

Department of Religion
GRADUATE STUDENT MANUAL
2022-2023



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

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References: Graduate School handbook, Graduate School catalog

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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

Who's Who in CLAS:

Dave Richardson	CLAS Dean
Trysh Travis	Associate Dean for the Humanities [NOTE: Trysh Travis 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/Assistant Provost for Teaching and Technology
Gillian Lord	Associate Dean for Student Affairs (Academic Advising Center)
Margaret Fields	Associate Dean
Bianca D. Evans-Donaldson	Associate Dean

III. The Graduate School

The Graduate School administration includes the Dean, a Senior Associate Dean, 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:

Nicole Stedman	Associate Provost and Dean
Tom Kelleher	Associate Dean for Academic Affairs
Judy Traveis	Assistant Dean, Student Affairs
Jodi Slapcinsky	Associate Director, Data Management
Gann Enholm	Associate Director, Graduate Research and Special Projects
Lorna Dishman	Executive Assistant I
Gregory Orloff	Communications Specialist
Patty Van Wert	Associate Director, Graduate Degree Certification
Stacy Wallace	Associate Director, Editorial Office
Emilia Hodge	Director, Graduate Education Outreach
Murielle Gammons	Director, Graduate Adversity Initiatives
Talline Martins	Director, Graduate Professional Development

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 Tradition

<http://chitra.clas.ufl.edu/>
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. Norman J.W. Goda

Center for Latin American Studies

<http://www.latam.ufl.edu/>
Contact: Dr. Carlos de la Torre

Center for European Studies

<http://www.ces.ufl.edu/>
Contact: Dr. Amie Kreppel

Center for African Studies

<http://www.africa.ufl.edu/>
Contact: Dr. Alioune Sow

Who's Who in the Department of Religion:

Administrative Faculty

Terje Østebø	Professor and Chair	ostebo@ufl.edu
Robert Kawashima	Associate Professor, Interim Graduate Coordinator	rsk@ufl.edu
Anna Peterson	Professor, Undergraduate Coordinator	annap@ufl.edu

Administrative Staff

Annie Newman	Senior Secretary Scheduling, grading, registration, correspondence, reservations of rooms for events, Letters of Appointment, tuition waivers	annen1@ufl.edu
TBA	Student Assistant Clerical assistance	@ufl.edu

Department of Religion Faculty

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

and Robin Wright
Assistant Professors: Jonathan Edelmann, Rachel Gordan,
Ali Mian, and Yaniv Feller
Lecturer: Erin Prophet

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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.

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 received his B.A. in Philosophy and M.A. in English from the University of Louisville, and his Ph.D. from the Graduate Program in Religion at Duke University. His research areas include Islam in South Asia, the history of classical Islamic theology, mysticism, and legalism (especially the Hanafi Law School), Qur'anic studies, Hadith studies, gender and sexuality in contemporary Islam, religion and modernity (with particular emphasis on how religious traditions changed in and through European colonialism), as well as method and theory in the study of religion (particularly the invocation of psychoanalytical theory for interpreting religious ideas, rituals, and institutions).

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 The word Hindu can refer to some of the world's most ancient religious texts and practices, as well as to traditions that are present throughout every part of the globe today. As a field of study Hindu Traditions emphasizes research on languages, communities, texts, performances throughout history and around the globe that are Hindu. 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 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

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:
https://sites.clas.ufl.edu/religiondept/files/before_you_apply.pdf

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:

A recognized baccalaureate, graduate or professional 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 is required. Applicants should refer directly to their intended academic units for Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) requirements. The Department of Religion is no longer requiring GRE scores.

For applicants from countries 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 80 Internet;
- International English Language Testing System (IELTS): 6; 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.
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.
- AND

2. 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 after applying and submitting all of the above required material:

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 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, the required documents can be uploaded on the online application. The three required

letters of recommendation can also be sent through the online system.

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.

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 apply through the online system.

VII. Academic Degree Requirements

Specific and current requirements for each of these three fields of study are found online under "Graduate Studies" 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 3 Credits RLG 6036 3 Credits 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	30 + Language

	Requirement	Requirement
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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 Religion and Americas and Religion and Nature can be found at <https://religion.ufl.edu/comprehensive-exam-reading-lists/>.

