Study of Religion

Graduate Student Handbook

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# Navigating UC Davis

## Computing Accounts

To get a UC Davis computing account (email address) or change your passphrase, please visit <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>.

## Registering for courses

You can search for classes and view instructions on registration on the Office of the Registrar's website (<http://registrar.ucdavis.edu/registration/register/index.cfm>).  If you're looking for extended course descriptions for classes, you should visit the website for the department that is offering the course or the General Catalog: <http://catalog.ucdavis.edu/>. For information on required courses, please consult the degree requirements. For registration deadlines, see <http://registrar.ucdavis.edu/calendar/registration.cfm>.

## ID Cards & Library Privileges

To obtain an ID Card, please follow the instructions on this website: (<http://registrar.ucdavis.edu/records/aggiecard.cfm>). Complete the [AggieCard Request form](https://local-resources.ucdavis.edu/local_resources/forms/D068-aggiecard.pdf) and send it to registrar@ucdavis.edu with AggieCard Request as the subject line. If you do not have a photo on file or if you would like to update your photo, you can upload your photo through the[**AggieCard Photo Upload Tool**](http://registrar.ucdavis.edu/records/aggiecard-photo-submit/photo-samples) or include a photo as an attachment to your email request**.**Your AggieCard will be mailed to the address provided on the form.  A $15 fee is charged to your student account for all replacement cards.

To activate your library privileges, you can apply online at <https://library.ucdavis.edu/library-accounts/>. For more information on library privileges, see the UC Davis Library website: [https://library.ucdavis.edu/](%20https%3A/library.ucdavis.edu/)

## California Residency

For information on obtaining California Residency for tuition purposes, please visit the Office of the Registrar’s website at <https://registrar.ucdavis.edu/tuition/residence>. International students who enter the U.S. with a student visa are ineligible to establish California residency for tuition purposes.

## Ordering Transcripts & Diplomas

Transcripts and diplomas can be obtained through the Office of the Registrar. To order a transcript, please visit the following website: <http://registrar.ucdavis.edu/records/transcripts/index.cfm>. For diploma information and mailing requests, please visit: <http://registrar.ucdavis.edu/records/diploma.cfm>.

## Special Fees

During the first year of study, all students will be charged a one-time **document fee** of $150. https://registrarnew.sf.ucdavis.edu/tuition/doc-fee

The Document Fee affords a number of benefits:

* Current prices of documents and services are locked in, with lifelong access to covered documents.
* Improved service; transactions aren’t slowed by payments or billing.
* Document requests are fulfilled in one-three business days; additional time needed for mailing.
* [E-transcript service](https://registrarnew.sf.ucdavis.edu/records/transcripts/).

The **Document Fee** provides the following to student and alumni:

* Unlimited [Official Transcripts](https://registrarnew.sf.ucdavis.edu/records/transcripts/).
* Unlimited [Education Verifications](https://registrarnew.sf.ucdavis.edu/records/verifications).
* Unlimited Completion of Undergraduate Degree Requirements Verifications; e.g., Letters of Degree Certification; may require additional time for processing.
* Unlimited [e-transcript service](https://registrarnew.sf.ucdavis.edu/records/transcripts/).
* Mailing of the original [diploma](https://registrarnew.sf.ucdavis.edu/records/diploma).

The Document Fee does not cover expedited mail service; e.g., Fed-Ex, overnight mailing, etc., duplicate diplomas, fax requests, and services not provided by the Office of the University Registrar.

International Students will be charged an **International Administrative Fee** during their first year. SISS (Services for International Students and Scholars) charges a fee to all international students studying at UC Davis in F-1 or J-1 student status. The fee helps to pay for the costs associated with orientation and advising provided bby SISS and will appear in your UC Davis billing. <https://siss.ucdavis.edu/fees-and-tuition>

Upon passing the qualifying exam, students are charged a **Ph.D.** **Candidacy fee** in order to advance to candidacy. That fee is $90.

Other one-time fees you may encounter during your time here include the PELP application fee (if you apply for the Planned Educational Leave Program) and the Filing Fee application fee (if you apply for Filing fee during the final quarter of your Ph.D.). More information can be found with the applications for these to statuses at <http://gradstudies.ucdavis.edu/forms/>.

