

Department of Religious Studies

Graduate Student Handbook 2016-2017

October, 2016

Entering Ph.D. Class of 2016

Northwestern University

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Provisos and Definitions in the Department

The provisions of this handbook apply to all students matriculating in The Fall of 2015 or later. Students already registered in the program but not yet approved for candidacy in fall 2015 may choose to follow this program structure or the one in force when they matriculated.

In this handbook, all material in text boxes is taken directly from the TGS website and contains TGS policy current at the time of this handbook's creation. All material outside the text boxes contains Religious Studies policy and recommendations.

Please note: In all cases of conflict, WCAS and TGS policy changes take precedence over existing Religious Studies policy. Students and faculty are strongly advised to consult the TGS website for TGS requirements and deadlines.

Key:

CIC	Committee on Institutional Cooperation
CTG	Conference Travel Grant
DA	Department Assistant
DGS	Director of Graduate Studies
GA	Graduate Assistantship, or Teaching Assistantship
GPA	Graduate Program Assistant
GRG	Graduate Research Grant
HRIS/FASIS	Human Resources Information System / Faculty and Staff Information System
RA	Research Assistantship
SES	Student Enterprise Systems
SESP	School of Educational and Social Policy
SLG	Summer Language Grant
TGS	The Graduate School
UF	University Fellowship
WCAS	Weinberg College of Arts and Sciences

Welcome to the Graduate Program in the Department of Religious Studies.

First of fall, let us offer you our congratulations on the beginning of your scholarly career at Northwestern. We are pleased you have come to study with us and we are committed to supporting you as you advance toward your goal of becoming a Professor of Religious Studies. We are dedicated to our field and devoted to the teaching and research within it. In our department, you will find scholars with diverse training- in history, theology, text study, field studies and languages. Please feel welcome to call on any of the faculty with any questions. The Department of Religious Studies is a scholarly community, and you, as our newest members, are a central part of the Department.

This handbook is a source for the standards and norms of your graduate position at Northwestern. We offer this as a resource and a guide. In addition, you will work closely with your advisor, the Director of Graduate Studies, Professor L. Zoloth, and the Senior Staff for the Graduate Program, Ganka Ivanova, both of whom are available for advice and support.

Sincerely,

The Graduate Faculty of the Department of Religious Studies

I. Introduction

The Department of Religious Studies at Northwestern University is dedicated to preparing doctoral students to be scholars, teachers and leaders in the various fields of religious studies and, as these fields share theoretical issues and questions, in the study of religions themselves. A graduate degree from our department allows participation in the ongoing discourse that is the study of religion(s). We train our students to be interdisciplinary scholars, with thoughtful education in the methods and theories of our field.

II. Areas of Study

The Department of Religious Studies offers several overlapping concentrations at the doctoral level. Each may be pursued flexibly, according to the guidelines outlined in this handbook.

American Religions: Robert Orsi, Sarah Taylor, Sylvester Johnson

Supporting Faculty: Christine Helmer, J. Michelle Molina, Cristina Traina, Barry Wimpfheimer, Laurie Zoloth

Buddhism: Sarah Jacoby

Contemporary Religions: Sarah Jacoby, Sylvester Johnson, Robert Orsi, Sarah Taylor

Supporting Faculty: Christine Helmer, Cristina Traina, Barry Wimpfheimer, Laurie Zoloth

Islam: Brannon Ingram

Supporting Faculty: Carl Petry, David Schoenbrun

Judaism: Mira Balberg, Kenneth Seeskin, Barry Wimpfheimer, Laurie Zoloth

Medieval Christianity: Richard Kieckhefer, Barbara Newman

Supporting Faculty: Dyan Elliott

Ethics : Christine Helmer, Robert Orsi, Sarah Taylor, Cristina Traina,

Barry Wimpfheimer, Laurie Zoloth

Supporting Faculty: J. Michelle Molina, Brannon Ingram

Theology: Christine Helmer, Cristina Traina, Barry Wimpfheimer, Laurie Zoloth

Supporting Faculty: Richard Kieckhefer, J. Michelle Molina, Barbara Newman

III. Advising

Students entering the program will be assigned provisionally to advisers in Religious Studies with whom they have a shared disciplinary attention. Students may change their advisers after the first-year review. Students are encouraged to work with several faculty members over their time at Northwestern University. They are especially urged to consider including on their examination and dissertation committees a faculty member outside their immediate field who shares their broad research and theoretical concerns. This may be a faculty in another department. We adhere to a collaborative mentoring model of student-faculty relationships. Faculty resources are here for the students' benefit. Students' rights and choices are respected, and students may appeal any decision in their programs.

See Graduate Education Expectations form for more details (pages 68-70).

IV. Timeline

Students moving through the PhD program should be aware of the strict TGS progress to degree deadlines, which are listed at <http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#timeline> (and pages 78-80). A short guide to the Religious Studies Department's approach to fulfilling these requirements may be found in the appendix to this handbook.

Pre-Candidacy Study

1. First year

During the first quarter, each student will have a joint consultation with their adviser and the Director of Graduate Studies, in which tentative arrangements will be made regarding course selection, reading lists, language requirements and examinations, second department advising, and preparation for qualifying exams. Students will consult with their advisers regularly about courses and language examinations, and their advisers will make recommendations based on the students' planned courses of study and on quarterly faculty evaluations. At the joint consultation students and their advisers will also decide whether coursework and research will focus primarily in Religious Studies, with some courses in other fields, or whether it will follow the double-major model, fulfilling basic course requirements and one field examination in a second department.