The written portion of the qualifying examinations

takes the following format:

The format for doctoral examinations will be decided by the dissertation mentor, in consultation with the student and dissertation committee members, and follow either of these two formats: The qualifying exams are "in-house" taken on a computer provided by the department and closed-book. Each exam is seven hours long, except for students with disabilities. With the proper documentation and permission from the graduate studies coordinator, students with disabilities may have up to 8 hours to complete each written exam; or, the qualifying exams are take-home exams and the students have access to all relevant resources. Each exam is to be done within 24 hours, except for students with disabilities. With the proper documentation and permission from the graduate studies coordinator, students with disabilities may have an additional 24 hours to complete each written exam.

The take-home option was added in spring 2022, which means that this option will apply only to students entering the grad program after the changes were made, i.e. students entering the program fall 2022 and later. Students who have entered the program prior to 2022 will complete their qualifying exams according to the old format.

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).

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

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

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

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.

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.

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: <https://globalislam.center.ufl.edu/academics/graduate/requirements-and-courses/>

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.

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 5937: 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

Religion in the Americas

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) and
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 5338 Hindu Traditions; and REL 5338 Hindu Traditions 2.

Language requirement: All students are required to demonstrate adequate mastery of at least one language 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 tracks in the department, or (2) an examination in a relevant subfield in another discipline (such as history, women's studies, or anthropology); 4) Student's area of specialization; 5) Oral examination, to be taken upon successful completion of all written qualifying exams. The oral examination will be based on the answers to the written examinations.

This track stresses ethnographic and/or archival research on the myriad of expressions of religion in the region. Graduate students and recent graduates in Religion in the Americas work on diverse topics, including 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.

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.

In addition, 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

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

Language requirement

Students must demonstrate competence in at least one and in many cases two non-English languages in the Americas (i.e., Spanish, Portuguese, Haitian Creole, and/or any 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. The oral

examination will be based on the answers to the written examinations.

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 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.

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 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 three 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 take courses in each of the two areas they choose. We require students to take at least two core courses in each field, corresponding to the qualifying exams they will take. We encourage students to take additional core courses in both fields if possible. In order to ensure that the academic and formal requirements are met, the students in the Dual-track option must closely consult their mentor/supervisor and the graduate coordinator.

Qualifying Examinations

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.

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 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.

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

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

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

which you will construct your argument using the method(s) and theory (theories) you describe.

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

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

Selected Bibliography

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

Appendices

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

Format Requirements

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

X. 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

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.

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.

- 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.

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

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 of the appropriate governing body. Therefore, the external member is prohibited from holding any official interest in the doctoral candidate's major academic unit. Faculty holding joint, affiliate, courtesy, or adjunct appointments in the degree-granting academic unit cannot be external members on a student's committee.

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 the Student Information System. 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.uf.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.uf.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
Assistants on .01–.24 FTE and/or Fellows Receiving \$4000 or More Per Semester, and Trainees (no waiver)	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 C; A & C)
1.00 Summer B		2 (B or C; B & C)
1.00 Summer C		2 (A & B or A & C or B & C or 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
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Assistants on .75-.99 FTE	2 hours in either A or C or A & C, Cannot be in B
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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-.99 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 to 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 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

Graduate Student Progress Report

Every graduate student actively enrolled (coursework, research, or writing) in the Religion Department will receive an annual progress report by his or her faculty mentor (for first year students) or committee chair. The report will list concerns as well as progress made toward degree. The student will be able to discuss the report with the mentor/chair and/or the Graduate Coordinator. The form should be submitted to the Graduate Coordinator by May 1 each year.

Academic year: _____

Student:

Name:

UFID #:

Degree sought:

Year you entered this degree program:

Faculty Mentor or Committee Chair:

Other committee members (including outside member):

Year/Month of qualifying exams _____
(actual) (anticipated)

Year/Month of prospectus defense _____
(actual) (anticipated)

Year/Month of dissertation/thesis defense:
_____ (actual) (anticipated)

Term of graduation: _____ (actual)
(anticipated)

Courses Taken this academic year:

Fall:

Spring:

Please also list any areas of concern (including incompletes, delayed progress toward milestones such as exams or candidacy, etc.)

To be filled by the student and shared with the faculty mentor. Please be as brief as possible (not more than 200 words for questions 1-3).