## Student Health and Counseling Services

The Student Health & Wellness Center is located on La Rue Road between Hutchison Drive and Orchard Road, across the street from the Activities and Recreation Center (ARC) and next to the Colleges at La Rue. Information on the Students Health and Wellness Center can be found at <http://shcs.ucdavis.edu/>. This website also contains information on the Student Health Insurance Plan (SHIP), including coverage information and the procedure for waiving out of SHIP.

## For more information…

For more information on navigating UC Davis, please see the Graduate Student Guide created by the Office of Graduate Studies: <http://gradstudies.ucdavis.edu/students/handbook/GS201_GraduateStudentGuide.pdf>. If you are still having trouble figuring something out and don’t know where to look, please see the Graduate Program Coordinators on the 2nd floor of Sproul hall.

# Academic Guidance Procedures

## Advising

<https://grad.ucdavis.edu/graduate-program-roles-and-responsibilities>

The Graduate Program Chair, who is nominated by the Chair of the department and appointed by the Graduate Dean, is a resource for information on academic requirements, policies, and procedures. The Graduate Program Chair, together with the Graduate Program Committee, approves elective coursework and is approved to sign required Office of Graduate Studies forms.

The Major Professor is the faculty member who supervises the student’s research and dissertation, and this person serves as Chair of the Dissertation Committee. The Major Professor is selected at the time of admission to the program.

## Finding a major professor

Graduate students are paired with a Major Professor during the admission process.

## Changing major professors

If a student wishes to change his/her major professor, a meeting should be arranged between the student, the Graduate Adviser, and the prospective new major professor in order to approve the student’s decision.

## Arranging an independent study (REL 299 or XXX 299)

To arrange an independent study, students must get the approval of a faculty member and request a meeting with them to complete a variable unit course request form. The form outlines their topic of study and the grading criteria. These forms should be returned in the Graduate Program Staff by the 10th day of instruction. Independent studies can be taken in the Study of Religion (REL) or other programs, as appropriate, such as the Human Rights Designated Emphasis (HMR). To have any independent study count in lieu of a degree requirement, you must petition the Graduate Program Committee. The independent study must be 4 units and require a final graduate-level seminar paper. See https://religionsgrad.ucdavis.edu/resources-0

## Enrolling in TA Training Practicum Units (RST 396)

You are eligible to enroll in TA Training Practicum (course 396) each quarter you are employed as a Teaching Assistant. If you hold a 50% TA appointment, you may register for up to 4 units. If you hold a 25% TA appointment, you may register for up to 2 units. Prior to each quarter you are a TA, you will receive an email from the graduate program coordinator that includes the Course Registration Number (CRN) for 396. Each time you enroll, you should enroll in the department for which you are TAing and the section assigned to your Course Supervisor. (If you are at 50% TA for RST 1C with Prof. Venkatesan, sign up for 4 units of RST 396 with Prof. Venkatesan.)

# Degree Requirements

## Coursework

The Ph.D. requires a minimum of 60 units of coursework as well as a preliminary exam, a qualifying exam, and a dissertation with final defense. Please see the following pages for a degree checklist. The full text of the Ph.D. degree requirements can be found on the website at <https://religionsgrad.ucdavis.edu/resources-0>

Please read the degree requirements carefully for specific course requirements. For any questions about them, please consult the Graduate Program Coordinator or the faculty Graduate Chair.

## Degree Checklist

See appendix A for M.A. & Ph.D. degree checklists. Please refer to the degree requirements for more specific details, including a recommended sequence of courses.

## Exams

The Ph.D. requires both a written preliminary exam during the first year, an oral exam after the second year, qualifying exams after the third year, and a final defense upon complete of the dissertation. Please see the degree requirements for full details. Ph.D. students who wish to earn the M.A. enroute to the Ph.D. will use their Ph.D. Qualifying Exam as their M.A. Comprehensive Exam. To request the M.A., turn in grad studies forms “Candidacy for the Master's Degree – Comprehensive Exam Plan II (GS314)” and “Graduate Program Exit Information (GS312)” to the program coordinator along with your Ph.D. “Qualifying Examination Application (GS319)” at least one month before your Qualifying Exam. All forms are available at <http://gradstudies.ucdavis.edu/forms/>.

