

Department of Religion
GRADUATE STUDENT MANUAL
2019-2020



UF | Department of Religion
College of Liberal Arts and Sciences
UNIVERSITY of FLORIDA

107 Anderson Hall
PO Box 117410
Gainesville FL 32611-7410
Phone: 352-392-1625
Fax: 352-392-7395
www.religion.ufl.edu

Prepared by:

Dr. Terje Ostebo, Chair
Dr. Vasudha Narayanan, Graduate Coordinator
Annie Newman, Senior Secretary
References: Graduate School handbook, Graduate School catalog

Table of Contents

I. Welcome	3	Subjects	26
II. CLAS	4	XVIII. Preparing for Graduation	27
About CLAS	4	XIX. Graduate School Editorial Office	28
Who's Who in CLAS	4	Thesis and Dissertation Deadlines	28
III. The Graduate School	4	The Thesis/Dissertation Process	31
Graduate School Administrators	4	XX. Format Requirements: Theses and Dissertations and Other Help.....	31
IV. Department of Religion	5	XXI. Assistantships, Fellowships, Scholarships and Other Alternative Sources of Funding	31
History of the Department of Religion	5	Graduate Assistants	31
Affiliated Centers, Societies, and Organizations	5	Scholarships, Fellowships and Alternative Sources	32
Who's Who in the Department of Religion	5	External Fellowships	33
Administrative Faculty	5	XXII. TAships: Responsibilities, Rights, Resources.....	33
Administrative Staff	5	XXIII. Financial Information	33
Faculty	6	Tuition Waivers	33
Contact Information	6	XXIV. Health Insurance Benefits	34
V. Graduate Program	6	XXV. Employment at UF	34
Areas of Study	6	Required Paperwork.....	34
VI. Admission Rules and Procedures	10	Dates of Appointment (employment)	34
VII. Academic Degree Requirements	12	Paychecks	34
VIII. Specific Areas of Study Requirements	15	XXVI. Florida Residency	35
Buddhist Traditions	15	XXVII. Travel	35
Global Islam	15	CLAS Travel form	35
Hindu Traditions	16	Travel Authorizations	35
Religion in the Americas	16	Travel Expense Reports	35
Religion and Nature	17	XXVIII. Graduate Student Resources	36
IX. Dissertation Prospectus	18	Web Pages And Email Listserves	38
X. Supervisory Committee Chairs and Members	19	XXIX. English for International Students	38
Supervisory Committee Rules	19	XXX. Academic and Administration Petitions	39
XI. Admission to Candidacy	20	XXXI. Department Procedures and Resources.....	39
XII. Dissertation and Its Defense	21	Use of Conference Room / Break Room	39
XIII. Registration Procedures	21	Access to Offices	39
Registration Requirements	21	Use of Copier.....	39
Teaching Assistant Registration Requirements	22	Use of FAX Machine	39
XIV. Graduate Courses and Credits	22	Computers.....	39
XV. Evaluation of Graduate Students for Satisfactory Progress	24	Email Accounts	39
XVI. Academic Honesty	25	Phone System	39
XVII. Approval of Research Involving Human			

I. Welcome

Introduction

Dear Graduate Students and Junior Colleagues:

We are delighted you have chosen to do your graduate work with us. This manual has been assembled with input from faculty and graduate students. It contains guidelines for your coursework and examinations as well the requirements for the MA and PhD programs. You will find information on our faculty, our department, as well the centers connected which will serve as important resources for some of the tracks. You will also find information on how to navigate some of the commonly faced logistical issues.

While we try to update information, CLAS and UF Graduate School requirements and deadlines do change regularly. We urge you to check with the various university institutions regularly to be sure that you are in compliance with the latest guidelines. Please do read this manual carefully and do not hesitate to check with your advisor or with me if you have any questions.

Vasudha Narayanan
Distinguished Professor and Graduate Coordinator,
Religion

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 600 faculty members responsible for teaching the majority of the university's core curriculum to at least 32,000 students each year.

CLAS has more than 10,000 undergraduate students pursuing a variety of disciplines through its 37 majors and 48 minors. Additionally, nearly 1,800 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:

Dave Richardson	CLAS Dean
David Pharies	Associate Dean for the Humanities [NOTE: Dean Pharies is our departmental liaison at the Dean's Office]
Chris McCarty	Associate Dean [NOTE: Dean McCarty is the person in charge of matters related to graduate studies at CLAS and Associate Dean for Social Sciences]
Mary Watt	Associate Dean
Brian Harfe	Associate Dean for Natural Sciences & Mathematics
Joseph Spillane	Associate Dean for UG Affairs (Academic Advising Center)
Margaret Fields	Associate Dean
Brian Harfe	Associate Dean (On-line and Distance Education)
Ryan Marsh	Assistant Vice President of Development and Alumni Affairs

III. The Graduate School

The Graduate School administration includes the Dean; a Senior Associate Deans; and Assistant Dean, the Graduate Council; the Graduate Faculty, and the Graduate School staff.

General policies and standards of the Graduate School are established by the Graduate Faculty as represented by the Graduate Council. Policy changes must be approved by the graduate dean(s) and the Graduate Council. The Graduate Catalog is only available online, at

<http://graduateschool.ufl.edu/academics/graduate-catalog>.

The Graduate School is responsible for establishing, monitoring and enforcing minimum general standards of graduate work in the University and for coordinating the graduate programs of the various colleges and divisions of the University.

Graduate School Administrators:

Henry T. Frierson	Associate Vice President and Dean of the Graduate School
R. Paul Duncan	Senior Associate Dean of the Graduate School
Judy Traveis	Assistant Dean for Administration
Jodi Slapcinsky	Interim Associate Director, Data Management
Gann Enholm	Associate Director, Graduate Research and Special Projects
Stephanie Nielsen	Associate Director, Accounting
Lorna Dishman	Executive Assistant I
Gregory Orloff	Communications Specialist
Mariah McGovern	Academic Assistant I
Stacy Wallace	Associate Director, Editorial Office

Bradley Osburn
Emilia Hodge
Tyisha Hathorn
Matthew Mitterko

Associate Director, Graduate Minority Programs
Director, Graduate Education Outreach
Director, Graduate Minority Programs
Associate Director, Graduate International Outreach

IV. 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 faculty, who together offer a rich and diverse curriculum to a growing number of students. 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 graduate program is designed to prepare students for careers in academia, public service, non-governmental organizations, and various forms of advocacy work. Our five areas of study include: Buddhist Traditions, Global Islam, Hindu Traditions, Religion in

the Americas and Religion and Nature. 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. The Center for Global Islamic Studies mission, in turn, is to deepen our understanding of the diversity of Muslim cultures and societies in the contemporary global context. Departmental faculty and students also participate in 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

International Society for the Study of Religion, Nature, and Culture

<https://www.issrnc.org/>
Contact: Dr. Bron Taylor, Department of Religion

Center for Global Islamic Studies

<http://globalislam.center.ufl.edu/>
Contact: Dr. Benjamin Soares, 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: Amie Kreppel

Center for African Studies

<http://www.africa.ufl.edu/>
Contact: Dr. Brenda Chalfin

Who's Who in the Department of Religion:

Administrative Faculty

Terje Østebø
Vasudha Narayanan
Anna Peterson

Associate Professor and Chair
Distinguished Professor and Graduate Coordinator
Professor and Undergraduate Coordinator

ostebo@ufl.edu
vasu@ufl.edu
annap@ufl.edu

Administrative Staff

Annie Newman

Senior Secretary
Scheduling, grading, registration,

annen1@ufl.edu

correspondence, reservations of rooms for events, Letters of Appointment, tuition waivers

TBA

Student Assistant
Clerical assistance

@ufl.edu

Department of Religion Faculty

Distinguished Professor: Vasudha Narayanan
Professors: David Hackett, Anna Peterson, Mario Poceski, Bron Taylor, and Benjamin Soares
Associate Professors: Robert Kawashima,

James R. Mueller, Terje Østebø, and Robin Wright
Assistant Professors: Jonathan Edelmann, Rachel Gordan, and Ali Mian
Lecturers: Erin Prophet and Michael Stahl

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

The graduate program in the Department of Religion at the University of Florida is designed to prepare students for careers in academia, public service, non-governmental organizations, and various forms of advocacy work. Our five areas of study include: Buddhist Traditions, Global Islam, Hindu Traditions, Religion in the Americas and Religion and Nature.

The Department offers the (1) Master of Arts with thesis; (2) non-thesis Master of Arts; and (3) Doctor of Philosophy degrees.

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.

The department also offers a bachelor's/master's degree program allowing an academically advanced undergraduate student to take graduate courses before completing the bachelor's degree and to count 12 graduate credits toward both degrees. Students admitted into a combined program will normally have above average GPAs and superior scores on the verbal, quantitative, and analytical writing portions of the GRE.