1. Outline your academic progress this past year (include areas of strength that you feel you are

developing; areas of weakness that you wish to improve and how we might make this happen).

2. Outline where you are in thinking about your dissertation (if not already writing).
3. List any professional papers, panel discussions, etc. (if any) that you have given in the last academic year.
List any publications (if any) that have appeared during the last year, forthcoming papers (indicating whether they are referred publications or not) and any honors or awards received during the last academic year.
4. Please note significant achievements made this year (awards, presentations/publications, exams passed, courses taught, research conducted, etc.).

Future Plans:

5a Outline your academic plans for the next academic year, including summer.

5b Identify areas of future interest (include what areas you would like to gain more knowledge of in the coming years at UF and how we might make this happen).

Mentor/Chair

Please give your overall evaluation of the student's work this year and progress toward degree:

____ has demonstrated satisfactory progress

____ has not demonstrated satisfactory progress
and then signed by the student and Chair of the committee.

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://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-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

<https://uf.tfaforms.net/356>

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

<https://uf.tfaforms.net/356>

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

Links to IRB

[Institutional Review Board homepage](#)

[Deadlines for IRB02 Protocol](#)

Animal Use in Research (IACUC Approval)

Before working with vertebrate animals in research at the University of Florida (UF), the Institutional Animal Care and Use Committee (IACUC) requires registration, review and approval. When animal work is part of a sponsored project, an IACUC approval must be obtained before funds can be released. The Division of Sponsored Programs (DSP) ensures that the sponsored project is

referenced by the funding source and title on the IACUC application. Further, if at any time during the life of the sponsored project, the IACUC protocol has lapsed or expired, the project funds will be stopped until an IACUC approval is obtained.

For additional information or to register your research project, visit the IACUC website: <https://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 <https://registrar.ufl.edu/services/degree-application> 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—

***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.

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.

- 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 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.

Master's Thesis Checklist - <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/Masters-Checklist-.pdf>

*subject to change

Deadlines:

<http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/> *subject to change

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 [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) provides workspace and technical support to graduate students for the preparation of their theses and dissertations prior to submission to the Graduate School Editorial Office. To accomplish this goal, they provide informational seminars, formatting templates, and online tutorials: <https://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

FIRST SUBMISSION

____ **Degree application through ONE.UF:** You must submit a degree application for the term in which you intend to graduate by the published degree application deadline—this deadline falls before the submission deadline to our office. Degree applications do not carry over from semester to semester. Without a proper degree application in place, our office is not authorized to move forward with the processing of your thesis.

After Your Oral Defense

Submit your document for review after your oral defense but no later than the Thesis First Submission Deadline.

The following items must be submitted by you (the student) via the Graduate Information Management System (GIMS):

____ **Thesis** in pdf electronic format, not a draft, near final, and completely formatted—troubleshoot your document first with the ASC to ensure your document will not be rejected upon first submission. The ASC has developed many tutorials and can guide you through the electronic submission of your document to our office.

<http://graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/>

____ **Journal article:** Along with your thesis document, you must submit an electronic copy of a sample article from the journal's reference system you used as a model when formatting your thesis reference citations and list.

____ **UF Publishing Agreement:** Most students choose a 2-year Campus-Restriction if planning to publish their master's research in outside publication or journal. The 2-year Secret option is intended for obtaining a patent, etc. As the copyright holder of the document, this is an agreement between you and the UF Libraries, however, we recommend students keep in mind it is the tradition for students to discuss these publishing options with their Committee Chair to ensure the release option chosen does not impact students or others you may have been working with during the study. Next, a Library Processing Fee of \$12.80 soon appears in your ONE.UF account for these services.

The following is submitted by your department to the UF Student Information System (SIS):

____ **Final Exam Form:** Your graduate designee submits a confirmation of successful completion electronically through SIS once you have successfully orally defended your thesis. This should be submitted in the Student Information System (SIS) as soon as you successfully defend your thesis—your department should not hold this form for revisions to your thesis. If revisions to the document are necessitated, the ETD Signature Page should be held instead; the ETD Signature Page is not due until final submission.