# Committees

## Preliminary Exam Committee (M.A. Plan II)

The student, in consultation with his/her major professor and graduate advisor, nominates five faculty members, to serve on the Examination Committee. One of the nominated faculty members will be the major professor, who does not serve as committee chair. At least three of the faculty members nominated must be faculty participating in the GREL; at least one of the faculty members will be from outside the GREL. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80. Graduate Council B.1.) Ph.D. students will have the same committee members for both the MA comprehensive exam and the PhD qualifying exam.

## Preliminary Exam Committee (Ph.D.)

The Preliminary Exam committee consists of three faculty members, at least two of whom must be members of the Religious Studies department. Students may include faculty outside the RST department and those not affiliated with the GREL in their committees for the remaining slot. The Chair of the Preliminary Exam Committee cannot be the student’s major professor.

## Qualifying Exam Committee (Ph.D.)

The student, in consultation with his/her Major Professor and Graduate Advisor, nominates four faculty members, to serve on the Qualifying Examination Committee. One of the nominated faculty members will be the major professor, who will not serve as committee chair. At least three of the faculty members nominated must be faculty participating in the GREL; at least one of the faculty members will be from outside the GREL. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80. Graduate Council B.1)

## Dissertation Committee (Ph.D.)

Upon successful advancement to doctoral candidacy, and in consultation with his/her Major Professor and Graduate Adviser, the student will nominate at least three faculty members to serve on the Dissertation Committee. One of these faculty members will act as chair of the committee and as the student’s primary dissertation adviser; typically this will be the student’s Major Professor. At least two of these committee members, including the committee chair, must be faculty participating in the GREL; at least two of these committee members must have served on the student’s qualifying examinations committee. Additionally, if the student in admitted to a designated emphasis, he/she must insure that he/she has one committee member to represent each of his/her designated emphases. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80. Graduate Council B.1).

# Getting Involved

Each year, the Study of Religion graduate student body selects one grad student representative. This representative attends quarterly meetings with faculty and offers student input regarding policies, requirements, priorities, etc.

Students may also choose to elect a GSA (Graduate Student Association) representative to represents Study of Religion Grads in the campus-wide GSA. He/she attends monthly GSA meetings and organizes a social using GSA funds. Nominations are solicited during summer in order to elect new representatives by the beginning of Fall quarter.

# Professional Development, Job Search, & Graduation

## Professional Development & the Job Search

Many students entering the Ph.D. program will be interested in careers in academia. One excellent source of information for jobs in academia is H-net: <http://www.h-net.org/>, Humanities & Social Sciences Net. This organization has various email lists organized by areas of interest. Both for professional development early in your career and your job search later on, you are encouraged to join h-net list-serves that overlap with your areas of interest. In addition to job postings, information about conferences and calls for papers are posted to these email lists. Other good sources of information are the American Academy of Religion (AAR) <http://www.aarweb.org/> and the Chronicle of Higher Education <http://chronicle.com>.

During their final year of the program, Study of Religion graduate students can work with the Graduate Program Coordinator to arrange a mock interview and/or job talk in preparation for the interview processes. Typically, students wait until they have an invitation for at least one interview before scheduling the mock interview. They then work with the Graduate Program Coordinator to identify faculty in the field to serve as mock interviewers. Many students find it helpful to have faculty with whom they are less familiar on their committee to make it feel more like a “real” interview.

Other students choose to pursue careers outside of academia such as Editor or Novelist.

The Internship and Career Center (ICC) offers comprehensive career advising for graduate students within academia and beyond. The ICC also partners with the Office of Graduate Studies to offer various Professional Development workshops throughout the year. Please see their website for details: <https://iccweb.ucdavis.edu/graduates/index.htm>

Graduate Studies offers a comprehensive program called GradPathways Institute for Professional Development. <https://gradpathways.ucdavis.edu/> The GradPathways Institute (GPI) for Professional Development provides innovative programming based on [8 core competencies](https://gradpathways.ucdavis.edu/core-competencies). This comprehensive program is designed to help graduate students and postdoctoral scholars succeed in their chosen career paths and at UC Davis. Nationally-recognized, the GPI has served as a model for other graduate student and postdoctoral professional development programs across the nation.  Programming for each competency is provided through the Institute and in partnership with UC Davis campus units.\*

## Participating in graduate commencement

Graduate commencement is held annually at the end of Spring Quarter. Registration for commencement takes place during Winter Quarter. Please see <http://gradstudies.ucdavis.edu/commencement/> for details and registration instructions.

