. Changes to the supervisory committee may be entered online before the qualifying examination. No substitutes are allowed for special appointments, since they're supposed to be special "guest experts." But they can telephone in or use other electronic media to attend.

If we have an affiliate faculty member—a faculty member from another department--they can be given graduate faculty status from the
Department of Religion. The paperwork for this graduate faculty status is submitted online via GIMS. Once they have graduate faculty status in Religion, they can be the student’s chair or the other member that must be from our department. Affiliate members who do not have graduate faculty status from Religion, can be external members of our student’s committee as external membership is contingent on graduate faculty status, not employment.

M.A. degree supervisory committees must have a supervisory department committee chair and one additional department committee member.

For a non-thesis master's degree, the supervisory committee consists of one advisor from the major department.

XV. Evaluation of Graduate Students for Satisfactory Progress

Each year students are evaluated to determine whether they are making satisfactory progress towards their degree. Except for first-year students who have an assigned mentor, evaluations are completed each spring by the chair of the supervisory committee in consultation with the supervisory committee (if formed) and after speaking with the student about her/his accomplishments and future plans. The supervisory committee chair writes a letter to the graduate coordinator stating whether the student is making satisfactory progress in these areas:

I. Course work: including maintaining a 3.0 GPA; limiting the number of incomplete grades to only 1; taking an adequate number of courses.

II. Supervisory committee composition and meetings: M.A. students by the end of the first year and Ph.D. students by the end of the second year are expected to create a supervisory committee, and to arrange meetings with that committee at least once each year.

III. Progress toward the degree: making progress towards defining their research interests and funding opportunities; fulfilling degree requirements (including language acquisition as negotiated with the supervisory committee); completing qualifying exams; undertaking field research and specialized training; etc.

IV. Professional development: Students are expected to develop papers for presentation at national and international meetings as well as seek to publish their work during their graduate career.

Failure to form and maintain a supervisory committee under the guidelines stated in the Graduate Catalog and in the timeframe indicated above shall be considered unsatisfactory progress, and enrollment in the program will normally be terminated by the chair of the department, in consultation with the chair of the supervisory committee and the graduate coordinator.

Retention of Financial Awards: The retention of fellowships and assistantships is predicated on satisfactory academic progress as well as satisfactory performance of assigned tasks. If academic progress is not being made or assigned tasks are not being carried out in a satisfactory manner, the department can and will withdraw an award. Students who earn less than a 3.0 GPA in two consecutive semesters may be terminated from the department’s programs.

Evaluation of Assistantships: One unsatisfactory evaluation will precipitate a stern warning from the graduate coordinator, a supervisory chair, or another designated faculty member. Two unsatisfactory evaluations may result in termination of departmental funding, as determined by the department chair in consultation with the graduate coordinator.

Unsatisfactory Progress: The Department will dismiss from the program students not making satisfactory progress toward a degree. The grounds for dismissal include the following:

1. Failure to establish a supervisory committee with the numbers of faculty members and within the timeframes specified above.
2. Failure to have a program of study approved by the supervisory committee and/or its chairperson.
3. A graduate GPA of less than 3.0 for more than one semester.
4. Failure in two qualifying exams, or a second failure in a single, previously-failed qualifying exam area. In that case, the supervisory committee will assess whether the failed qualifying exam(s) is (are) of sufficient quality to count as the final written and oral examinations for the non-thesis Masters option and, thus, enable the candidate to receive a terminal MA.
5. A determination by a majority vote of the supervisory committee that satisfactory progress has not been made in course work, language acquisition, or toward the successful completion of qualifying exams or dissertation. Students may not re-constitute an established supervisory committee to avoid a negative vote. If a vote is taken but a majority does not vote to dismiss the student from the program, the committee as a whole, or members of it, may advise the student to reconfigure the committee or to consider a voluntary withdrawal from the program.
6. A judgment by the supervisory committee meeting in the final examination that the dissertation is...
unacceptable.
7. The passage of five years from the date of admission to candidacy without the submission of an acceptable dissertation. (See Graduate School Catalog)
8. A confirmed case of plagiarism or academic dishonesty in any assignment during the course of the program, as determined by the procedure laid out in Section XVI. The chair of the department and/or the graduate coordinator shall inform students in writing when a determination of unsatisfactory progress and a corresponding termination decision has been reached.

**Rules on Grades and Dismissal:** Grades below “B” in either the M.A. or the Ph.D. program indicate a failure to master material at an acceptable level. One grade less than “B” will precipitate a warning from the graduate coordinator, a supervisory chair, or another designated faculty member. Two grades less than “B” (either in the same semester or in different semesters) constitute evidence of unsatisfactory progress, and a meeting with the supervisory committee to consider dismissal from the program is in order.

The Graduate School permits students to carry incompletes into one new semester. If incompletes are not made up during the next semester in residence, they will turn into failing grades. A student carrying two or more incompletes at the beginning of the fall semester will, in most cases, lose an assistantship for that semester and will remain ineligible for an assistantship until the incompletes are removed (see also section XIII).

---

**XVI. ACADEMIC HONESTY**

The religion department expects its graduate students to uphold the highest standards of academic integrity and rigor. Thus, the department takes very seriously any violation of the university’s honor code. The departmental procedure for handling academic dishonesty is as follows:

1. If the instructor finds that there is sufficient evidence that an instance of academic dishonesty has taken place, s/he informs the graduate coordinator of the alleged violation, presenting all the pertinent evidence.
2. The graduate studies coordinator and another faculty member, who is not involved in the case, will review the information before any formal action is taken. This additional faculty member will be selected by the graduate studies coordinator on the basis of his/her area of expertise.
3. If these two faculty members concur that there is enough information to substantiate a violation of the Honor Code, the process established in the Honor Code is followed from that point forward. See Conflict Resolution Committee:

   [http://www.dso.ufl.edu/sccr/](http://www.dso.ufl.edu/sccr/)

Students are strongly advised to be aware of their rights and responsibilities under the University of Florida’s code of conduct:


Students are also strongly encouraged to familiarize themselves with what counts as honor violations:


---

In particular, students should be thoroughly familiar with the Honor Code’s policies regarding the prohibited use of materials or resources, plagiarism, and the use of fabricated or falsified information. According to the Honor code:

**“Prohibited Use of Materials or Resources.** A student shall not use unauthorized materials or resources in an academic activity. Unauthorized materials or resources shall include:

a. Any paper or project authored by the student and presented by the student for the satisfaction of any academic requirement if the student has previously submitted substantially the same paper or project to satisfy an academic requirement and did not receive express authorization to submit the paper or project.

b. Any materials or resources prepared by another student and used without the student's express consent.

c. Any materials or resources which the faculty member has notified the student in writing are prohibited.

d. If a faculty member has authorized a student to use specified materials or resources, the student shall not exceed that authority. If the student wishes to use any material or resource to which the authority does not plainly extend, the student shall first ascertain whether the use is authorized.