Next, you are advised, via email, if you passed the submission requirements—if rejected you may only have until the close of business on deadline day to remedy the

situation. Within 15 business days, you will receive another email with recommended changes and directions on moving forward with final submission. Do not wait until the deadline to submit, as there are hundreds of students in the process. Get in the list early; we recommend submitting at least 5 business days in advance of all deadlines, but you must submit your finalized document no later than the Final Submission Deadline for potential degree award that term.

FINAL SUBMISSION

The following is submitted by your department via GIMS:

____ **ETD Signature Page:** Your supervisory committee addresses this form 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. By the final submission deadline and once the Committee approves the final thesis for publication, your graduate designee submits a confirmation of successful completion

Doctoral Dissertation Checklist - <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/Doctoral-Checklist.pdf>

*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 when you begin writing. The Application Support Center (ASC) provides workspace and technical support to graduate students for the preparation of their theses and dissertations prior to submission to the Graduate School Editorial Office, providing informational seminars, formatting templates, and online tutorials.

Phone: (352) 392-HELP (4357) ext. 5

Email: asc-hd@ufl.edu

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

FIRST SUBMISSION

____ **Degree application through ONE.UF:** You must submit a degree application for the term in which you intend to graduate by the published degree application deadline--this deadline may fall before the submission deadline to our office. Degree applications do not carry over from semester to semester. Without a proper degree application in place, our office is not authorized to move forward with the processing of your dissertation.

The following items must be submitted through GIMS:

____ **Transmittal letter:** It is your responsibility to obtain your Committee Chair's signature on this form. Y

of this documentation electronically through GIMS. You should not submit your final document for review until this has posted.

The following is submitted by you (the student) via GIMS:

____ **Finalized Thesis Document**

____ **Keywords:** These are used as a search function after publication with the UF Libraries. You must have one keyword entered in order to make the final submission.

FINAL CLEARANCE

You also must achieve final clearance status by the Final Clearance Deadline listed for the term. No exceptions can be granted to these deadlines. It is your responsibility to ensure all forms are recorded accurately in the Editorial Package portal found within GIMS by the 5:00 p.m. deadline.

our department's graduate designee can print this form for you and must submit this form through GIMS before you attempt to make submission to the Editorial Office.

Please allow staff adequate time for processing.

____ **Dissertation** in PDF electronic format: This is not a draft; it must be near-final and must be completely formatted in order to pass first submission requirements--troubleshoot your document first with the Application Support Center (ASC) to ensure you are not rejected upon first submission. The ASC will help you to upload and submit the document and has developed tutorials on the submission and formatting of your document. You can find those here: <http://graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/>

____ **Journal article:** a full sample article from the journal whose reference system you used as a model when formatting your document's reference citations and list. Attach this as a support file within the Editorial Package portal found within the Graduate Information Management System (GIMS), upon your first submission of your dissertation, allowing our editors to see a sample of the style that you used to format your reference list. Next, you are advised, via email, if you passed the submission requirements--

if rejected you may only have until the close of business on deadline day to remedy the situation. Within 15 business days, you will receive another email with recommended changes and directions on moving forward with final submission. Do not wait until the deadline to submit, as there are hundreds of students in the process. Get in the list early; we recommend submitting at least 5 business days in advance of all deadlines, but you must submit your finalized document no later than the Final

Submission Deadline for potential degree award that term.

After Your Oral Defense

The following must be submitted by your department to the UF Student Information System (SIS):

____ **Final Exam Form:** Your graduate designee submits confirmation of successful completion electronically through SIS once you have successfully orally defended your dissertation. This should be submitted in the Student Information System (SIS) as soon as you successfully defend. Your department 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.

FINAL SUBMISSION

The following is submitted by your department via GIMS:

____ **ETD Signature Page:** Your supervisory committee addresses this form at your defense. If your committee wants revisions made to the dissertation, your chair (or designee) may hold off on posting this form until all stipulations are met. However, no later than the final submission deadline and only after the Committee fully approves the final dissertation for publication, should your graduate designee submit confirmation of successful completion of this documentation electronically through GIMS. You cannot submit your final document for review until this form has been posted by your academic unit.