## Filing for graduation

You can find the information on filing your dissertation on the Office of Graduate Studies website: <http://gradstudies.ucdavis.edu/students/filing.html>

You will need to make an appointment with Graduate Studies. At the appointment, you will go over the items on the checklist (see the link above).   The appointment will need to be after you have obtained all the approvals from your committee, as it is the last step in the completion of your degree.

At the link above, you will also find information on acceptable margins, page numbering, fonts, etc.  Make sure to pay attention to these formatting requirements as dissertations will not be accepted until they conform.  Finally, when filing electronically, make sure not to submit your thesis/dissertation online until it is the final version approved by your entire committee.  (There's no un-submit button.)

Graduate Studies will send you a letter that says you have completed the requirements for your degree (which you can use for job hunting), but your diploma will not be available for another 4 months.  See <http://registrar.ucdavis.edu/html/diplomas.html> for details and mailing information.

# APPENDIX A – Degree Checklists

**Study of Religion Ph.D. Program Degree Checklist Total Units required: 60**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quarter Entered: \_\_\_\_\_\_\_\_\_

**Core Courses – 16 units**

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Quarter & Year | Grade | Units |
| [ ]  REL 200A Historical Roots of the Study of Religion |  |  | 4 |
| [ ]  REL 200B Foundational Theories of Religion |  |  | 4 |
| [ ]  REL 200C Contemporary Approaches to the Study of Religion |  |  | 4  |
| [ ]  REL 200D Field Profile Seminar (4 total units required) |  |  |  |

**Regional Area of Specialization (RAOS) – 12 units**

Select a primary Regional Area of Specialization from the following:

* American Religious Cultures (210A)
* Asian Religions (210B)
* Mediterranean Religions (210C)

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Quarter & Year | Grade | Units |
| [ ]  REL 210\_\_  |  |  | 4 |
| [ ]  REL 210\_\_ |  |  | 4 |
| [ ]  REL 210\_\_ |  |  | 4 |

**Area of Competence (AOC) – 8 units**

Select a secondary Regional Area of Specialization from the following:

* American Religious Cultures (210A)
* Asian Religions (210B)
* Mediterranean Religions (210C)

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Quarter & Year | Grade | Units |
| [ ]  REL 210\_\_  |  |  | 4 |
| [ ]  REL 210\_\_ |  |  | 4 |

**Thematic Area of Specialization (TAOS) – 12 units**

Select a Thematic Area of Specialization from the following:

* Body and Praxis (REL 230A)
* Language, Rhetoric, and Performance (REL 230B)
* Modernity, Science, and Secularism (REL 230C)
* Theory and Method (REL 230D)
* Values, Ethics, and Human Rights (REL 230E, REL 231E)
* Visual Culture, Media, and Technology (REL 230F)

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Quarter & Year | Grade | Units |
| [ ]  \_\_\_\_ \_\_\_\_ |  |  | 4 |
| [ ]  \_\_\_\_ \_\_\_\_ |  |  | 4 |
| [ ]  \_\_\_\_ \_\_\_\_ |  |  | 4 |

**Additional Electives** (including advanced language study and faculty-directed research)

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Quarter & Year | Grade | Units |
| [ ]   |  |  |  |
| [ ]   |  |  |  |
| [ ]  |  |  |  |
| [ ]   |  |  |  |
| [ ]  |  |  |  |
| [ ]  |  |  |  |

Unit total of unique courses (no double-counting): \_\_\_\_\_\_\_\_

**Note on course requirements:** A minimum of sixty unique units are required for the Ph.D. Double-counting is acceptable for the purpose of fulfilling requirements (e.g. one course may fulfill both a RAOS and TAOS requirement), but is not acceptable for fulfilling the 60 unit requirement. A maximum of 12 units of advanced foreign language and a maximum of 12 units of faculty-directed research (REL 299) may be counted toward the 60 units. Professional courses (300-level) will not count toward the 60 unit requirement.