Areas of Study

Buddhist Traditions This PhD specialization builds upon the research interests and academic strengths of faculty within and outside of the Religion Department. Its main focus is on East Asian, especially Chinese, forms of Buddhism. The program aims at providing students with comprehensive knowledge about various aspects of

Buddhist studies, including major texts, philosophies, practices, histories, languages, and institutions. It also addresses key issues associated with research method and theory, and situates Buddhism in relation to other religious traditions. Areas of specialization can include specific Buddhist texts or traditions, historical periods, religious practices, and issues or developments in contemporary Buddhism.

Faculty

Jonathan Edelmann has written on Hindu notions of self and identity, much of which is in conversation with Buddhist philosophy. He has taught key authors in the Indian Buddhist tradition such as Nāgārjuna and Śāntideva at the undergraduate and graduate level. Edelmann has also taught issues related to epistemology (*pramāṇa*) as debated by Indian Buddhists and the Yoga, Nyāya, and Vedānta schools.

Mario Poceski is a leading scholar of Buddhist studies and Chinese religions. Poceski's most recent books are *The Records of Mazu and the Making of Classical Chan Literature* (2015), *The Wiley Blackwell Companion to East and Inner Asian Buddhism* (2014), *Introducing Chinese Religions* (Routledge 2009), and *Ordinary Mind as the Way: The Hongzhou School and the Growth of Chan Buddhism* (2007). His publications also include two other books and numerous articles and chapters on various aspects of Buddhist studies.

Richard Wang is a specialist in Chinese religion and literature, with a focus on late imperial China (14th to 19th centuries). He is currently exploring the intersections of Daoism and local society in Ming China and the religious dimensions of Ming novels. His teaching covers Chinese religion (especially Daoism), culture, language, and

literature. His publications include *The Prince and Daoism: Institutional Patronage of an Elite* (2012) and *The Ming Erotic Novella: Genre, Consumption, and Religiosity in Cultural Practice* (2011).

Several faculty in related departments have research and teaching interests related to the study of Buddhism or Chinese religions, and have served on the committees of students specializing in Buddhism.

Guolong Lai is a prominent art historian, whose research covers religion in ancient China. He is the author of *Excavating the Afterlife: The Archaeology of Early Chinese Religion* (2015).

Ying Xiao conducts research and teaches Chinese culture, film, language, and media studies. She is also interested in the intersections of Buddhism and film, and is developing a course on that subject with Prof. Poceski. Her latest publication is *China in the Mix: Cinema, Popular Music, and Multilingualism in Post-socialist Society* (2017). Faculty and graduate students are also able to work with colleagues in other departments and programs, such as Anthropology, History, and Women's Studies, to develop interdisciplinary research or collaborative teaching programs in various fields that incorporate the study of Buddhism.

Global Islam As one of the world's largest and fastest growing religions, Islam exerts significant influence in politics, culture, and society across the world. Inherently global in nature, Islam is also represented by a rich diversity of Muslim peoples, cultures, and societies. The specialization in Global Islam aims at deepening our understanding of such diversity with an emphasis on contemporary aspects of Islam and Muslim cultures and societies. It approaches Islam as a lived religion and views it as deeply intertwined with broader social, cultural, political and economic processes. The specialization also pays attention to historical dynamics in Islam and offers students tools for understanding patterns of continuity and change. While situated within the discipline of religion, the specialization in Global Islam is interdisciplinary by design. It has particular strengths in the area of Islam in Africa and draws upon the Center for African Studies, one of the most recognized centers in the US. It is also affiliated with the Center for Global Islamic Studies as well as the Sahel Research Group and benefits from resources in the departments of Political Science, Anthropology, Sociology, Languages, Literatures & Cultures, History, Linguistics, and the Center for European Studies.

Through its focus on contemporary aspects of Islam, the specialization in Global Islam will prepare students for careers in academia, as well as in public service, non-governmental organizations, and advocacy.

Faculty

Ali Altaf Mian is a scholar of Islam in South Asia as well as classical Islamic theology, legalism, and mystical

thought and practice. He brings to his study of Islam approaches from the critical humanities and the interpretive social sciences, especially gender studies and queer theory, psychoanalytical theory, deconstruction, and meta-critical reflections on the relationship between text and social practice. He is currently preparing two manuscripts. The first is a micro-historical project titled, *Surviving Modernity: Ashraf 'Alī Thānvī and the Genres of Muslim Selfhood in Colonial India*. This book draws on multiple theoretical conversations to intervene in how we study a textual archive that is at once about everyday ethical formation and the scholarly traditions of Islamic theology, jurisprudence, and Sufi practice. His second manuscript-in-preparation is a macro-historical project, titled, *Muslims in South Asia*. This book seeks to introduce the public readership, as well as undergraduate students, to the key themes, practices, and institutions of South Asian Islam in the modern period (inclusive of the colonial and the post-colonial experiences of South Asian Muslims). The book is organized according to spaces of religious formation, from mosques and Sufi shrines to courts and cinemas.

Terje Ostebo teaches in the Department of Religion and in the Center for African Studies. He is a leading scholar on contemporary Islam in Ethiopia/Horn of Africa and has written extensively on Salafism, Islamic reformism, and religious change in Africa. Ostebo has also done research on Islam, ethnicity, and identity, as well as state-religion relations in the Horn of Africa. In addition, he has conducted applied policy research and been engaged in policy advising on Islam in Africa for various government agencies. Ostebo is the author of *Localising Salafism: Religious Change among Muslim Oromo in Ethiopia* (2012), the co-editor of *Muslim Ethiopia: The Christian Legacy, Identity Politics, and Islamic Reformism* (2013), and has published extensively in leading international journals.

Benjamin Soares is a scholar of Islam and Muslim societies in Africa whose research focuses on religious life from the early 20th century to the present. In recent work, he has looked at the connections between changing modalities of religious expression, different modes of belonging, and emergent social imaginaries in West Africa. In addition to ongoing interests in religious encounters and religion, media, and the public sphere, he is studying contemporary Muslim public intellectuals in Africa. His publications include *Islam and the Prayer Economy* (2005) and a series of interrelated edited volumes, *Muslim-Christian Encounters in Africa* (2006), *Islam and Muslim Politics in Africa* (2007), *Islam, Politics, Anthropology* (2010), *New Media and Religious Transformations in Africa* (2015), and *Muslim Youth and the 9/11 Generation* (2016).

Hindu Traditions As a field of study Hindu Traditions emphasizes research on languages, communities, texts, ritual and performances throughout history in many parts of the world. Our faculty work with the arts and

architecture, languages and literatures, philosophies and theologies, performing arts, healing traditions, women's studies, and environmental studies, as well as on issues related to water, gender, and social justice. Dr. Narayanan directs CHiTra (the Center for the Study of Hindu Traditions), a program which emphasizes interdisciplinary work and the study of Global Hindu traditions, and which serves as an essential resource for graduate students. This field connects with Religion in the Americas in considering the ways in which parts of Hindu traditions have been imported to or have been coopted by the West, and with Religion and Nature in providing opportunities to examine nature-human relationships in South Asian cultures and religions.

The Hindu Traditions faculty collaborate with faculty across the campus, including the Samuel Harn Museum of Art, UF Performing Arts, the Department of Philosophy, the Water Institute, and Women's Studies.

Faculty

Ali Altaf Mian is a scholar of Islam in South Asia as well as classical Islamic theology, legalism, and mystical thought and practice. He brings to his study of Islam approaches from the critical humanities and the interpretive social sciences, especially gender studies and queer theory, psychoanalytical theory, deconstruction, and meta-critical reflections on the relationship between text and social practice. He is currently preparing two manuscripts. The first is a micro-historical project titled, *Surviving Modernity: Ashraf 'Alī Thānvī and the Genres of Muslim Selfhood in Colonial India*. This book draws on multiple theoretical conversations to intervene in how we study a textual archive that is at once about everyday ethical formation and the scholarly traditions of Islamic theology, jurisprudence, and Sufi practice. His second manuscript-in-preparation is a macro-historical project, titled, *Muslims in South Asia*. This book seeks to introduce the public readership, as well as undergraduate students, to the key themes, practices, and institutions of South Asian Islam in the modern period (inclusive of the colonial and the post-colonial experiences of South Asian Muslims). The book is organized according to spaces of religious formation, from mosques and Sufi shrines to courts and cinemas.

Jonathan Edelmann (Hinduism, Science and Religion, Sanskrit) is an editor for the [International Journal of Hindu Studies](#) and author of the award winning [Hindu Theology and Biology](#) (2012). Edelmann was a fellow with the [American Academy of Religion](#) for two years and held a post-doctoral fellowship at Oxford University. His research is on the Bhāgavata Purāṇa, an important source of culture, fine arts, philosophy, theology, and narrative in South Asia. Edelmann is also interested in the manner in which Hindu thought might respond constructively to contemporary issues in the philosophy and science. He has published in a wide variety of leading academic journals including the *Journal of the American Academy of Religion*, the *Journal of Consciousness*

Studies, *Zygon: Journal of Science and Religion*, and the *Journal of the American Oriental Society*.