**Plagiarism.** A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes (but is not limited to):
a. Quoting oral or written materials, whether published or unpublished, without proper attribution.

b. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

**Use of Fabricated or Falsified Information.** A student shall not use or present invented or fabricated information; or falsified research or other findings if the student knows or in the exercise of ordinary care should be aware that the information, research, or other findings have been falsified.

---

**XVII. Approval of Research Involving Human or Animal Subjects**

University regulations require that all research projects involving human or animal subjects be reviewed even if the research does not involve experimentation, if it is purely observational, or if it appears totally harmless. In addition, projects must be reviewed whether or not they are funded.

Graduate research that will involve collecting data using human or animal subjects must be approved before the project begins by one of three boards outside of the department.

The Institutional Review Board (IRB) reviews all research involving humans. There are three IRB offices. IRB-01 is responsible for reviewing research conducted at the Health Science Center, Shands HealthCare, Inc., and the VA Hospital and conducted by faculty or staff working at any of those facilities—the telephone number is 846-1494. IRB-02 is responsible for all other nonmedical research involving human subjects—the telephone number is 392-0433. IRB-03 is responsible for the University Medical Center in Jacksonville. The telephone number is (904) 244-5310. For further information on these offices, see [www.irb.ufl.edu](http://www.irb.ufl.edu)

The site also contains all necessary forms.

The Institutional Animal Care and Use Committee (IACUC) reviews all research involving animals. See [http://iacuc.ufl.edu/about.htm](http://iacuc.ufl.edu/about.htm) for guidelines, forms, and detailed information.

---

**XVIII. Preparing for Graduation**

Degrees are awarded after each term in December, May, and August. The semester before graduation, the candidate should check his or her file with the department to make sure that all incompletes or other unresolved grades are cleared, grade changes have been recorded (Graduate students must have a GPA at 3.0 or above to graduate), and the supervisory committee form is accurate. Application for the degree must be made online at [http://www.registrar.ufl.edu/currents/degreeapp.html](http://www.registrar.ufl.edu/currents/degreeapp.html) early in the semester of graduation by the deadline published in the University Calendar. Application for the degree assures that the student’s name is on the graduation list and includes the application for the diploma, placement of the student’s name in the commencement program, and placement of the name on the list to receive information on commencement procedures, including rental or purchase of regalia. The application to graduate must be made each term a student anticipates graduating. The application does not carry over from a previous semester. Failure to apply for this degree by the published deadline will preclude the student’s graduation in that term. Students must register for at least three credits (two in summer) that count toward the degree during the semester of graduation, unless all requirements—including the final examination and submission of the corrected thesis or dissertation—have been fulfilled before the first day of classes (see *clearing prior*). Students on an assistantship, fellowship, or traineeship must be registered appropriately for their appointment. Thesis students must register for 6971 and doctoral students for 7980. Candidates pursuing concurrent degrees need to apply to the Office of the University Registrar for both degrees. Satisfactory performance on the final examination or defense and final submission of the corrected thesis or dissertation must be completed by the deadline dates shown in the University Calendar. Diplomas will not be available until approximately six weeks after Commencement and will be mailed to the graduates’ permanent addresses. Degrees are posted to the student’s transcript approximately four days after graduation.

For the non-thesis master’s degree, a final comprehensive examination (written and oral) must be passed by the candidate. This examination must not be scheduled earlier than the term proceeding the semester in which the degree is to be conferred.

The oral portion of the qualifying examination must be attended, in some way, by the entire supervisory committee (student and chair or co-chair must be physically present; all others may attend remotely).

For specific examination requirements, see the individual degree listings in the Graduate Catalog.

---

*Clearing Prior*
The Editorial Office provides a detailed website http://gradschool.ufl.edu/editorial/introduction.html with information on formatting and checklists to assist graduate students in the preparation of the manuscript. These guidelines offer suggestions and advice on the preparation and reproduction of illustrative materials, the use of copyrighted materials, and the securing of a copyright for a dissertation. The editorial staff examines a limited portion of the final draft and makes recommendations concerning the format of the manuscript before the final submission. The Editorial Office maintains a file of experienced typists and editors whom students may consult. The responsibility for acceptable English in a thesis or dissertation, as well as the originality and quality of the content, lies with the student and the supervisory committee. Students are required to submit their final theses or dissertations electronically.

Before you start writing your thesis or dissertation, learn about the formatting template and find out about technical support from the ETD (Electronic Thesis and Dissertation) Lab https://asc.helpdesk.ufl.edu/ which offers tutorials, workshops, and individual help from ETD technical consultants. For first submission of your thesis or dissertation on paper, they can show you how to fix its formatting before you print it. For final electronic submission, they can show you how to create the final PDF file and input links in it.


*subject to change

**Deadlines:**
https://asc.helpdesk.ufl.edu/editorial_deadlines.html

It is the responsibility of every student to familiarize himself/herself with all deadlines and to comply with crucial deadlines. All master’s theses must be defended before first submission, preferably long before. The thesis must be completely formatted before submitting to the Editorial Office, or it will be rejected. It is not a draft. Allow weeks for the process. All master’s theses must be orally defended before making submission to the Editorial Office. Therefore, the final exam form must be posted to GIMS before an attempt at submission can be made. Additionally, without a degree application in place by the degree application deadline, a submission cannot be made. Promptly contact the Application Support Center [visit Rm 224 Hub, call 392-HELP (Option 5), or email asc-hd@ufl.edu] when you begin writing your thesis and long before submitting the thesis for review by one of our editors.

The Application Support Center (ASC) can help you ensure that you will pass the first submission requirements of the Editorial Office. To streamline the use of UF’s formatting template and for information regarding how to change settings in it to meet the Editorial Office’s guidelines, please contact the Application Support Center. https://asc.helpdesk.ufl.edu/about.html

**Forms prepared for your defense:** Your department’s graduate coordinator designee (or Graduate Secretary) creates the three forms below, from the Graduate Information Management System (GIMS) database. All forms are typically signed at the defense. Your graduate coordinator designee/secretary submits a confirmation of
successful completion of these 3 forms electronically through GIMS. If after your defense your committee wants additional changes made to the thesis before publication, your committee may elect to hold the ETD Signature Page until all provisos have been addressed, but, if they elect to do so, a confirmation of completion must be posted to GIMS no later than the Final Clearance Deadline in handwritten form for your office in order for the degree to be awarded—it is the student’s responsibility to ensure that all deficiencies are cleared from his/her EDM Record by the Final Clearance Deadline.