**Foreign Language Requirements (**necessary for your field of research)

|  |  |  |
| --- | --- | --- |
| Language(s) | Mastery demonstrated by… | Coursework or reading exam date |
|  |  |  |
|  |  |  |
|  |  |  |

**Preliminary Exams**

* Written exam after the completion of REL 200A, 200B, 200C (end of 1st year)

|  |  |
| --- | --- |
| Date | Result |
|  |  |

* Oral exam (40-50min), a profile on your Area of Specialization (end of 2nd year)

|  |  |
| --- | --- |
| Date | Result |
|  |  |

**Prior to the Qualifying Exam, the following must be completed:**

* Coursework
* Foreign Language Mastery
* Reading list with introduction
* Dissertation prospectus

**Qualifying Exam**

* Written exams: three 3-hour exams, taken over the course of one week

|  |  |
| --- | --- |
| Date | Result |
|  |  |
|  |  |
|  |  |

* Oral exam on written exam, reading list, and prospectus: taken within three weeks of the written exam

|  |  |
| --- | --- |
| Date | Result |
|  |  |

For additional information, please see the Study of Religion degree requirements and graduate student handbook.

**Study of Religion M.A. Program Degree Checklist Total Units required: 36**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quarter Entered: \_\_\_\_\_\_\_\_\_

**Core Courses – 16 units**

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Quarter & Year | Grade | Units |
| [ ]  REL 200A Historical Roots of the Study of Religion |  |  | 4 |
| [ ]  REL 200B Foundational Theories of Religion |  |  | 4 |
| [ ]  REL 200C Contemporary Approaches to the Study of Religion |  |  | 4  |
| [ ]  REL 200D Field Profile Seminar (4 total units required) |  |  |  |

**Regional Area of Specialization (RAOS) – 12 units**

Select a primary Regional Area of Specialization from the following:

* American Religious Cultures (210A)
* Asian Religions (210B)
* Mediterranean Religions (210C)

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Quarter & Year | Grade | Units |
| [ ]  REL 210\_\_  |  |  | 4 |
| [ ]  REL 210\_\_ |  |  | 4 |
| [ ]  REL 210\_\_ |  |  | 4 |

**Thematic Area of Specialization (TAOS) – 12 units**

Select a Thematic Area of Specialization from the following:

* Body and Praxis (REL 230A)
* Language, Rhetoric, and Performance (REL 230B)
* Modernity, Science, and Secularism (REL 230C)
* Theory and Method (REL 230D)
* Values, Ethics, and Human Rights (REL 230E, REL 231E)
* Visual Culture, Media, and Technology (REL 230F)

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Quarter & Year | Grade | Units |
| [ ]  \_\_\_\_ \_\_\_\_ |  |  | 4 |
| [ ]  \_\_\_\_ \_\_\_\_ |  |  | 4 |
| [ ]  \_\_\_\_ \_\_\_\_ |  |  | 4 |

Unit total of unique courses (no double-counting): \_\_\_\_\_\_\_\_

**Additional Electives if needed to fulfill unit requirement** (including advanced language study and faculty-directed research)

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Quarter & Year | Grade | Units |
| [ ]   |  |  |  |
| [ ]  |  |  |  |

**Note on course requirements:** A minimum of 36 unique units are required for the M.A. Double-counting is acceptable for the purpose of fulfilling requirements (e.g. one course may fulfill both a RAOS and TAOS requirement), but is not acceptable for fulfilling the 36 unit requirement. A maximum of 12 units of advanced foreign language and a maximum of 12 units of faculty-directed research (REL 299) may be counted toward the 36 units. Professional courses (300-level) will not count toward the 60 unit requirement.

**Foreign Language Requirements (**necessary for your field of research)

|  |  |  |
| --- | --- | --- |
| Language(s) | Mastery demonstrated by… | Coursework or reading exam date |
|  |  |  |
|  |  |  |
|  |  |  |

**Comprehensive Exams**

* Written exam after the completion of REL 200A, 200B, 200C (end of 1st year)

|  |  |
| --- | --- |
| Date | Result |
|  |  |

* Oral exam (40-50min), a profile on your Area of Specialization (end of 2nd year)

|  |  |
| --- | --- |
| Date | Result |
|  |  |

For additional information, please see the Study of Religion degree requirements and graduate student handbook.