Vasudha Narayanan (Hinduism, Global Hindu Traditions) is a Distinguished Professor in Department of Religion and a past President of [the American Academy of Religion](#). Her fields of interest are the Hindu traditions in India, Cambodia, and America; visual and expressive cultures in the study of the Hindu traditions; and gender issues. She is currently working on Hindu temples and traditions in Cambodia. Dr. Narayanan is the author or editor of seven books and numerous articles, chapters in books, and encyclopedia entries. Her research has been supported by, among others, the *American Council of Learned Societies*, *National Endowment for the Humanities*, the *John Simon Guggenheim Foundation* and the *Social Science Research Council*. Dr. Narayanan was named the University of Florida's *Teacher Scholar of the Year* in 2010.

Religion in the Americas This Ph.D. specialization builds upon the strengths of departmental faculty and the University of Florida's Center for Latin American Studies, one of the largest and best-regarded programs in the country. During the past thirty years, the study of religion in North America has moved beyond a primary focus on once dominant forms of European Christianity that have migrated to the United States to a growing interest in the broad diversity of religious cultures in the Americas. At the same time, scholarship on religion in the Caribbean and Latin America has increased in quantity, diversity, and quality. Our graduate addresses religions throughout the Americas, with a focus on interactions and encounters.

Faculty

David Hackett is a well-known historian of religion in the United States, whose publications include the widely-used textbook, *Religion and American Culture*, the award-winning *The Rude Hand of Innovation: Religion and Social Order in Albany, New York, 1652-1836*, and, most recently, *That Religion in Which All Men Agree: Freemasonry in American Culture*.

Anna Peterson has written extensively on religion and society in Central America, including *Martyrdom and the Politics of Religion: Progressive Catholicism in El Salvador's Civil War*, and *Seeds of the Kingdom: Utopian Communities in the Americas*. Her research focuses on religiously-based social movements in both Latin and North America, with a particular interest in the ways that religious communities interpret and enact environmental values. She co-edited *Christianity, Social Change, and Globalization in the Americas* and co-authored *Latin American Religions: Histories and Documents in Context*.

Robin Wright, a scholar of indigenous religions with long experience in Brazil, focuses especially on Amazonian peoples. He is the author of three volumes on

the indigenous religious traditions of the Northwest Amazon, and the editor/co-editor of three volumes on Native Christianities of the Americas. He is presently completing a major work on Indigenous Religious Traditions of the Americas. He is Coordinator of the American Indian and Indigenous Studies Program (AIIP) currently housed in the Religion Department..

Several other religion faculty offer courses that enrich the Americas and/or publish research pertinent to it, and serve on the committees of Americas students.

Vasudha Narayanan conducts research and teaches on the Hindu diaspora in North America and directs the Center for Hindu Traditions in the Americas (CHiTra).

Mario Poceski, a scholar of Chinese Buddhism, also teaches on Buddhism in America.

Bron Taylor has written widely on the religious dimensions of environmentalism and environment-related behaviors in America. He teaches courses on “Radical Environmentalism” and “Religion and Nature in North America.”

Faculty and graduate students also work closely with colleagues in Political Science, Anthropology, History, and other programs, to develop research and teaching programs in this interdisciplinary and collaborative field.

Religion and Nature This graduate specialization focuses on the ways that religion shapes environmental attitudes and practices in cultures throughout the world. We cannot address contemporary environmental problems without understanding the complex, reciprocal relationships among human cultures, religions, and the earth’s living systems. For several decades, scholars from many disciplines have addressed religion’s role in shaping human relations to nature. Some of the areas of study within the program include grassroots environmental movements and communities; environmental ethics, philosophy, and theology; sustainable agriculture and food; animals and religion; outdoor recreation; and regional emphases in India, Latin America, and North America. Departmental faculty are involved in numerous initiatives in these and other areas, including Environmental Values and Practices; the Society for the Study of Religion, Nature, and Culture; Women, Water, and Equity in India; Global Religion in Practice; and Sustainable Agriculture. Graduate students have opportunities to become involved in many of these projects. They may also work with departmental faculty involved in the study of Religion in the Americas and Religions of Asia and, beyond the department, in interdisciplinary environmental studies programs elsewhere in the university.

Faculty

Jonathan Edelmann’s award winning book, *Hindu Theology and Biology* (2012) examines the intersection

of Hinduism and the biological sciences. He has published in leading journal in the philosophy of science and religious studies, including *the Journal of Consciousness Studies*, *Biology & Philosophy*, *the Journal of the American Academy of Religion*, and *the Journal of the American Oriental Society*. Edelmann is particularly concerned with the treatment of animals, respect for all aspects of human life and the earth. In the future he plans to write more about Darwinian evolutionary theory and Hindu thought, drawing on the work of major Hindu thinkers of the 20th century like Swami Vivekananda, Sri Aurobindo, and Radhakrishnan.

Anna Peterson has published widely on environmental ethics, religion and social change, and grassroots religious communities. Her books include *Being Human: Ethics, Environment, and Our Place in the World* (2001), which explores the links between understandings of human and non-human nature, and *Seeds of the Kingdom: Utopian Communities in the Americas* (2005), which examines agrarian communities striving for social and ecological sustainability in the U.S. and Latin America. Her current research examines the gap between expressed environmental values and actual practices, and the theoretical as well as practical significance of this disjuncture.

Bron Taylor, who is also a Fellow at the Rachel Carson Center in Munich, is one of the leading scholars of religion and nature. He is editor of the award-winning [*Encyclopedia of Religion and Nature*](#) (2005), the founding President of the International Society for the Study of Religion, Nature and Culture, and founding editor of its [*Journal for the Study of Religion, Nature and Culture*](#) (since 2007). His research focuses on the religious and political dimensions global environmentalism, including in his edited volume, [*Ecological Resistance Movements: The Global Emergence of Radical and Popular Environmentalism*](#) (1995), and in popular culture, as reflected in [*Avatar and Nature Spirituality*](#) (2013). His book [*Dark Green Religion: Nature Spirituality and the Planetary Future*](#) (2010) is considered a path-breaking contribution to religion and nature studies. In 2017 he was awarded a Lifetime Achievement Award by the International Society for the Study of Religion, Nature and Culture.

Robin Wright teaches on indigenous religious traditions, religion and healing, and contemporary shamanisms. He has conducted extensive field research on indigenous religions of the Amazon region of Brazil. Through his publications, his collaboration with the International Society for the Study of Religion, Nature and Culture, and the American Indian and Indigenous Studies Program, he has worked especially on the relations of humans and nature in indigenous cosmologies throughout the Americas, representations of sacred places in indigenous religions, and the centrality of shamanisms to spiritual connections with the natural world. Among his most

important books are: *Religion, Medicine, and Healing: Contemporary Perspectives* (2d ed., 2016) and *Mysteries of the Jaguar Shamans of the Northwest Amazon* (2013).

Other departmental faculty also contribute to the Religion and Nature program.

Vasudha Narayanan, a scholar of religion in South Asia, has published several articles and chapters on Hindu environmental values. **Mario Poceski** has also written on Buddhism and nature.. The graduate program in Religion and Nature also draws on faculty and resources from across the university, including internationally recognized programs in Interdisciplinary Ecology and Tropical Conservation and Development.

A Note on Areas of Study

While the five areas 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 these areas, thereby creating new and important comparative interfaces.

Moreover, although graduate studies at UF's Department of Religion are anchored around the five areas, we welcome applications from outstanding students whose scholarly interests are not directly connected with these areas, 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 the interplay between religion and 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 revision took place in 2017.

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.

Some matters to consider before making your application are discussed in the following link: [Before You Apply...](#)

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. For applicants with a bachelor's degree only, a minimum grade point average of B (3.0), calculated from all grades and credits after the semester where the applicant reached 60 semester hours or 90 quarter hours, and a satisfactory score on the Aptitude Test (Verbal and Quantitative) of the Graduate Record Examination (GRE), with "satisfactory" generally taken to mean a combined total of 1000 or better. These scores are used in the context of a holistic credential review process.

For applicants from countries (including Puerto Rico)

where English is not the official language, a minimum score on one of these English Language Skills tests: Test of English as a Foreign Language (TOEFL): 550 paper (or 213 or better on the computer based test conversion score), or 80 Internet; International English Language Testing System (IELTS): 6; Michigan English Language Assessment Battery (MELAB): 77, or documented 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 five 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 (650 on the old scale) 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 this 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>

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, three letters of recommendation, along with a copy of the Graduate School application, transcripts, and test scores directly to the department's graduate secretary (transcripts and test scores need not be official) P.O. Box 117410, University of Florida, Gainesville, FL 32611. The writing sample and the 3-5 page statement of purpose can be uploaded on the online application. The three required letters of recommendation can also be sent through the online

system.