____ ETD Signature Page: Your supervisory committee signs at your defense. If your committee wants revisions made to the thesis, your chair (or designee) may hold this form until all stipulations are met. This form must be posted in GIMS by the Final Clearance Deadline Date for the intended term of graduation.

____ Final Exam Form: Your supervisory committee signs. Your graduate coordinator designee submits a confirmation of successful completion of this form electronically through GIMS once you have successfully defended your thesis. You must ensure this has been posted to GIMS prior to submitting your thesis for review.

____ UF Publishing Agreement: This form will be signed at your defense by you and your supervisory committee chair. Together, you and your chair will decide on a publication release level (most choose 2-year embargo if planning to publish in a journal; others generally choose immediate). Your graduate coordinator designee will submit this form in tandem electronically with the final exam form completed through GIMS. It is your responsibility to confirm this data is recorded correctly in the EDM System when you make your final PDF submission of your thesis to our office.

By the published deadline http://gradcatalog.ufl.edu/content.php?catoid=2&navoid=845 within your intended term of degree award, YOU MUST SUBMIT A DEGREE APPLICATION. The degree application deadline falls before our submission deadline; therefore, file early as degree applications cannot be accepted by the Registrar after the late degree application deadline.

____ Degree Application through ISIS: You must submit a degree application online through ISIS for the term in which you intend to graduate. This must occur before submitting your thesis for review by the Editorial Office. Degree applications do not carry over from semester to semester. If you have previously submitted a degree application, you must submit a Graduation Date Change Form with the Registrar. It is your responsibility to verify with your department it is on file with the Registrar by the application deadline for the term in which you intend to graduate.

____ Final Exam date appears in the Graduate Information Management System (GIMS): Your Graduate Secretary will post electronically after your successful defense.

Paper items required to make submission to the Editorial Office: Promptly after your defense, and no later than the submission deadline http://gradschool.ufl.edu/pdf-files/deadlines-editorial.pdf, these items should be submitted to Room 224 of the Hub. There, you will find a sign-in/drop-off kiosk for your convenience. Submit items together in an expanding wallet-styled folder. Place a target in the upper left-hand corner of the folder, with your name (last name first) and UFID number on the label.

____ Thesis: printed on paper in pdf electronic format: This document is not a draft; it should be near-final format. It must be completely formatted in order to pass first submission requirements—troubleshoot your document first with ASC (Rm. 224 Hub) to ensure you are not rejected upon first submission. The ASC has developed a tutorial on electronic submission.

____ Journal article: an entire sample article from the journal whose reference system you used as a model in formatting your Thesis reference citations and list.

____ General Audience Abstract

What happens now?

Next, a charge of $12.80, for the Library Processing Fee, will appear due in your ISIS account, and status updates from the Editorial Office will start arriving via email. Follow closely, as these will advise you of specifics. You should first receive a system-generated e-mail acknowledging submission of the document. Then, you will be advised, via another e-mail, if you have passed the first submission requirements—if rejected on deadline day, you only have 1 business day to remedy this situation. Finally, within 15 business days, you should receive another e-mail with our recommended changes and directions on moving forward with the final submission.

As soon as your committee is satisfied with your document, work quickly and carefully to achieve Editorial Final Clearance by submitting all submission documents and an acceptable pdf through the EDM System: http://gradschool.ufl.edu/edmportal/gatorlink/EDM_portal.html no later than the Final Submission Deadline. Do not wait until this deadline to submit this document, as there are hundreds of students in this process. Get in the list early. Submit the final document as early in the term as your committee will allow. However, you must submit this document no later than the Final Submission Deadline for the term in which you intend to graduate and you also must achieve final clearance status by the Final Clearance Deadline listed for that term. No exceptions can be granted to these deadlines. If you plan ahead, the ASC can help you during this process—do not consider waiting until the days nearing the deadline to submit your final document for review, as you take the chance of not completing the process on time. These deadlines apply to all thesis and dissertation students. Most students complete all requirements well in advance, in order to ensure they do not face the chance of not graduating in their intended term.
Deadlines:
https://asc.helpdesk.ufl.edu/editorial_deadlines.html

The dissertation must be completely formatted before submitting to the Editorial Office or it will be rejected. It is not a draft. Allow yourself weeks for the formatting process. Consider defending before you make first submission. Although not required for dissertation students, it is strongly recommended. Promptly contact the Application Support Center [visit Rm 224 Hub, call 392-HELP (Option 5), or e-mail etd-hd@ufl.edu] when you begin writing your dissertation and long before submitting the dissertation for review by one of our editors. The Application Support Center (ASC) can help you ensure that you will pass first submission requirements of the Editorial Office. To streamline the use of UF’s formatting template and for information regarding how to change settings in it to meet with the Graduate School’s guidelines, please contact ASC.

Required to make submission to the Editorial Office-
No later than the first submission deadline, these items should be submitted:

1. **Degree application through ISIS:** You must submit a degree application online through ISIS for the term in which you intend to graduate. This must occur before submitting your dissertation for review by the Editorial Office. Degree applications do not carry over from semester to semester. If you have previously submitted a degree application, you must submit a Graduation Date Change Form with the Registrar. It is your responsibility to verify with your department it is on file with the Registrar by the application deadline for the term in which you intend to graduate.

2. **Transmittal letter from your committee chair:** It is your responsibility to obtain your Committee Chair’s signature on this form. Your department’s graduate coordinator designee (or Graduate Secretary) can print this form for you and you must submit this form through GIMS before you attempt to make submission. Please allow time for processing.

**Paper Items required for submission to the Editorial Office:** No later than the submission deadline, these items should be brought to Room 224 of the Hub. There, you will find a sign-in/drop-off kiosk for your convenience. Submit all items together in an expanding wallet-styled folder. Place a label in the upper left-hand corner of the folder, with your name (last name first) and UFID # on the label.

3. **Dissertation:** printed on paper or in pdf electronic format. This document is not a draft; it should be near-final format. It must be completely formatted in order to pass first submission requirements—troubleshoot your document first with ASC (Rm. 224 Hub) to ensure you are not rejected upon first submission.

**Journal article:** an entire sample article from the journal whose reference system you used as a model in formatting your dissertation reference citations and list.