The following is submitted by you (the student) via GIMS:

____ **Finalized Dissertation Document**

____ **UF Publishing Agreement:** Most students choose a 2-year Campus-Restriction if planning to publish their doctoral research in outside publication or journal. The 2-year Secret option is intended for obtaining a patent,

etc. As the copyright holder of the document, this is an agreement between you and the UF Libraries, however, we recommend students keep in mind it is the tradition for students to discuss these publishing options with their Committee Chair(s) to ensure the release option chosen does not impact students or others you may have been working with during the study. This publishing agreement also addresses if you want the full text of your dissertation document or simply the abstract released to outside entities available to you.

FINAL CLEARANCE

While waiting to hear back from your editor with their review comments and recommendations, please complete the following:

____ **Survey of Earned Doctorates:** Complete the survey. Keep the confirmation of completion with your permanent records. Check with our office after 3 business days, and before the final clearance deadline, if this remains as a deficiency in your Editorial Package. Completion of this survey is required for all UF doctoral dissertation candidates.

You also must achieve final clearance status by the Final Clearance Deadline listed for the term. No exceptions can be granted to these deadlines. It's your responsibility to ensure all forms are recorded accurately in the Editorial Package portal found within GIMS by the deadline. Please be aware that a library processing fee of \$12.80 will appear in your ONE.UF account for the services provided to you by the UF Libraries; this library fee is not a charge associated with Graduate School assistance provided.

Contact:
Graduate School Editorial Office
<http://graduateschool.ufl.edu/editorial>
128 Grinter Hall
(352) 392-1282
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, and Grinter awards. 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.

Graduate assistantship appointments are 9-month appointments: Aug 16–May 15 (May 14 during a leap year).

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](#).

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.

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 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.

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

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.

<https://research.ufl.edu/finding-funding/external-funding-opportunity-resources.html>

The University Libraries hosts a website:

<https://guides.uflib.ufl.edu/funding>

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: <https://ufl.pb.unizin.org/ta-handbook/>

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. 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 and RA’s 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

Other Personnel Services (OPS): paid on an hourly rate.

Required Paperwork

For a New¹ International Employee Hire Please Provide the Following:

Emergency Contact Form <https://hr.ufl.edu/wp-content/uploads/2018/03/emergency.pdf>

Direct Deposit Form

Copy of Social Security card or receipt from Social Security Administration (Please apply for your Social Security card 10 days after your arrival into the U.S. They should give you a receipt at that time.)

Copy of passport page or valid driver's license

Copy of your visa

I-20

I-94 with history page

Notarized Loyalty of Oath Form

Four-in-One Form

You will also receive two emails:

A message from the Foreign National Information System, a secure electronic portal where you will enter information used to generate tax forms needed for your appointment at UF. Please watch for an email invitation with the subject line: University of Florida: Access for FNIS system.

A message from GatorStart, the university's onboarding platform to complete new hire paperwork.

For a New¹ Domestic Employee Hire Please Provide the Following:

With staff-hr-ssc@clas.ufl.edu via Dropbox. Dropbox is a secure way to send sensitive information. Please do not forward sensitive documents via email.

Emergency Contact Form <https://hr.ufl.edu/wp-content/uploads/2018/03/emergency.pdf>

Copy of Social Security card or receipt from Social Security Administration -For tax purposes only.

Copy of passport page or valid driver's license.

Notarized Loyalty of Oath Form

Four-in-One Form

Dates of Appointment (Employment)

9-month graduate student (19.5 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

<https://admissions.ufl.edu/cost-and-aid/residency>

Residency for Tuition Purposes

Qualifying for In-State Residency

<https://registrar.ufl.edu/services/residency#:~:text=A%20student%20claiming%20in-state,requires%20documentary%20evidence%20of%20residence>

What is a dependent student?

<https://admissions.ufl.edu/cost-and-aid/residency#dependent-independent>

What is an independent student?

<https://admissions.ufl.edu/cost-and-aid/residency#dependent-independent>

What are the exceptions?

<https://admissions.ufl.edu/cost-and-aid/residency#exemptions>

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

<https://myrequest.ufl.edu/CherwellPortal/clas#2>

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). If you determine that going early to a conference will be a cheaper flight than it would if you arrived on or the day before the conference date, submit the quote that shows the more expensive flight.

-- 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

Graduate Student Council was founded with a vision of creating a network for UF graduate students to share resources, build relationships, and enjoy their graduate school experience at UF.