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 materials, is January 15. Applicants will be notified of action taken by the Graduate Advisory Committee no later than mid-April. Students should ensure that they take the GRE examinations earlier 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 November 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. Effective Fall 2019, the readmissions policy for all application levels will change from missing 2 terms including summer to missing 2 terms excluding summer. This would allow a student to return to UF without having to reapply for admission if they had been gone for less than one calendar year. For example, if a student misses Fall 2018, Spring 2019 and Summer 2019 and wishes to enroll Fall 2019, they are required to submit a readmissions application. However, if they miss Fall 2018 and Spring 2019 and wish to enroll Summer 2019, they are not required to reapply. For implementation purposes, the readmissions policy is being changed from missing two (2) consecutive terms to missing three (3) consecutive terms. Please reapply online:

<http://www.admissions.ufl.edu/pdf/gradreadmission.pdf>

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 five areas of study. If s/he chooses to do so, s/he needs to take the courses recommended for that field of specialization. If s/he chooses not to, s/he can pick courses from across the fields. Course work usually culminates in a thesis and an oral examination on the thesis.

Total credits: Thirty credit hours are required. These include Method and Theory I & II, the Interdisciplinary Seminar, the recommended course(s) of the student's major field (or equivalent for those not in one of the five fields), and six hours of thesis research credits (or, for non-thesis, a written and oral examination). The additional hours shall consist of further courses in the area of specialization, other graduate seminars, and up to six hours of advanced research language study.

NOTE: in special circumstances, such as fulfilling an out-of-department environmental science credit or acquiring needed background training, undergraduate 4000 level courses can be taken for graduate credit.

Minor: Minor work must be in an academic unit other than the major. If an academic unit contributes more than one course (as specified in the curriculum inventory and/or the Graduate Catalog) to the major, the student is not eligible to earn a minor from the contributing academic unit. If a minor is chosen, at least 6 credits of work are required in the minor field. Two 6-credit minors may be taken with the major academic unit's permission. A 3.00 (truncated) GPA is required for minor credit.

Thesis: Each student, guided by a supervisory committee which she or he has designated by the end of their second semester, 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 the thesis defense (student and

chair or co-chair must be physically present; all others may attend remotely).

Non-Thesis: Students who choose the non-thesis option, will take a final written and oral exam. The written exam is "closed book" and six hours in duration. 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 oral exam lasts between an hour and a half and two hours. The oral examination will be based on the answers to the written examination. Grading and criteria for grading will be the same as for the Qualifying Examinations.

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.

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.

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. 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.

NOTE: Students admitted to the doctoral program prior to completion of the M.A. will be admitted provisionally and their application reviewed following successful

completion of the M.A. degree.

MA in Religion Thesis vs. Non-Thesis Requirements

Coursework & Requirements	Thesis	Non-Thesis
Method & Theory Core Courses Interdiscip. Sem.	RLG 6035 3Credits RLG 6036 3Credits TBD 3 Credits	Same
Core course work	9-12 Credits in Chosen Field	Same
Language Requirement (<i>does not count for credit hours required unless is beyond intermediate level</i>)	Intermediate Level Proficiency	Same
Elective Religion Credit Hours	9+ Credit Hours	15+ Credit Hours
Final Requirements	Thesis & Oral Defense	Written & Oral Examinations
Total Credit Hours	30 + Language Requirement	30 + Language Requirement

Doctor of Philosophy

A student usually enters with a religion master's degree either from this or another institution. Those admitted with master's degrees in disciplines other than religion may petition to bypass the religion master's degree with additional religion course work. All students are admitted into one of the areas of study and should fulfill the recommended course work as outlined in the area descriptions. Students in all fields are encouraged to take courses in other departments to support work in their area of specialization. The Religion Department offers a Ph.D. in five areas of study: Buddhist Traditions, Global Islam, Hindu Traditions, Religion in the Americas and Religion and Nature.

Course Requirements: The University of Florida requires 90 hours of course work for the Ph.D. These may include up to 30 hours from a completed M.A. degree. The number of hours credited toward the Ph.D. is at the discretion of department faculty. A minimum of 42 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), 3 hours of the Interdisciplinary Seminar and at least 18 hours devoted to dissertation writing and research.

NOTE: in special circumstances, such as fulfilling an out of department environmental science credit or acquiring needed background training, undergraduate 4000 level courses can be taken for graduate credit.

Mentorship: 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 study. 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's 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 UF faculty member from outside the department.

Minor: Minor work must be in an academic unit other than the major. If an academic unit contributes more than one course (as specified in the curriculum inventory and/or the Graduate Catalog) to the major, the student is not eligible to earn a minor from the contributing academic unit. A 3.00 (truncated) GPA is required for minor credit. With the supervisory committee's approval, the student may choose one or more minor fields. If one minor is chosen, the supervisory committee member representing the minor suggests 12 to 24 credits of courses numbered 5000 or higher as preparation for a qualifying examination. If two minors are chosen, each must include at least 8 credits. Competency in the minor is demonstrated by written examination by the minor academic unit, or by the oral qualifying examination.

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. Qualified doctoral candidates may be able to offer their own courses.

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 in relationship to this literature. Normally students take qualifying examinations during one of two specified periods in their third year in residence. Currently available comprehensive reading lists for each area of study 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 whose 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 one exam per week over a period of four 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, and 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 qualifying examinations 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. FAIL is defined as work at the C level or below. If the student fails a written qualifying examination, a re-examination 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 re-examination. 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 Master's option and the candidate will receive a terminal MA. In accordance with Graduate School procedures, in case of failure, students have the 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 examination. 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 Ombudsman can be made. S/he will go over the details of the process, talk to the student and the program, and mediate a resolution.

The final component is an oral examination normally taken within two weeks of the last written examination. The oral examination will be based on answers to the written examinations. The entire supervisory committee must attend 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 an A level, with the student presenting himself/herself as a full-fledged junior scholar in the field.

Graduate Certificate in Global Islamic Studies

The Center for Global Islamic Studies offers a graduate-level (Master's and Ph.D.) Certificate in Global Islamic

Studies. The goal of this certificate is to train students to pursue careers in teaching and research related to Islam, and will broaden students' understanding of the diversity of Islam in the global context.

The certificate requires the completion of 15 credits for all students. All students must choose two of the three core courses, and three additional elective courses related

to particular contexts and topics.

The certificate will be of an interdisciplinary character, offering courses taught in the departments of Religion, Anthropology, History, LLC, Political Science, and the Center for African Studies. This means that the students will be exposed to and familiarized with a variety of theoretical and methodological approaches drawing from disciplines within the social sciences and the humanities.

VIII. SPECIFIC AREAS OF STUDY REQUIREMENTS

Buddhist Traditions

The specialization in Buddhist studies incorporates a variety of relevant themes and approaches, including textual, historical, ethnographic, or archival research, covering a vast array of Buddhist beliefs, doctrines, and practices. Graduate students specializing in Buddhist studies work on diverse topics, such as the early development of Pure Land Buddhism, the emergence and growth of the Medicine Master Buddha cult in medieval China, the role of women in Chinese religions, and the intersections of Buddhism and American literature.

Recommended courses (beyond Method & Theory I and II and the Interdisciplinary Seminar): Students are strongly encouraged to take a broad array of courses, within and outside of the department, in consultation with their mentor.

Elective courses: Students have the freedom to choose courses that fit their intellectual interests and enhance their academic study. These may include graduate courses offered by other programs or departments, such as art history, Chinese studies, anthropology, women's studies, and film and media studies.

Language requirement: Students must demonstrate competence in at least one language used in the study of Buddhism (primarily Chinese, but it can also be another language, such as Japanese or Korean). Sometimes a second language may be needed, depending on the student's area of specialization and its relevance to his/her dissertation research.

Qualifying examinations: Students will take five examinations in the following areas: (1) Buddhist studies; (2) the study of another religion (e. g. Islam, Daoism, or Hinduism) or the religions of a geographical area (e. g. China); (3) religious studies method and theory; (4) relevant sub-field in Buddhist studies; and (5) an oral examination, to be taken upon successful completion of all written qualifying exams. The oral examination will be based on the answers to the written examinations.

Please Note: Currently enrolled UF graduate students will be permitted to count previously taken coursework towards a Graduate Certificate to which they have been admitted, if approved by the academic unit offering the Graduate Certificate and by the academic unit offering their primary graduate degree program.