**Forms prepared for your defense:** Your department’s graduate coordinator designee (or Graduate Secretary) creates the four forms below, from the Graduate Information Management System (GIMS). All forms are typically signed at the defense. The Proquest/UMI form is submitted by you directly to our office and the other three are submitted electronically through GIMS by your Graduate Secretary. These three forms remain on file with your department—do not submit the paper forms to the Editorial Office—the data will be sent to us electronically, once posted to GIMS. Postings should appear in the EDM System within 2 business days.

However, it is your responsibility to ensure all forms are recorded accurately in the EDM System by the Final Clearance Deadline.

4. **Final Exam Form:** Your supervisory committee signs. Your graduate coordinator designee submits a confirmation of successful completion of this form electronically through GIMS once you have successfully defended your dissertation. This must be submitted in GIMS as soon as you successfully defend your dissertation—your Graduate Secretary should not hold this form for revisions to your dissertation. If revisions to the document are necessitated, the ETD Signature Page should be held instead.

5. **UF Publishing Agreement:** This form will be signed at your defense by you and your supervisory committee chair. You two will decide when to release your dissertation. Most choose 2-year embargo if planning to publish their doctoral research in a journal. The majority also elect to release the full dissertation to ProQuest/UMI as well.

6. **ETD Signature Page:** Your supervisory committee signs at your defense. If your committee wants revisions made to the dissertation, your chair (or designee) may hold this form until all stipulations are met. Your graduate coordinator designee submits a confirmation of successful completion of this form electronically through GIMS once the Committee approves the final dissertation for publication. You should not be submitting your final document for review until this form has been posted to GIMS.

7. **ProQuest/UMI Publishing Agreement:**
This form will only be printed by your Graduate Secretary and provided to you. You will complete the form and deliver it to our office (Room 224 Hub) immediately after your defense and no later than the Final Submission Deadline http://gradschool.ufl.edu/pdf-files/deadlines-editorial.pdf. A scan of this form may also be sent electronically. Please do not place any orders for copies using this form. If you elected to send your dissertation to Proquest/UMI for publication, please complete Pages 4 & 5 in full, providing only these pages...
to our office. If you are not forwarding your dissertation to Proquest/UMI, please complete the entire “abstract only” form provided to you.

**What happens now?**

A charge of $12.80, for the Library Processing Fee, and a $25 fee for Traditional Publishing with UMI (regardless of whether or not you send the dissertation to UMI for publication) will soon appear due in your UF ISIS account. Status updates from the Editorial Office will arrive in your GatorLink email account in the upcoming business days—follow closely, as they will advise you of specifics. You should receive an auto. e-mail acknowledging submission of the document. Within 2 business days, you will be advised via e-mail if you have passed submission requirements—if rejected, you only have 1 business day to remedy this.

As soon as your committee and you are satisfied with the final document, work quickly and carefully to achieve Editorial **Final Clearance** by submitting all submission documents and an acceptable pdf document through the EDM System (http://gradschool.ufl.edu/edmportal/gatorlink/EDM_portal.html) no later than the Final Submission Deadline (http://gradschool.ufl.edu/pdf-files/deadlines-editorial.pdf). Do not wait until this deadline to submit this document, as there are hundreds of students in this process. Get in the list early. Submit the final document as early in the term as your committee will allow. However, you must submit this document no later than the Final Submission Deadline for the term in which you intend to graduate and you also must achieve final clearance status by the Final Clearance Deadline (http://gradschool.ufl.edu/pdf-files/deadlines-editorial.pdf) listed for that term. No exceptions can be granted to these deadlines. If you plan ahead, The ASC can help you during this process—do not consider waiting until the days nearing the deadline to submit your final document for review, as you take the chance of not completing the process on time. These deadlines apply to all thesis and dissertation students. Most students complete all requirements well in advance, in order to ensure they do not face the chance of not graduating in their intended term. Once your pdf has been submitted, please complete the survey below:

_____ **Survey of Earned Doctorates**: Complete the survey at https://sed.norc.org/doctorate/showRegister.do. Keep the confirmation of completion with your permanent records. Check with our office after 3 business days, and certainly before the final clearance deadline, if this remains as a deficiency in the EDM System for you.

---

**The Thesis/Dissertation Process**

At paper first submission, the Editorial Office briefly examines each thesis or dissertation for overall format and mechanics:

— Margins, page numbering and sequence.
— Consistent use of one reference system.
— Table of contents: organization, logical hierarchy, and correct formatting of subheadings.
— Continuity of text flow throughout each chapter (with no gaps at the bottom of the page containing paragraph text).
— Properly formatted tables, figures, and equations (if any); list of tables; and list of figures.

**Electronic Final Submission**

At electronic final submission, all changes to your thesis or dissertation ought to have been made, so the Editorial Office can quickly check the links and accept the ETD. On behalf of the UF Graduate School dean and the UF Libraries system, the Editorial Office makes sure each ETD meets all requirements for archiving, preserving, and publishing. Working together with you, the UF Graduate School Editorial Office helps improve the value of your ETD to you, the University of Florida and the scholarly community at large.

---

**E-mail questions related to thesis and dissertation issues to:** gradedit@aa.ufl.edu

**Staff**

Stacy Wallace  
Coordinator  
beloved@ufl.edu

Lisa De LaCure  
Editor  
delacure@ufl.edu

Anna Pardo  
Editor  
anndpardo@ufl.edu

**Mailing Address, Telephone and Fax**

UF Graduate School Editorial Office  
POB 118461 (224B The Hub)  
Gainesville FL 32611-8461  
USA

352 392 1282 (telephone)  
352 846 1855 (fax)

gradedit@aa.ufl.edu
XX. Format Requirements: Theses And Dissertations and other HELP

Format Requirements

Click on this link for the format requirements for your thesis or dissertation:

https://asc.helpdesk.ufl.edu/etd_format_requirements.html

For online tutorials:
https://asc.helpdesk.ufl.edu/tutorials/tutorials.html

Workshops available:
https://asc.helpdesk.ufl.edu/workshops.html

XXI. Assistantships, Fellowships, Scholarships, and Other Alternative Sources of Funding

Graduate Assistants

Not all graduate students have graduate assistantship appointments. Assistantships are awarded by the graduate admissions committee on a competitive basis. They are typically awarded for 4 years, contingent on satisfactory academic performance. Specific assignments are made with a view toward: 1) deepening the student’s expertise in his/her particular field of inquiry, and 2) expanding the student’s range of pedagogical experience. Assignments will be made by the graduate studies coordinator in consultation with the chair, the undergraduate studies coordinator, and the particular instructor.

TA appointments are employment contracts with UF. Graduate assistantship appointments are 9-month appointments: Aug 16 – May 15.