GSC serves as a liaison between University of Florida graduate students, the UF administration and UF Student Government. Funded by UF Student Government, GSC is a voice for graduate student needs, concerns and ideas, and provides a number of services to graduate 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 352-575-0366 or visit the website: <http://www.ufgau.org/>.

Office of the University Ombuds

The purpose of the Ombuds office is to assist students, staff, and faculty in resolving problems and conflicts that arise in the course of interacting with the University of

Florida. By considering problems in an unbiased way, the Ombuds works to help students and staff find solutions to university related problems and concerns. The role of the Ombuds is to serve as a resource and designated neutral party for students and staff who may have a university related concern or problem. Such problems may be related to grades, difference of opinion with instructors or co-workers, interpretation of university policies, or other administrative issues that may be of concern. The Ombuds will work with staff and students to interpret university policy and help identify options and strategies for resolving issues.

Students are advised to first contact the instructor, the department chairperson, and/or the college dean before seeking assistance from the Ombuds, although instances do exist where contact with the University Ombuds first is beneficial.

The Office of the University Ombuds has been configured to handle university matters for staff and all levels of students including undergraduates, graduates, and professional students.

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

Student Government

Student Government at the University of Florida is committed to tirelessly advocating on behalf of the student body, enhancing the entire student experience and promoting the image of the university and its students by upholding ourselves to the highest standards, leading with integrity and selflessly serving the university and beyond.

The University of Florida Student Government was established in 1909 and has continued to strive for excellence on the behalf of Gators for more than a century. Hundreds of remarkable men and women have contributed to this body throughout its rich history including state legislators, cabinet members, governors, supreme court justices, congresspeople, noted authors, professional athletes, scientists, CEOs, inventors and so many more.

SG exists to represent students and act in their best interests on academic, extracurricular and social issues. The organization advocates for students at the local, state and federal levels throughout the entire year. Through the three branches of government: Executive, Legislative and Judicial, SG is steadfast in its goal to sustain a stable, well-rounded and affordable learning environment for students to grow as individuals and representations of the Gator Nation. For more information, call 392-1665 or visit the website at <http://www.sg.ufl.edu/>.

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 <https://catalog.ufl.edu/UGRD/previous-catalogs/2020-2021/graduate/resources/#text>

University Libraries

The libraries of the University of Florida form the largest information resource system in the state of Florida and serve every college and center in the university, including the Institute of Food and Agricultural Sciences (IFAS) and the Health Science Center. UF's libraries consist of seven libraries; six of which comprise the George A. Smathers Libraries. The Smathers Libraries actively collaborate with the Legal Information Center, which is a part of the Levin College of Law.

The Smathers Libraries include the following:

Architecture and Fine Arts Library
Education Library
Health Science Center Libraries (UF campus and Borland Library in Jacksonville)
Library West (Humanities and Social Sciences)
Marston Science Library
Smathers Library (Special and Area Studies Collections, Latin American and Caribbean Collection, Map and Imagery Library)

See the library website at <http://www.uflib.ufl.edu/>

University Counseling Center

At the Counseling and Wellness Center (CWC) we believe that the college years are a time for change, growth, inquiry, and development. We strive to help students learn the skills to cope with the stresses of change and growth so they are better able to learn and thrive after their time as a student is over. The CWC's mission is to foster human development in all of its diversity through compassion, empowerment, advocacy, hope, and heart. At the CWC, we embrace differences and help nurture a healthy and healing campus environment for all. Our services include short-term counseling, group, and couples' therapy as well as consultation, crisis services, outreach, referrals, self-care, and more. Our interdisciplinary staff is here to support our students finish their educational programs successfully and achieve their personal wellness goals along the way. Our primary commitment is to ensure that each student gets connected with best-fitting campus or community resources to meet their existing needs. For more information, visit the website at <http://www.counseling.ufl.edu/cwc/>

Student Health Care Center

The mission of the University of Florida Student Health Care Center (SHCC) is to help every student achieve optimal health in the pursuit of personal and academic success. All activities and programs of the SHCC operate to assure a nonjudgmental environment and sensitivity to individuals with disabilities and those

representing diverse cultural, racial, religious, gender or sexual orientation groups.