For more info, visit the link:
<http://globalislam.center.ufl.edu/academics/graduate-certificate-in-global-islamic-studies/>

Global Islam

The specialization on Global Islam accommodates a variety of methodological approaches with many students carrying out ethnographic research on the myriad expressions of Islam in different settings. Current graduate students and recent graduates in Global Islam work on diverse topics, including Muslims in Puerto Rico, identity and militancy in Iraq, Muslim interpretations of environmentalism in Senegal, Islam and inter-religious relations in Ethiopia, and Muslim youth in Florida, among other topics.

Recommended courses (beyond Method & Theory I and II and the Interdisciplinary Seminar):

1) Muslim Thought and Practice: Historical and Contemporary Perspectives I & II

(Students will first take part I, which deals with the early/classical period, and then part II, which focuses on contemporary Muslim thought and practice)

2) RLG 5365: Global Islam

3) RLG TBD: Islam and Muslim Societies after Orientalism

Students are strongly encouraged to take a course in research methods, which could include RLG 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.

Elective courses: Students also have the opportunity to take a range of other courses relevant for their area of research. These courses are offered both by the department of religion and other departments, and include: RLG 5365: Women & Islam; RLG 5365: Islam in America; RLG 5365/AFS 6905: Religion and Reform in Africa; RLG 5365/AFS 6905: Islam in Africa; POS 6933 Global Islam and Politics; AFS Islam and popular culture in Africa; AFS 6905 Islam and African literature; POS 6933: Modern Middle East Politics; ANG 6930: Islam in the West; SYA 7933/POS 6933: Ethnic Conflicts in Comparative Perspective; ANG6930/AFS6905 Global Connections; AFH 6269/AFS 6905 Religion in Modern Africa

Language requirement: Students must demonstrate

competence in at least one language (other than English) relevant for their research. In some cases this might mean Arabic, but it could also be an African, Asian or European language.

Qualifying examinations:

Ph.D. students in Global Islam must take four written and one oral qualifying exam, as follows:

1. Muslim Thought and Practice – historical and contemporary perspectives
2. Academic approaches to the study of Global Islam
3. An exam in an area, defined as a teaching field, such as a thematic area (e.g. Gender & Islam, Islam and Media, Reformism, or Sufism) or geographic area (e.g. Islam in Africa, Asia, the Americas, or Europe)
4. The student's area of specialization

Hindu Traditions

Recommended courses (beyond Method & Theory I and II and the Interdisciplinary Seminar): REL 6319 Interpreting Asian Religions; REL TBD Hindu Traditions; and REL TBD Hindu Traditions 2.

Language requirement: All students are required to demonstrate adequate mastery of at least one language

Religion in the Americas

This area of study 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.

Recommended Courses (beyond Method & Theory I and II and the Interdisciplinary Seminar):

Students should take these three core courses:

- 1) RLG 6126: Religion in the Americas
- 2) RLG 6387: Religion in Latin America,
- 3) RLG 6137: Religion in North America.

Students are strongly encouraged to take these three additional courses:

- 1) RLG 6137: Indigenous Religions of the Americas
- 2) RLG 5365: Islam in the Americas
- 3) A research methods course such as RLG 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

relevant to their study of Hindu Traditions—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.

Students are expected to take Sanskrit courses at UF. We also strongly encourage students to take language courses in the South Asia Summer Language Institute or through the American Institute of Indian Studies in India.

Qualifying examinations: 1) Primary religious tradition (Hinduism or Jainism); 2) Secondary religious tradition or the religions of a geographical area (e. g. China); 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 areas of study 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. The oral examination will be based on the answers to the written examinations.

As often as possible, department faculty offer courses such as Buddhism in America, Hinduism in America, Globalizing the Sacred, and Religion and American Immigrant Experience. 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 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
- 2) Latin American history, culture, and religion
- 3) Religion in the Americas
- 4) A fourth exam in another area, defined as a teaching field, such as Indigenous Religions; Islam; Hinduism; and Religion and Nature; or 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 all written qualifying exams.

This area of study 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 transnational Mormon missions, charismatic Christian movements, Cuban Protestantism, yoga in the U.S., the Jewish diaspora in Latin America, borderlands religion, Korean Protestantism in the U.S., religion and politics in Chile, and Native American Christianity among others.

Religion and Nature

Graduate students in Religion and Nature have a broad range of research interests, including the religious and ethical dimensions of fly fishing, wolf reintroduction, sustainability, feminist evolutionary theory, religiously-based agrarian communities, resistance to mountaintop coal removal, sustainable agriculture, conservative Christianity and climate change, sustainability in secondary education, and the work of Mary Midgley.

Recommended courses (beyond Method & Theory I and II and the Interdisciplinary Seminar): REL 6107 Religion and Nature REL 6183 Religion and Environmental Ethics; REL 5195 Religion, Nature, and Society; at least one course in Asian religious traditions; at least one course in Western religious traditions; a course in either the natural sciences or a course in research methods (Students without undergraduate degrees, or graduate coursework or degrees in the natural sciences, will be expected to take at least one course

Non-track and Dual-track

While the listed areas of study reflect the department's foci and strengths, students have the following two additional options:

Non-track

Students whose scholarly interests are not directly connected with the department's established areas of study are allowed to pursue their studies beyond these areas, 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. In that case, the student must identify a mentor in the department who can work with him/her, as well as secure approval from the graduate studies coordinator.

Required Courses

In addition to the three courses that are required for all Ph.D. students in the department—Method and Theory I & II and the Interdisciplinary Seminar—all students must take the needed additional courses relevant for their research interest. At least 50% of these must be religion courses. In order to ensure that the academic and formal

grounded in the natural sciences, as approved by their graduate committee.)

Language requirement: Tested competence in at least one and in many cases two non-English languages selected in consultation with the faculty supervisory committee on the basis of their relevance to the student's research program.

Qualifying examinations: 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. The oral examination will be based on the answers to the written examinations. Most students will take the above four exams. Alternatives may be approved by the mutual agreement of the committee and student. A student taking a global, comparative approach, for example, may propose taking for the fourth exam, a second region, discipline or tradition-based exam, such as both religion and nature in Eastern hemisphere and religion and nature in the Western hemisphere.

requirements are met, the students in the non-track option must closely consult his/her mentor/supervisor and the graduate coordinator.

Qualifying Examinations

Similar to students in the other areas, students in the Non-track option must take four written and one oral qualifying exam (to be taken upon successful completion of all written qualifying exams). These exams will be determined according to the coursework and research focus of the student. Generally, the examinations will cover areas of knowledge that are connected to established teaching subfields in the discipline.

Dual-track

In the interest of increasing interdisciplinary work, we also allow students to combine courses from two of the department's established areas of study.

Required Courses

In addition to the two courses that are required for all Ph.D. students in the department—Method and Theory I & II and the Interdisciplinary Seminar - Dual-track

students must fulfill all the required coursework from each of the two areas they choose. In order to ensure that the academic and formal requirements are met, the students in the Dual-track option must closely consult his/her mentor/supervisor and the graduate coordinator.

Qualifying Examinations

IX. Dissertation Prospectus

After successfully completing the oral examination, doctoral students must, by the end of the semester following their oral examination, submit a formal dissertation proposal to the faculty chair of their supervisory committee and arrange an open meeting with their supervisory committee and area faculty to discuss the proposal. If the proposal is accepted, the candidate is permitted to complete the project in consultation with the supervisory committee.

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

Students in the Dual-track option must take four written and one oral qualifying exam (to be taken upon successful completion of all written qualifying exams). These exams will be made up of two exams from each of the chosen areas of study.

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. Supervisory Committee Chairs and Members

Each student admitted to doctoral study in religion will be assigned a mentor from his or her major field of interest. By the end of the second semester of study, a supervisory committee chair will be nominated by the student, in consultation with her/his advisor, to approve and monitor her or his program of study. By the end of the fourth semester of study, the student must establish a four member supervisory committee, including a chair and a member from outside the department. The chair and at least one additional member of the committee must be members of the religion graduate

faculty. The Dean of the Graduate School is an additional ex officio member of all Ph.D. committees. The supervisory committee is formally nominated by the department chair, approved by the Dean of the College of Liberal Arts and Sciences, and appointed by the Dean of the Graduate School. Membership on supervisory committees may be altered through the mutual agreement of a faculty member and the student. Changes can be made in the final term only by petition to the Graduate School.

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.
- Meet immediately after appointment to review the student's qualifications and discuss and approve a program of study.
- Meet to discuss and approve the proposed dissertation project and the plans for carrying it out.
- 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.
- Conduct the qualifying examination (or participate in it, if administered by the academic unit).
- 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.

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.

If the academic unit's committee activity conflicts with broader University policies or practices, the external member is responsible for bringing such conflicts to the attention

Supervisory 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.