As a TA, you will get a tuition waiver by which UF will cover a certain number of credit hours. You will be expected to pay some of the fees.

Given the fact that our offerings are very limited during the summer, TA appointments for this period are particularly competitive. The policy of selecting summer TA’s is as follows:

1. All graduate students are eligible, regardless of their number of years they have been funded.
2. Graduate students will be asked who is interested in TA’ing and for what session.
3. Graduate students who have previously received summer funding in excess of $1,000 are excluded.
4. Faculty teaching the summer courses weighs in on their preferences from the available pool.
5. Graduate studies coordinator decides on the appointment after considering all variables.

If you are a TA over the summer, you must take summer classes.

If you are not taking classes, then you CANNOT have a TA appointment.

As a TA, your employment is through Academic Affairs.

Evaluations

Every semester you are a TA, your professor will evaluate you. All evaluations are in your personnel file. Each TA signs the evaluation. You can add comments to the supervising faculty’s evaluation. You will be graded as SUPERIOR, SATISFACTORY, or UNSATISFACTORY.
Graduate Awards Program (Previously Called Alumni Fellowships)

Graduate Awards represent the highest graduate student award available at the University. Funded at nationally competitive levels, these highly prestigious awards support students in all programs and departments of the University awarding a Ph.D. or MFA. To ensure that Graduate Awards receive every opportunity to succeed, the GAP will provide a full five years of support through a nationally competitive stipend and tuition waiver for qualifying students. Most Graduate Awards will receive both research and teaching assignments. The University expects Graduate Awards to demonstrate high standards of academic achievement and participation in university life. Applicants for the GAP apply through the departments or programs of their major field of study. Successful applicants will have outstanding undergraduate preparation, a strong commitment to their field of study, and will have demonstrated potential in research and creative activities. Information on the various Ph.D. and other graduate programs of the University of Florida appear at: Graduate Degrees and Programs.

Each College is allocated a number of Graduate Award slots each fiscal year (notification award letters usually go out in early Fall), calculated from Ph.D. graduation rates. Given the varied nature of the different Colleges across the campus, the Graduate Awards program has been designed to be flexible to accord maximum success with recruitment and utilization of the graduate student body.

For the academic year 2010-2011, the Department of Religion did not receive any Graduate Awards, but in the past we have garnered one or two.

The basic structure of the program is for Graduate Awards students to have a true fellowship, i.e., no duties or responsibilities, for their first and fourth years; the second and third years the Fellow is to have a teaching and/or research position. This sequence of fellowship/assistantship/fellowship will allow the student to focus on their studies, acclimate to UF, gain valuable teaching and research experience, and then finish their dissertation and gain employment in good order. However, Colleges/Departments are permitted to deviate from this sequence, depending on the College/Department’s needs, and proper notification to the student in the letter of offer.

Assistantships Versus Fellowships

Fellowships are not considered employment with UF. Graduate assistantships (Teaching assistants, Research assistants) are considered employment with UF.

Fellowship stipends are not taxed.
Graduate assistantship (Teaching assistant, Research assistant) income is taxed because it is considered income.

Fellowships do not have any benefit cost to the Department.
Graduate assistantships (Teaching assistants, Research assistants) have a fringe benefit cost to the Department (8.8% overhead).

Fellowships do not roll over annually and students must be appointed every year.
Graduate assistantships (Teaching assistants, Research assistants) do roll over annually since they are considered employment.

Graduate assistant appointments (Teaching [TA] or Research [RA]) must be terminated if student is no longer a TA or RA.
Alumni Fellowships are five-year commitments and students remain as such until the end of the commitment, unless the student leaves the university and/or graduates.

Students on Alumni Fellowships do not get any “across-the-board” or legislative pay raises (because it is not considered employment).
Students appointed as Grad Assistants are eligible to receive UF and legislative raises automatically. Generally, first-year appointments are not eligible for these raises. Once a Grad Student’s salary has been increased, it cannot be reduced, unless FTE is reduced, in which case salary will be adjusted proportionally.

Alumni Fellowships do require contracts or Letters of Appointment for waiver purposes.
Graduate Assistants-Teaching and Graduate Assistants-Research do require contracts or Letters of Appointment, with or without waivers.

Alumni Fellowships are usually 12-month appointments. Graduate Assistants-Teaching and Graduate Assistants-Research are usually 9-month appointments and can be offered for any period of time, on a term basis, up to one calendar year. However, if a student will switch back and forth from a fellowship to a Graduate Assistant appointment (Teaching assistant, Research assistant), then both appointments should be 12-month.

If a grad student on an Alumni Fellowship does not take classes over the summer, he/she will not get paid for the summer.
If a student is on a Graduate Assistant appointment (TA or RA) over the summer he/she will need to sign up for classes over the summer; otherwise they will not be paid.

Graduate students on fellowships do not require an evaluation / appraisal.
Graduate Assistants (Teaching or Research) shall be evaluated in writing once during each appointment period.
Students that have teaching duties should be appointed as a Graduate Assistant-teaching, and their fellowship stipend should be terminated, for that term.

Graduate Student appointments are conditioned by a collective bargaining unit (union).

Fellowships get waivers for tuition fees for the required 12 credits (fall/spring terms).

Graduate assistant appointments (Teaching or Research) also receive tuition waivers for the required 9 credits (fall/spring terms).

Changes in FTE’s for graduate students must be supported by a change in duties responsibilities and an automatic change in salary.

If a Graduate Assistant-Teaching is doing research and is not actually in the classroom, he/she should be appointed as a Graduate Assistant-Research.

Scholarships, Fellowships, and Alternative Sources

Grinter Fellowships are granted by the College of Liberal Arts & Sciences and are named in honor of Dr. Linton E. Grinter, Dean of the Graduate School from 1952 to 1969. The fellowship recruits truly exceptional graduate students. Currently enrolled graduate students are not eligible, except for those students who are entering a Ph.D. program. Continuation of the Grinter Fellowship beyond the first year is contingent upon satisfactory academic progress. Interested students should contact their academic units for complete information. Students awarded Grinter Fellowships will receive $2,000 per year, usually paid at the end of spring term or beginning of summer.

Wells Scholarships are named in honor of Linda and Charles Wells and are exclusive to the Department of Religion. Students awarded Wells Scholarships will receive $2,000 per year, usually paid at the end of spring term or beginning of summer.