All registered UF students paying the tuition-included student health fee are eligible for Student Health Care Center (SHCC) services. The SHCC provides care at many levels, and charges vary depending on the services provided.

Insurance is not required to access SHCC services; however, coverage is mandated by UF. Visit <http://healthcompliance.shcc.ufl.edu> for current information and deadlines related to the university insurance requirement.

PLEASE NOTE: Fulfilling the UF insurance requirement does not mean that the SHCC automatically accepts your health insurance for payment of services.

More information including insurance coverage guidelines, frequently asked questions, and more, can be found at <https://shcc.ufl.edu/fees-and-insurance/health-insurance-information/>

Web Pages And Email Listserves

Information is published online for graduate students at <https://catalog.ufl.edu/graduate/resources/> by Student Services and the Graduate School.

The Graduate School maintains a website for current students at <http://graduateschool.ufl.edu/> that provides

Students with Disabilities

The disability resource center (drc) collaborates with campus partners to facilitate access and accommodations for UF students with disabilities through providing:

- Accessibility consulting
- Academic accommodations
- Education on disability inclusion

The Disability Resource Center celebrates disability identity as a valued aspect of diversity. We champion a universally accessible community that supports the holistic advancement of individuals with disabilities.

The Disability Resource Center envisions a universally inclusive community where all individuals are seen as valued and contributing leaders of society.

For further information, please contact the Disability Resource Center at 392-8565, visit the website: <https://disability.ufl.edu/> or contact the Dean of Students Office at 392-1261 or see the web page at <https://dso.ufl.edu/>

useful information and online forms.

XXIX. English for International Students

UF offers these resources to help international students improve their English skills:

English Language Institute: The English Language Institute assists prospective and current graduate students with both short-term and long-term programs for improving their English skills. The University of Florida English Language Institute offers intensive English programs that prepare students for using English in the real world. Our methods of instruction are based on current research in the fields of language teaching, acquisition, learning and assessment, and the more than 60 years of experience we have had teaching English to international students at the University of Florida. Our faculty and staff are committed to excellence in providing quality service and education. We offer English instruction that prepares you for using English in an academic or professional context as well as the culture that is all around you. We are using a new online application, and if you have any issues with accessing it, please email StudyEnglish@eli.ufl.edu immediately.

UF Academic Spoken English: The Academic Spoken English program is a part of UF's English Language

Institute. It assists graduate students in building their ability to speak English in the classroom. Academic Spoken English builds oral English skills through student-centered, discipline-specific practice. Videos of student classroom performance are integrated into all ASE classes, along with one-on-one analysis of each performance. Class work consists of actively practicing the public speaking and interpersonal communication techniques which learners will need to be successful as graduate students, teaching assistants, and researchers. Small classes facilitate individualized diagnosis and practice.

Most ASE students have had considerable previous language study but little opportunity to communicate with English speakers. Instructors therefore devise exercises to activate previously learned grammar and vocabulary skills, often basing them on student-generated, situation-specific material. Information about AE can be found at <http://ase.ufl.edu/>

SPEAK TEST

Florida law requires international teaching assistants (ITAs) to demonstrate oral proficiency in English.

Adequate proficiency is indicated by a score of 45 - 50/60 on the SPEAK or 23 - 27/30 on the TOEFL iBT Speaking Portion. For ITAs teaching their native language, the minimum score is 45 on the SPEAK or 23 on the TOEFL iBT. UF permits a provisional teaching assignment for students scoring 45 - 50 on the SPEAK or 23 - 27 on the TOEFL iBT if they concurrently enroll in ASE2 (EAP5836). Students from certain English-speaking countries are exempt from testing. Consult the Graduate School for state and university requirements. The SPEAK TEST should be taken well in advance of any possible

teaching appointment. Scores are reported within two weeks after the test has been rated. For UF Students with TOEFL iBT Scores: If your TOEFL iBT score is adequate for your needs, you are not required to take the SPEAK. If you wish to teach at UF and your TOEFL iBT score is in the 23 - 27 range, enroll in EAP 5836 during your first semester of teaching. If your TOEFL iBT score is less than 23, you are required to take the SPEAK at UF and score at least a 45 to be allowed to teach.

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: 9xxxxxx-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. There is a CLAS IT button on your computer to make service or installation requests. 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 <https://it.clas.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