Minor member: The Graduate Faculty member who represents a minor on a student's committee may be appointed as the external member if he/she does not have a courtesy graduate appointment in the student's major academic unit.

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 committee member with graduate faculty status.

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

XI. Admission To Candidacy

Admission to candidacy is awarded to the doctoral student upon successful completion of the qualifying examinations, 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). It is the responsibility of the student to confirm that all Graduate School deadlines for completion of all requirements are met. Candidacy signals the completion of all requirements except the dissertation and its defense. Through conferring the status of candidacy, the department and Graduate School officially confirm that a student is qualified to conduct the dissertation project she or he has proposed.

XII. Dissertation And Its Defense

The final years of the program are devoted to dissertation research and writing. It is crucial at this stage that the student set up a timetable for the completion of the dissertation and maintain regular communication with the supervisory committee chair. The student is expected to present the completed dissertation to the members of the supervisory committee at least four weeks prior to its public oral defense conducted by the supervisory

committee. It is the student's responsibility to obtain information on deadlines and format questions from the Graduate School well in advance of the defense. Note: The Graduate Council requires that doctoral students must complete all of their work within five calendar years after the qualifying examinations or else those examinations must be repeated.

XIII. Registration Procedures

Students may register for courses and check course schedules, fee assessments, and grades using the online Student Self Service (ONE.UF) directly at <https://one.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 ONE.UF at <https://one.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 <http://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://gradcatalog.ufl.edu>) or the Graduate School FAQ website (<http://graduateschool.ufl.edu>) 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 RLG 7980 (3 credits in fall/spring or 2 credits in summer). Before being admitted to candidacy, Ph.D. students take RLG 7979 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 RLG 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

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

*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.

Summer A appointment

Assistants on .25-.74 FTE 3 hours in either A or C or A & C, Cannot be in B

Assistants on .75-1.0 FTE 2 hours in either A or C or A & C, Cannot be in B

Summer B appointment

Assistants on .25-.74 FTE 3 hours in either B or C or B & C, Cannot be in A

Assistants on .75-1.0 FTE 2 hours in either B or C or B & C, Cannot be in A

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.

XIV. 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.

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.

Graduate students in religion ordinarily take courses of different kinds and for different purposes. One aim is to develop familiarity with leading traditions of research and analysis in religious studies. Another is to prepare for PhD examinations. A third is to pursue specific interests relevant to the student's scholarly development, especially in relation to the thesis or dissertation. A fourth is to prepare for careers outside of academia. Students are

expected to consult their supervisory committee chair and the department's graduate coordinator in designing a course of study that satisfies these aims in the limited time available.

Every year a Method and Theory departmental seminar is offered (Method & Theory I or II in alternate years). This course is required of all first and second year graduate students. Its purpose is to help students develop awareness of various approaches to the study of religion, the history of these approaches, and their assumptions about understanding and explaining religious texts and behavior.

Every other year an Interdisciplinary Seminar is offered. The purpose of this course is bridge the department's separate areas of study through the examination of topics and themes broadly relevant to the field of religious studies. The content of this course changes each time it is offered and all first and second year graduate students are required to take this course when it is offered during their first two years of graduate study.

Specialized instruction within the areas of study is carried on primarily in courses detailed in the area descriptions. The department also offers graduate seminars in related areas outside the specific fields. In addition, students regularly participate in individual or small reading courses with a member of the faculty, the form and content of which are tailored to the student's particular needs and interests.

Almost all graduate students in religion take courses outside the department. Most enroll in graduate seminars and reading courses in such departments and centers as African Studies, Anthropology, Botany, English, History, Jewish Studies, Latin American Studies, Philosophy, Political Science, Sociology, Women's Studies and Gender Research, Zoology, and from the interdisciplinary School of Natural Resources and the Environment.

While specific degree requirements and interests shape a candidate's program, most generally enroll in three courses, including both seminars and reading courses, during each of the semesters prior to the M.A. thesis or Ph.D. qualifying examinations.

REL 6910: Supervised Research. This is for research projects, especially at the MA level, not for library study exclusively. The supervisor should be a professor who oversees the research.

REL 7979: Advanced Research. This is for pre-qualifying exam research. Students may register for as few as three credits, and up to 9 credits, if this is necessary to maintain their assistantship requirement of taking 9 credits. (Alternatively, if they are taking a three credit course while studying for qualifying exams, they could register for six credits of this course when studying for qualifying exams, and so on.)

REL 7980: Doctoral Research. This is exclusively for students engaged in post-qualifying exam dissertation research. A student can take as many of these up to the maximum in a semester as required by assistantships, fellowships, or other stipends. Many students use these while they are on fellowship and need to fill up hours.

Normally students will register for more than three credit hours given the intense time commitment required.

Professional Development Seminar

The Department of Religion views our graduate students as colleagues-in-training. Through a non-credit bi-weekly Professional Development Seminar, we offer an ongoing forum for investigating and receiving guidance about all aspects of professional development. Teaching, attending conferences, writing a thesis, publishing, getting a job and similar topics are regularly discussed among faculty and students and students are encouraged to present their individual work.

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 in 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 taking the qualifying exams and 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.

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, together with the student, fills out the Individual Progress Report (IPR) which is submitted to the graduate coordinator at the end of the spring semester detailing the student's efforts over the academic year and stating whether the student is making satisfactory progress. Satisfactory progress is based on the following:

- 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.

If a lack of progress is indicated on the evaluation, the supervisory committee chair, in consultation with the supervisory committee, graduate coordinator, and the student, should indicate what actions must be taken by the students and the deadline for completing those actions (e.g., within one semester) to avoid sanctions. Failure to meet criteria for satisfactory progress may result in suspension of fellowship and assistantship support as specified by the Graduate School, and dismissal from the graduate program.

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 and failure to maintain a supervisory committee under the guidelines stated in the Graduate Catalog.
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. An Unsatisfactory grade (U) in two consecutive semesters
5. 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.
6. 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 thesis/dissertation. In case of a master's degree, a determination by the majority of the committee, and in case of an impasse, the department's steering committee will evaluate the case. 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.
7. A judgment by the supervisory committee meeting in

the final examination that the thesis/dissertation is unacceptable.

8. The passage of five years from the date of admission to candidacy without the submission of an acceptable thesis/dissertation. (See Graduate School Catalog)
9. 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. Dismissal from the program will normally be decided by the chair of the department, in consultation with the chair of the supervisory committee and the graduate coordinator. 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:
<https://sccr.dso.ufl.edu/students/conflict-resolution/>

Students are strongly advised to be aware of their rights and responsibilities under the University of Florida's code of conduct:
<https://sccr.dso.ufl.edu/students/student-conduct-code/>

Students are also strongly encouraged to familiarize themselves with what counts as honor violations:
<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

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 his/her own work all or any portion of the work of another person. 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.

c. Downloading material from the Internet and presenting as if it were yours.

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 Subjects

Who needs IRB approval?

All projects involving human subjects must be reviewed and approved by the University's Institutional Review Board *before* the planned research may begin. Importantly, faculty and graduate student advisors who assign or supervise research conducted by students, including doctoral and graduate students, are responsible for assuring that all research and dissertation work has been approved by the Institutional Review Board.

IRB01 – Gainesville HSC

<http://irb.ufl.edu/irb01/forms.html>

This IRB accepts and reviews all protocols submitted including the broad category of ‘Medical’ research, regardless of funding.

Contact: Peter Iafrate, Pharm.D, Chair

Voice: (352) 273-9600

Fax: (352) 273-9614

IRB02 – Gainesville Campus

<http://irb.ufl.edu/irb02/index.html>

Limited to social, behavioral, educational research and other studies that involve survey research.

Contact: Ira S. Fischler, PhD, Chair

Voice: (352) 392-0433

Fax: 392-9234

e-mail: irb2@ufl.edu

IRB03 – Jacksonville HSC

<http://www.hscj.ufl.edu/irb/>

This IRB accepts and reviews all protocols submitted including the broad category of ‘Medical’ research regardless of funding.

Contact: Gurjit Kaeley, MD, Chair

Voice: (904) 244-9478

Fax: (904) 244-9035

Email: IRBSubmission@jax.ufl.edu

Links to IRB

[Institutional Review Board homepage](#)

[Deadlines for IRB02 Protocol](#)

Animal Use in Research (IACUC Approval)

The use of vertebrate animals in research at the University of Florida (UF) requires registration, review and approval by the Institutional Animal Care and Use Committee (IACUC). The IACUC review and approval is required to ensure compliance with all regulations, policies and

standards that protect animal welfare. UF maintains an Animal Welfare Assurance Statement which declares its compliance with various regulations and policies. Failure by any individual to adhere to these standards can jeopardize UF’s entire animal use program. The program

is monitored by federal regulatory agencies such as the [United States Department of Agriculture](https://www.usda.gov/) (USDA), APHIS, <https://content.govdelivery.com/accounts/USDAAPHIS/bulletins/17f3b8a>)

and the [Office of Laboratory Animal Welfare](https://www.olaw.org/) (OLAW) and it is accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care – International (AAALAC-International).