Title VI-Foreign Language and Area Studies Fellowships are available to graduate students whose programs are Latin America or Africa or Europe oriented. Applicants must be U.S. citizens or permanent residents who are registered full time, including a language relevant to the area: Portuguese or Haitian Creole for recipients through the Center for Latin American Studies; Akan, Amharic, Arabic, Swahili, Wolof, Xhosa, Yoruba, or other African languages for which appropriate instruction can be arranged, for recipients through the Center for African Studies; and Czech, Greek (modern), Hungarian, Italian, Polish, Portuguese, Russian, Turkish, or other lesser and least commonly taught European languages for which appropriate instruction can be arranged, for recipients through the Center for European Studies. The fellowships provide a $15,000 stipend for the academic year and $2,500 for the summer plus payment of all tuition and fees up to 12 credits. Academic year and summer fellowship programs have separate application processes. Information is available from the directors of the Center for Latin American Studies, the Center for African Studies, and the Center for European Studies.

In the past, the department has also been able to provide small stipends to support travel to recognized professional meetings to present papers and/or organize and participate in panels. To secure this funding, students must have applied to travel funds from other sources such as the College of Liberal Arts. Application deadlines will be announced at the beginning of each semester.

Best Paper Award: In the interest of promoting high-level scholarship among our students, every year (toward the end of the Spring semester), there will be a competition to select the best conference paper and the best published essay (whether a journal article or a book chapter). Winners in each of these categories will receive a small stipend. The graduate studies coordinator will organize this competition, selecting a small jury from among the faculty.

External Fellowships

Students are strongly encouraged to be pro-active in seeking and applying for external sources of funding. Information on external fellowships, small grants, and other funding opportunities is available from Research and Graduate Programs. The Community of Science Funding Opportunities database and the Grants data-base are keyword-searchable and are valuable information resources.

XXII. Financial Information

Annual Cost Estimates for Graduate Students
Tuition Waivers
Every semester you must sign a Letter of Appointment (not the same as a Letter of Offer). Stop by 107 Anderson to sign the Letter of Appointment. For the purpose of TUITION WAIVERS only, you will be considered an in-state Florida resident. To receive a Graduate Tuition Payment a student must 1) be admitted and enrolled in a graduate program at the University of Florida, 2) maintain a GPA of 3.00 (truncated) or have a petition approved by his/her adviser, the associate dean of the college, and the Graduate School, and 3) be registered for the number of credits required for the appointment. Waivers for tuition: 9 credits for Fall and 9 credits for Spring for Grad Assts; 12 credits for Fall, 12 credits for Spring, and 8 credits for Summer for Graduate Awards. These credits must count toward the degree and do not include audited courses, correspondence work, DOCE courses, or courses designated as “self-funded” by the registrar.

Deadlines
You MUST pay your portion of the fees by the established deadline—or you will be charged a late fee.

TA’s/RA’s/Alumni are given fee deferments.

XXIII. Health Insurance Benefits
All Graduate Students appointed at an FTE of minimum 0.25 and enrolled in a graduate degree program, are eligible to a subsidy for health insurance. Graduate students on a Pre-Doc Fellowship and appropriately registered are eligible for health insurance benefits. Any additional costs of premium will be paid by student, via payroll deduction.

To enroll, go to https://bluebiz.bcbsfl.com/stu enroll/GatorGradCare.do. A brochure and other related information can be found on the Human Resource Services website: http://www.hr.ufl.edu/benefits/gatorgradcare/

XXIV. Employment At UF
As a student at the University of Florida, there are several forms of employment.
Graduate Awards: paid on a bi-weekly rate.
Assistantship: paid on a bi-weekly rate, according to the contract.
Other Personnel Services (OPS): paid on an hourly rate.

Required Paperwork
4-in-One forms (Loyalty Oath, etc.)
I-9 with Supporting Documents (Federal law requires this be completed on or before the employee’s first day of employment)
W-4 with Copy of Social Security Card (or ITIN#) OR W-9 with Copy of Social Security Card
Selective Service Registration (Male, 18-25)
Driver License (copy)
Direct Deposit form
Voided Check from bank institution
GatorStart New Hire form
Emergency Contact form
Passport if applicable
I-20 (F1 Visa), DS-2019 (J1 Visa), or 1-797 & Labor Condition Application (H-1B) if applicable
Foreign Student Tax forms

Dates Of Appointment (Employment)
9-month graduate student (19.5 pay periods)
12-month fellowship (26.6 pay periods)
Appointment dates of your employment do NOT coincide with class schedule.

Paychecks are issued on a bi-weekly basis.
Work week begins on Friday and ends the following Thursday.
XXV. Florida Residency

http://www.admissions.ufl.edu/residency.html

Residency for Tuition Purposes
Qualifying for In-State Residency
http://www.admissions.ufl.edu/residency/qualifying.html
What is a dependent student?
http://www.admissions.ufl.edu/residency/dependent.html
What is an independent student?
http://www.admissions.ufl.edu/residency/independent.html
What are the exceptions?
http://www.admissions.ufl.edu/residency/exception.html
Helpful Terminology
http://www.admissions.ufl.edu/residency/definitions.html

Residency refers to whether you are an in-state Florida resident or an out-of-state resident, and this classification determines your rate of tuition. Florida residents pay less in fees per credit hour than do non-Florida residents. Florida state statute Section 1009.21 defines the requirements for in-state status. Generally a person is considered a Florida resident for the purpose of paying taxes, voting, or other legal purposes after residing in the state for a designated length of time. However, state statute specifies additional requirements for a student to be classified as an in-state resident for tuition purposes. Most importantly: Living in or attending school in Florida will not, in itself, establish legal residence for tuition purposes.

Your initial residency classification
http://www.admissions.ufl.edu/pdf/residency.pdf

is determined by the Office of Admissions when you apply to the university. Failure to provide all relevant information and required documentation in the residency section of the admission application could result in a non-Florida or out-of-state resident classification for tuition purposes.

You have until the last day of classes in your first term to request the Office of Admissions to re-evaluate your residency status by providing additional documentation not submitted previously.

Once you have completed your first term at UF, you can request a reclassification of your residency status. You must contact the Office of the University Registrar
http://www.registrar.ufl.edu/currents/residencychange.html
to initiate this process.