For additional information or to register your research project with the IACUC: <http://iacuc.ufl.edu/>

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> 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**

Clear Prior exempts students from registering for the term in which their degree will be awarded. Clear Prior is only possible for thesis and dissertation students who have met all published deadlines for the current term but have missed final clearance from the Graduate Editorial Office. **No other students are eligible.** Although not required to register during the term of degree award, students are required to file a new degree application for that term within all published deadlines for doing so, as degree applications do not carry over from semester to semester and are essential for the degree to be awarded.

A student requesting to clear prior must meet ALL of the following criteria:

- Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ONE.UF.
- Student has appropriately satisfied the current term registration.

- Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office via email to the student.
- Student has successfully met all other degree and administrative requirements within the published deadlines for the current term except Final Clearance from the Graduate Editorial Office.
- Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office. No other students are eligible.
- Student has filed a Graduation Date Change Form at the Registrar's Office by the last day of classes of the current term.

Although a student may have fulfilled academic requirements, the degree is not awarded until the Graduate School certifies the degree to the University Registrar. That is done at the end of Fall, Spring, and Summer C terms for all students who applied to graduate.

XIX. Graduate School Editorial Office

The Editorial Office provides a detailed website <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/> 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

Master's Thesis Checklist - <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/thesis-checklist.pdf>
*subject to change

Deadlines:

<http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>

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 with 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

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.

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 for our 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). The student will submit this form in tandem *electronically* 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://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/> 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 ONE.UF:** You must submit a degree application online through ONE.UF 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://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>, these items should be submitted to 128 Grinter. There, you will find a sign-in/drop-off kiosk for your convenience. Submit 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 number on the label.

____ **Thesis:** 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. 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.

What happens now?

Next, a charge of \$12.80, for the Library Processing Fee, will appear due in your ONE.UF 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.

Doctoral Dissertation Checklist - <http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>

*subject to change

Deadlines:

<http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>

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 asc-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.

<https://asc.helpdesk.ufl.edu/about.html>

Required to make submission to the Editorial Office-

No later than the first submission deadline, these items should be submitted:

____ **Degree application through ONE.UF:** You must submit a degree application *online* through ONE.UF 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.

____ **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 must submit this form through GIMS before you attempt to make submission. Please allow adequate time for processing.

Paper Items required for submission to the Editorial Office: No later than the submission deadline, these items should be brought to 128 Grinter. 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.

____ **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.

____ **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.

____ **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.

____ **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.

____ **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 (128 Grinter) immediately after your defense and no later than the Final Submission Deadline <http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>. 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 ONE.UF 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://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>). 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://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>) 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

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

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. 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

Mailing Address, Telephone and Fax

UF Graduate School Editorial Office
POB 118461 (128 Grinter)
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 and other help:
<http://helpdesk.ufl.edu/wp-content/uploads/2015/03/ETD-Guide.pdf>

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

Graduate Assistants

The department awards its most promising M.A. and Ph.D. students financial support in the form of teaching assistantships, research assistantships, Grinter and Alumni fellowships. Outstanding applicants may be nominated for a prestigious Presidential fellowship, which is awarded through a University-wide competition. In addition, students are encouraged to apply for an array of other fellowships. To apply for this financial support fill out the Application for Graduate Fellowship and Assistantship form that can be sent to you in the application materials from the department or downloaded from the Graduate School's website [here](#).

Assistantships

Teaching Assistantships include waivers of in-state and out-of-state tuition plus a stipend. Research Assistantships

are funded by research grants received by members of the department and by programs elsewhere in the University. These assistantships are awarded normally only to students already enrolled at the University of Florida; current students should apply to the research project or individual faculty member holding the research grant.

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 required 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.

Scholarships and Fellowships

The following awards are competitive and the amounts subject to annual adjustment. For a complete description of these and other fellowships plus useful links to other financial aid sources go [here](#).

Alumni Fellows

These are designated every year (the Religion department typically receives one) which provide four years of scholarship support and tuition remission for students who remain in good standing. Most fellows have assistantship responsibilities for 4 of the 8 semesters of their award. These awards involve 12 month contracts and the University expects Alumni fellows to demonstrate high standards of academic achievement and participation in university life.

Grinter Scholarships

These are intended to facilitate recruitment of truly exceptional graduate students. Currently enrolled graduate students are not eligible, except in the particular case in which they are entering a Ph.D. (or other terminal degree) program. Stipends last for three years, with subsequent years contingent upon satisfactory student progress.

Presidential Fellowships

These are sponsored by the Graduate School and named for former University of Florida presidents. They represent a four-year commitment to the student, assuming satisfactory progress toward the degree. The first and fourth years are funded by the Graduate School. The second and third years are funded by the student's department or college as either an assistantship or a fellowship at the same stipend level as the Graduate School funding. Because nationally competitive stipend levels vary widely across disciplines, the academic units set the stipend level. These fellowships are limited to U.S.

citizens or permanent residents who are pursuing a Ph.D. The program is intended primarily to attract outstanding students from across the nation. Applications for students from traditionally underrepresented groups are encouraged.

Wells Fellows

Those receiving special supplemental stipends made possible by private donations to the program.

In addition to the preceding financial aid opportunities, admitted students are also encouraged to apply for other scholarships and fellowships, including the ones listed below:

Title VI—Foreign Language and Area Studies Fellowship

Title VI fellowships are available to graduate students whose academic programs are either Latin America or Africa oriented. Applicants must be U.S. citizens or

permanent residents and must be registered for a full-time course load including a language relevant to the area of their choice, specifically, Portuguese or Haitian Creole for recipients through the Center for Latin American Studies; Akan, Arabic, Swahili, or Yoruba for recipients through the Center for African Studies.

The Florida Education Fund (FEF) Awards McKnight Doctoral Fellowships

These awards are for African-American students newly admitted into selected doctoral degree programs at Florida universities. The University provides payment of 12 hours tuition fall and spring and 8 hours summer and will provide continued support for up to two more years, subject to satisfactory progress and availability of funds. African-American U.S. citizens are eligible to receive McKnight Fellowships.

TCD Awards

The Tropical Conservation and Development Program, located in the Center for Latin American Studies, offers graduate fellowships, field training, and grants to qualified students throughout the Americas. TCD has developed a coherent interdisciplinary curriculum of graduate courses available to program participants, as well as research and training opportunities in Latin America. For more information on these and other fellowships contact the [Center for Latin American Studies](#).

All applications for financial assistance, fellowships and assistantships should be addressed to the Department of

Religion Graduate Secretary, P.O. Box 117410,
University of Florida, Gainesville, FL 32611. The
application deadline is January 15.

Medical Benefits and Health Care

The University of Florida provides medical benefits (full

Best Paper and Publication Awards: 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

or partial depending on the program selected) for full time
assistants and fellows. The University of Florida has a
national reputation for excellence and innovation in health
care and medical research.

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 the UF
Office of Research. The COS/Pivot Funding
Opportunities database and the Grants database are
keyword-searchable and are valuable information
resources.

[http://research.ufl.edu/faculty-and-staff/finding-](http://research.ufl.edu/faculty-and-staff/funding-)

funding/external-funding-opportunity-resources.html

The University Libraries hosts a website:

<http://www.uflib.ufl.edu/funding/>.

Scholarships / Fellowships are available through CLAS /
UF Foundation:

<http://www.clas.ufl.edu/scholarships/clas.html>

XXII. Teaching Assistantships: Responsibilities, Rights, and Resources

Since teaching assistants and instructors represent the
department in the classroom, they are expected to uphold
the highest level of professionalism, integrity, and rigor,
coming to class on time and fully prepared, holding office
hours at the appointed time, building a climate conducive
to learning during discussion sections and lectures, and
more generally, dealing with students in a respectful and
fair manner.

In order to provide the necessary tools to be an
effective TA and instructor, every year, the department
holds a series of workshops on topics as diverse as how to
construct a syllabus, how to deal with plagiarism, and
how to lead a discussion section. We strongly
recommend that you consult the "Graduate Supplemental
Booklet," which was prepared by a former student in our
doctoral program and offers helpful pedagogical tips.

Moreover, the Graduate School and Teaching

Center provides a variety of resources, including
workshops on "Improving Your Teaching" and "Using
Technology to Enhance Learning," and a handbook for
teaching assistants. See:

http://www.teachingcenter.ufl.edu/ta_development.html.

Evaluations

Every semester you are a TA, the main instructor, or your
mentor, or a professor assigned to you by the graduate
coordinator will evaluate you. This will be done through
a class visit. All evaluations will be placed in your
personnel file. Each TA signs the evaluation and has the
right to add comments to the supervising faculty's
evaluation. You will be graded as SUPERIOR,
SATISFACTORY, or UNSATISFACTORY.

XXIII. Financial Information

Annual Cost Estimates for Graduate Students

<http://www.fa.ufl.edu/bursar/current-students/>

(*subject to change)

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.

XXIV. 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://benefits.hr.ufl.edu/health/gatorgradcare/>

XXV. 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

For a New¹ International Employee Hire Please Provide the Following:

Make an appointment with Shared Services in Rolfs Hall
352-273-1809

Letter of Appointment/Offer Letter

Fellowship Memorandum of Understanding

Demographic Form

Windstar Packet

Copy of U.S. Visa; I-94 Form (front and back); I-20,
DS-2019 or I-797; Social Security Card, I-9 Form

Current non ufl.edu email address

For a New¹ Domestic Employee Hire Please Provide the Following:

Letter of Appointment/Offer Letter

Fellowship Memorandum of Understanding

OPS Employment Form

Current non ufl.edu email address

Copies of driver’s license and social security card

Notarized Loyalty of Oath Form

Dates of Appointment (Employment)

9-month graduate student (19.5 pay periods)

12-month fellowship (26.1 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.

XXVI. 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>

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://registrar.ufl.edu/> to initiate this process.

XXVII. 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 at least two weeks *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 secretary 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.

Travel Expense Reports

- Travel Expense Reports should be filed immediately after return from trip.
- Save receipts / invoices for everything (**ORIGINALS, please**). Reservations emails are NOT valid.
- Include a copy of the program of the conference you attend and especially if you will be presenting any work.
- You must submit a copy of your e-ticket or document

to pay any part of your travel, then you must remember the following:

Complete online TA - <http://ssc.clas.ufl.edu/>

- Information required for Travel Authorization:
 - Purpose of trip (be specific; example: research on the subject of ____; present a paper on ____).
 - Benefit of trip to UF
 - Exact dates of travel, final destination, estimate costs.
 - If you already have airline reservation, provide exact \$ figure.
 - website to conference
 - If the Department has agreed to pay a certain amount, please indicate so, and the chartfield.
 - If going to a convention/workshop/ meeting, attach copy of the program.

with actual ticket number (not just the quote).

-- method of payment and itemized receipts

-- Your Supervisor and/or Department will determine what expenses will be reimbursed on your travel.

-- You will be asked to approve the expense report by email.

XXVIII. Graduate Student Resources

Graduate School website

The Graduate School maintains a website for current students at <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.

Student Self Service (ONE.UF)

The Office of the Registrar provides ONE.UF 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 ONE.UF 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

UF business email addresses; this listing generally corresponds to a student's GatorLink account. Students must establish a Gatorlink account and must check it regularly. In order to set up the required GatorLink account, one should visit their website at <http://www.gatorlink.ufl.edu>. The Graduate School cannot maintain personal email addresses.

The UF business email addresses of all currently enrolled graduate students are automatically added to the Graduate School's Graduate Student listserv. **A student cannot opt out of receiving these messages.** Messages contain time-sensitive information about important deadlines. An archive of messages is available at <http://lists.ufl.edu/archives/gradstudent-l.html>.

Religion Graduate Students' Association

The association's primary purpose is to form camaraderie and solidarity amongst Department of Religion graduate students. It will also allow for a space outside of class for students interested in the academic study of religion to discuss topics of academic interest; aid in processes that accompany the academic study of religion, i.e. exams, theses, dissertations; preparation for careers in the academic study of religion; support and discussion concerning participation in academic conferences; as well as provide vocal support

for students. The RGSA board consists of five positions which are elected annually: president, vice president, secretary, treasurer, and graduate liaison. The graduate student representative will be invited to faculty meetings; s/he will participate in a non-voting capacity until sensitive or personnel issues are discussed. The agenda for the meetings will be set up in such a way that these sensitive and personnel matters will be left for the last part of the meetings. The student representative will be elected through a democratic process by the RGSA and will commit to serve for an academic year. S/he will have the right to propose issues for discussion on the agenda, provided that s/he informs the chair at least a week before the meeting.

Graduate Student Council

The Graduate Student Council was formed in 1989 to foster interaction among graduate students on campus and to provide an agency for coordinating 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 University of Florida Board of Trustees. It also represents the interests of graduate students at the student government, administration, local, state, and national levels. GSC is a dues-paying member of the National Association of Graduate and Professional Students.

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.

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

https://www.teachingcenter.ufl.edu/ta_development.html

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 Counseling and Wellness Center (CWC) offers services to currently enrolled graduate students for personal and educational concerns. Graduate students who are not currently registered may be eligible to pay an off semester fee for services (please inquire for details). Professional counselors offer short-term individual, couples, and group counseling. There is no charge for the Center's confidential services. Topics of services for graduate students often include help with concerns related to academic success, time and stress management skills, anxiety and depression, personal and family relationships, adjustment to the culture, and other issues associated with transition.

Counseling and Wellness Center clinicians also provide a range of consultation and outreach programs to the campus community. Phone or in-person consultation is available for students, parents, faculty, and staff regarding any issues related to student development. The CWC clinicians serve as program resources for a wide variety of student organizations and academic departments. The Center has an extensive training program for selected graduate students. The clinical staff teaches undergraduate and graduate courses in the Departments of Psychology and Counselor Education and guest lecture on a variety of psychological and wellness topics.

All CWC activities are conducted with sensitivity to the diversity of the students on a large, multicultural campus.

For more information, visit the website at

<http://www.counseling.ufl.edu/cwc/>

Student Health Care Center

The Student Health Care Center (SHCC) is an accredited outpatient clinic offering a wide variety student-focused services, including: General Medical Care/Primary Care; Health Counseling; Immunizations (seasonal flu shots, vaccinations for travel, etc.); Lab and X-ray/EKG Services; Pharmacy and Mini Drug Store; Sexual Health Services; Allergy Injection Clinic; Nutrition Services;

Physical Therapy (operated by UF Health Rehab Services); Sports Medicine Clinic; and Women's Clinic.

Students are encouraged to view an introductory video and review basic information about the SHCC by visiting <https://shcc.ufl.edu/newstudents/>. Call before coming for same-day appointment availability (main phone: 352-392-1161). PLEASE NOTE: Call your team or specialty clinic directly to cancel or cancel online at least 24 hours out to avoid a no-show fee.

The health fee, paid as part of tuition, helps pay for basic evaluations, but does not cover all possible charges at the SHCC. Patients are financially responsible for items including, but not limited to: physicals; procedures; X-rays; lab tests; medications; medical equipment; and physical therapy. Private health insurance plans are accepted for payment of covered services, so be sure to bring all health insurance information to your first appointment. For more information about charges, billing and health insurance, please visit <http://shcc.ufl.edu/fees-and-insurance>.

The SHCC is proceeding with the Mandatory Health Insurance requirement as an Opt Out system where students who don't opt out by providing documentation of adequate health insurance will be automatically enrolled in the school-sponsored plan. They may either purchase outside health insurance that meets the requirements for comparable coverage or they can be auto-enrolled in the school-sponsored plan. Students will be auto-enrolled in the school sponsored Student Health Insurance Plan.

If a student currently has insurance, they will be required to review their insurance coverage and check that

it meets the requirements set forth as comparable coverage. They will then need to submit their policy information online for verification by the end of drop/add but ideally much earlier. The charge for the school-sponsored Student Health Insurance Plan will be removed once submission is completed and verified. Health insurance information can be submitted at <http://studentinsurance.shcc.ufl.edu>. Once verified, the waiver is good for one year. Waivers must be submitted PRIOR to the deadline in order for charges to be removed.

More information including insurance coverage guidelines, frequently asked questions, how to submit one's insurance information and more, can be found at <http://studentinsurance.shcc.ufl.edu>.

Students with Disabilities

The Disability Resource Center provides individual support services based on specific needs and may include campus orientation, assistance with registration, and support in securing auxiliary learning aids. Students with disabilities need to provide documentation regarding their specific disability and meet with the Assistant Dean for Student Services, before receiving reasonable academic accommodations. For further information, please contact the Disability Resource Center at 392-8565 or the Dean of Students Office at 392-1261 or see the web page at <http://www.dso.ufl.edu/drc/>.

Web Pages And Email Listserves

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.

XXIX. 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/>

XXX. 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.

The graduate secretary completes the Petition form online <http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/> and sends it to the Chair and the College for signature and the College will then send it to the Petition email once signed.

XXXI. DEPARTMENT PROCEDURES AND RESOURCES

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

It is available to use at Religion's main office for teaching purposes only. Do not use for personal copying or copying of your own coursework.

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

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-do'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 Office 365(GatorCloud) email accounts will be their only UF email account.

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