<table>
<thead>
<tr>
<th>Initial Classification</th>
<th>Office of Admissions</th>
<th>352-392-1365</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reclassification</td>
<td>Office of the University Registrar</td>
<td>352-392-1374</td>
</tr>
<tr>
<td>Nondegree Students</td>
<td>Office of the University Registrar</td>
<td>352-392-1374</td>
</tr>
</tbody>
</table>

XXVI. Travel

CLAS Travel Form
http://web.clas.ufl.edu/forms/travel_grad.pdf

If the Department of Religion or the College has offered

Travel Authorizations
- Are required for travel to conventions, conferences, workshops, seminars, and all foreign travel.
- Must be filed before you leave on your trip.
- Agree with your Supervisor/Chair on which expenses you will be expected to cover and which expenses will be paid by the Department.
- Always have commitment in writing (and copy the office manager on the email).
- Let the Secretary know what the source of funding will be (CLAS travel, a grant, dept., etc.).
- The Shared Services (CLAS) will process the Travel Authorization on your behalf.
- If you are traveling and the Secretary has not been informed (or not been able to process a Travel Authorization), then please send an email with information about your trip.
- Information required for Travel Authorization:
  - Purpose of trip (be specific; example: research on the
XXVII. Graduate Student Resources

Graduate School website
The Graduate School maintains a website for current students at [http://gradschool.ufl.edu](http://gradschool.ufl.edu). This website contains information about important deadlines, grants and fellowships, workshops, and other items relevant to graduate education. Students will be held responsible for procedures and deadlines that are published through this website.

Integrated Student Information System (ISIS)
The Office of the Registrar provides ISIS as a central location for many academic services and student resources. Please become familiar with the elements, including access to the Graduate Catalog, GIMS, your transcript, grades, registration, etc. Be advised that some of the items in ISIS are for undergraduates.

Graduate Information Management System (GIMS)
The Graduate School maintains a database which captures key elements of graduate students’ progress through their degree program. Students are expected to review this read-only data a minimum of twice each semester. The first review should be two weeks after drop-add, to make sure their demographic information is pulling correctly from the university directory. At the end of each semester, students should review GIMS to make sure all degree program changes and/or milestones achieved in that term have been properly recorded. Prudent students will carefully review their GIMS’ record any time a milestone has been reached. During the final term, students must be certain that all necessary GIMS data is entered on time to meet the deadlines posted in the graduate calendar. Failure to meet any deadline will result in delay of degree award to a future term.

Graduate Student E-mail Listserv
The Graduate School communicates directly with enrolled graduate students via e-mail using GatorLink addresses. These messages include funding announcements, information applicable to graduate students in general, and reminders of deadlines, etc. An archive of messages is available at [http://lists.ufl.edu/cgi-bin/wa?A0=GRADSTUDENT-L](http://lists.ufl.edu/cgi-bin/wa?A0=GRADSTUDENT-L). Students are required to use this account to receive all official university communications. GatorLink has a website at [www.gatorlink.ufl.edu](http://www.gatorlink.ufl.edu)

Graduate Student Council
The Graduate Student Council (GSC) was formed in 1989 to foster interaction among graduate students on campus and to provide an agency for the coordination of graduate student activities and programs. The GSC seeks the improvement of graduate student education through active and permanent communication with the Graduate School, the University administration, and the Board of Trustees. It also represents the interests of graduate students at the student government, administration, local, state, and national levels.

GSC activities include participating in the annual fall and spring orientations for new graduate students, organizing the Graduate Student Research Forum every spring semester, and funding travel grants for graduate students who participate in conferences. GSC meetings are scheduled monthly, and a student represents each department. Interested students should contact the GSC, at 392-3261 or visit the website at [http://graduateschool.ufl.edu/academics/graduate-council](http://graduateschool.ufl.edu/academics/graduate-council)

Graduate Assistants United
Graduate Assistants United (GAU) represents graduate assistants in collective bargaining with respect to wages, credits, and other conditions of employment. GAU also serves as advocate for graduate assistants with employment grievances, publishes a newsletter, provides an email list, and organizes social events. The GAU includes the GAU Women’s Council. Call 392-0274 or visit the website at [http://www.ufgau.org/](http://www.ufgau.org/)

Office of the University Ombuds
The Office of the University Ombuds was established by the state legislature and reports through the Provost to the President. The Office helps students resolve problems and...
conflicts. It offers an informal avenue of redress for students’ problems and grievances that arise in the course of interacting with the institution. By considering the problems in an unbiased way, the Ombuds works to achieve a fair resolution and works to protect the rights of all involved parties.

Resolving student academic issues: The Office of the Ombuds deals with student concerns of an academic nature. Students must first contact the instructor, the academic unit chair, and the college dean before seeking help from the Ombuds, although instances do exist where contact with the University Ombuds first is beneficial.

Resolving student non-academic issues: In many instances, non-academic issues can be easily and readily resolved for students merely by facilitating direct communication and effective listening. For other problems not related to academic issues, the Office of the Ombuds helps students contact the appropriate campus office for dealing with their problems.

For more information, visit http://www.ombuds.ufl.edu.

Student Government
Student Government (SG) comprises the executive, legislative, and judicial branches. The Graduate-Professional Student Affairs cabinet post, part of the executive branch, works to help SG properly identify and respond to the unique concerns of graduate students. The cabinet officer works closely with graduate student organizations and the Graduate Student Council to enhance their programs. This position allows graduate students to take an active role in the decision-making process of SG. The director of Graduate Student Affairs also organizes the annual Graduate Student Appreciation Week, held each Spring semester. For more information, call 392-1665 or visit the website at http://www.sg.ufl.edu/. Graduate students participate in the legislative portion of SG by annually electing three graduate students to serve in the SG Senate. These three senators attend Senate meetings and vote on legislation.

Selected other SG cabinets include Academic Affairs, Advertising, Career Development, Community Involvement, Community-Political Affairs, Disability Affairs, Health, Housing, Internal Communications, LGBTQ Affairs, Multicultural Affairs, Public Relations/Publicity, Research, Satellite Campus Affairs, Student Organizational Outreach, Technology, and Women’s Affairs.

Workshops for Teaching Assistants
The Graduate School and the Office of Academic Technology offer an orientation and a series of workshops for teaching assistants who want to improve their instructional skills. The orientation and the "getting started" workshop are mandatory for all who are beginning teaching assignments. The website for teaching assistants is http://www.teachingcenter.ufl.edu/ta_development.html. Teaching assistants may take all 10 workshops, or they may select the most pertinent ones for their assignments. Among the materials covered are presentation skills, course and lecture planning, techniques for improved student motivation and attention, group dynamics, testing and grading, and how to elicit and interpret feedback. Participants may request videotaping of their classroom presentations and student feedback on strengths and weaknesses. To sign up or for more information, call Dr. Winifred Cooke at the AT Teaching Center, 392-2010, or drop by the office on the ground level, Southwest Broward Hall. Teaching at the University of Florida: A Handbook for Teaching Assistants is available online at http://www.teachingcenter.ufl.edu/materials/ta_handbook_web.pdf.

EXCEL Newsletter
EXCEL, a Graduate School publication, is published each spring. The newsletter features graduate students and their research, the winners of the Doctoral Dissertation Mentoring Awards, plus alumni who are now doing interesting work.

University Libraries
The library system consists of three central units—Library West, Smathers Library (Library East), Marston Science Library—and branch libraries in the Colleges of Design, Construction, and Planning; Fine Arts; Education; Journalism and Communications; Law; the Department of Music; and the J. Hillis Miller Health Science Center. Orientation tours of the main libraries are scheduled at the beginning of each semester. LUIS (Library User Information Service) terminals in each library provide computerized access to the collection. The entire sixth floor of Library West is reserved exclusively for graduate student use. See the library website at http://www.uflib.ufl.edu.

University Counseling Center
The University Counseling and Wellness Center offers free psychological counseling to currently enrolled students and their partners/spouses. Individual and couples counseling is available for students experiencing personal, social, or marital difficulties or academic or career concerns. The Center offers groups and workshops designed to help students cope with common problems such as stress management, anxiety, self-confidence, relationship and family issues, eating disorders, and substance abuse. Services also are provided to deal with issues related to gender, racial and ethnic identity, physical disability, and sexual orientation. All counseling is confidential. For more information, visit the website at http://www.counseling.ufl.edu/cwc/

Student Health Care Center
The Student Health Care Center (SHCC) provides outpatient medical services that include primary medical care, health screening programs, health education, and sexual assault recovery services. Physicians are board-eligible or certified and all clinical staff are experienced
in the care of university students. SHCC is accredited by the Accreditation Association for Ambulatory Health Care, Inc. The SHCC is staffed by physicians, physician assistants, nurse practitioners, registered nurses, dietitians, health educators, psychiatrists, psychologists, and mental health counselors. Health education staff provides counseling and an extensive campus outreach including the GatorWell program.

Detailed information on the Student Health Care Center services and programs is at http://shcc.ufl.edu/

**Students with Disabilities**

**Web Pages And Email Listerves**

Information is published online for graduate students at http://my.ufl.edu by Student Services and the Graduate School. This website contains information about important deadlines, grants and fellowships, workshops, and other items relevant to graduate education. Students will be held responsible for procedures, and deadlines that are published through this website.

The Graduate School maintains a website for current students at http://graduateschool.ufl.edu/ that provides useful information and online forms.

**XXVIII. English for International Students**

The University of Florida makes available English language programs to help international graduate students improve their proficiency in English. These programs are 1) the English Language Institute, 2) Academic Written English, and 3) Academic Spoken English.

Applicants whose command of English is not as good as expected may be requested by their departments to attend the English Language Institute (ELI), an intensive English program designed to provide rapid gain in English proficiency. An ELI student may require one, two, or occasionally three semesters of full-time English study before entering Graduate School.

Information about ELI is available in 315 Norman Hall. The Academic Written English (AWE) program is designed to help foreign graduate students improve their writing ability. Applicants whose verbal GRE scores are below 320, or students who have been admitted provisionally with a score lower than required on a TOEFL (550 paper, 210 computer, 80 web), IELTS (6), or MELAB (77), may be required to take a writing test. Those demonstrating a lower proficiency than needed for successful performance in written tasks as determined by their academic unit may be required to take courses in written English. Information about the AWE program is available at the coordinator’s office, 4131 Turlington Hall, telephone (352) 392-0639.

The Academic Spoken English (ASE) program is designed to help those students who expect to be Graduate Teaching Assistants at the University of Florida but who cannot demonstrate a high enough proficiency in English. Students who must raise speaking proficiency scores are advised to take EAP 5835, a course to improve general oral language skills. Information about AE can be found at http://ase.ufl.edu/

**XXIX. Academic And Administration Petitions**

Administrative, academic, and registration petitions will be approved by the Graduate School only for mitigating circumstances. Such petitions must be initiated by the department and must be endorsed by the student’s supervisory committee chair, graduate coordinator, or department chair, and, the Graduate Dean of Liberal Arts & Sciences.

Petitions will be made out to:

Dr. Henry Frierson  
Dean of Graduate School  
164 Grinter Hall, P.O. Box 115500.

From:

Name of Graduate Coordinator
Graduate Coordinator, Department of Religion –and

Dr. Milagros Peña
Associate Dean, College of Liberal Arts & Sciences

The Petition should include the student name, their UFID number (i.e., 1814-3056), status (i.e., 8LS PhD student), clearly state the policy you are petitioning, and, finally, explain the situation about why the student should have an exemption.

XXX. DEPARTMENT PROCEDURES AND RESOURCES

Change in Number of Dependents
Fill out a new W-4 form and give to Secretary

Change of Address
Make changes directly in MyUFL to update your address.
Fill out a new W-4 form and give to Secretary

Change of Name
Fill out a new W-4 form and give to Secretary

Use of Conference Room / Break Room
Make reservations for the use of conference room through Annie (Dept. Senior Secretary). Use refrigerator, microwave, coffee pot, etc. Please clean up after using. Turn off lights and lock door when leaving.

Access To Offices
Each Grad-TA will receive keys to access their office space, conference room, and the Reception area of the Department (mailboxes, copier, fax). If you need a key to the shower room, please request one from the Secretary. Keys are NEVER to be duplicated or to be used by anyone else, other than the person to whom the key has been assigned. Turn off lights when leaving. Make sure all doors are locked when you leave.

Use of Copier
Available to use at Religion’s main office for teaching purposes only. Do not use for personal copying.

Use of FAX Machine
The Department’s fax machine is available to use at Religion’s main office for UF related business.

Computers
Each graduate student office/ lounge has several computers available to use. Please do not use / download inappropriate material. Only Clasnet can install software. Let the Secretary know what software you need installed, and she will submit a service request to Clasnet. If you need help or require more information on computer how-to’s and the College of Liberal Arts & Sciences computer related policies, please refer to CLAS’ website http://www.clasnet.ufl.edu.

Email Accounts
As of Fall 09, incoming graduate students do not have CLAS email accounts. Their GatorLink (IMAP) email accounts will be their only UF email account.

Phone System
To Dial Out: Toll-free calls: 9-1-800xxx-xxxx
Within Gainesville: 9xxx-xxxx
Alachua: 9xxx-xxx-xxxx
Out-of-state: 91xxx-xxx-xxxx
Out of the country: 9011 country code, city code, and phone number

To Listen To Personal Voice Mail: Hit the “messages” button on the phone.
Dial password: 12345, and then #
1 to listen to new messages
2 to listen to saved messages
3 to delete message