Students take nine courses during the first year, three in each quarter (language courses are taken as overloads or during the summer). Of these nine courses, one course should be taken on the history of the study of religion as it developed from early modernity forward (481-1 - Theories of Religion I, generally in the fall quarter of the first year). Students should also take one course on the comparative study of religions (482 – Themes in Comparative Religion). Most students take Theories of Religion II (481-2) in the second year, but it may also be taken in the first year.

At the end of spring quarter, all students undergo a First Year Review as a condition for advancing to the second year of the program. Reviews are conducted according to the following timetable:

- Students receive notice of the review by the first week of the spring quarter.
- The DGS appoints the review committee with the assistance of the student's adviser. The review committee consists of two to three faculty members, ideally including the DGS (serving as committee chair), the student's primary advisor, and another faculty member with whom the student has worked closely (if the student is pursuing a double-major model, there must be a third member from the affiliated department).
- By the end of the second week of the quarter, the GPA schedules the student's review in, or as soon as possible before, the ninth week of spring quarter classes and notifies the DGS, the student, and all committee members. The GPA also solicits mid quarter interim evaluations from the student's third-quarter professors.
- At least a week before the review, the student submits a paper produced in a first-year graduate course at Northwestern University. Ideally, it is a fifteen- to twenty-page paper based on original research. A longer paper, or two shorter ones, may be submitted with the committee's approval. Along with the paper, the student submits a 250- to 300-word explanation of the context in which the paper was written, and any further information that the student wants the committee to know. If the paper is still in progress, this statement should discuss its status and its anticipated final form.
- At the meeting, the student should also prepare a one page preliminary outline for their second year paper topic. This is so the faculty may suggest work that needs to be done over the summer in preparation for the second year.
- All committee members review the course evaluations, grades, and material submitted by the student and participate in the discussion. The review interview discussion usually lasts about a half hour. The committee queries the student on her or his performance and discusses plans for summer and second-year study. The committee and the student also discuss which Religious Studies faculty member should serve as the student's adviser during the second and third years of study. After the meeting, a written evaluation is placed in the student's file and provided to the student and adviser.
- If the committee approves the student's progress by majority vote, and the student completes third quarter course work successfully, the student may proceed to second-year course work. In two cases, first-year performance may necessitate a comprehensive second-year spring quarter review: A student who passed the

review but earns a third-quarter GPA of 3.0 or below, or a student who is conditionally passed. A student whose spring GPA is low will be placed on academic probation and must demonstrate appreciably improved performance; a student who is passed conditionally is given an explanation of the areas of concern, with suggestions for improvement. If a student fails the second-year review, a recommendation to award a terminal master's degree is brought before the departmental faculty for discussion and final decision.

Students spend the first summer on academic projects, typically focusing on languages and initial research for the second year paper.

2. Second year

Second-year students continue with course work and in most cases also begin work as graduate assistants (GAs). They register for nine courses, including the following.

- 2 quarters of 490 (teaching assistantship)
- 2 quarters of 570 (second year paper research)
- 1 quarter of 481-2, Theories of Religion II (if not taken in year 1)
- At least one quarter of 482, Themes in Comparative Religion (especially if not taken in year 1; can be taken twice with different content)

Students are strongly encouraged to seek out independent studies in which they can develop research and writing skills appropriate to their specific subfields. All independent studies involve significant writing assignments.

The most important feature of this year is the **Second Year Paper**. Early experience with intensive, directed scholarly research and with writing for publication in religious studies is crucial to graduate formation. The second-year paper allows students to pursue these ends free of the time constraints of 9-week quarters. The subject matter and topic of the paper are chosen in close consultation with the adviser and presented, normally, but not always, at the first year review. If a new advisor is to be chosen, this would be done with the second advisor. Its method and/or content should support the student's longer-term research interests. Students work on the paper throughout the second year but register for only two quarters of full-credit 570. The timing of the registrations depends on the timing of the student's GA work and of important seminars.

The first portion of the second year paper is an independent study (research seminar (570-1)) ideally taken with the adviser ideally in the fall of the second year. Under the close guidance of the adviser during weekly meetings, the student frames the research question and hypothesis, assembles a bibliography, acquires materials from other institutions if necessary, and begins to formulate an argument. The student will receive a K (continuing)

grade for 570-1, which will be changed to a letter grade after completion of part two, 570-2 or 570-3.

Students must register for a second full-credit quarter in either winter (570-2) or spring (570-3). Students who plan to start in fall and finish in spring should also register for 570-2 (a fourth, P/N course) in winter. During the second full quarter of study, students meet occasionally with their advisers to discuss progress in framing the work, formulating arguments, and acquiring additional sources. **Regardless of their schedule of 570 registration, students must create a rough draft of the paper by the beginning of the spring quarter and complete it by the end of spring quarter. A single grade is given for both full-credit quarters of work.**

In the rare circumstance in which a second department's required curriculum makes Rel 570-1, 2 impossible, a student may petition the graduate committee for an oral examination in lieu of the second year paper. This is an extremely rare circumstance.

The second-year paper is an exercise in writing for publication. Whether or not it is published, its character and execution should aim at this goal.

- The paper should be conceived and written with a clear sense of the appropriate audience.
- The research should be thorough; the bibliography should reflect the depth of work in the sources and literature.
- The paper should make an original contribution to the field, perhaps by use of unpublished source material, and in any event by development of a thesis or argument that adds significantly to understanding of the material.
- There is no mandatory minimum or maximum length, but the typical paper length is 7,500-10,500 words.

During the spring of second year, students who were formally required to undergo a comprehensive second-year review have a formal meeting similar to the first year review. All other students hold less formal meetings (usually with the DGS or another graduate committee member, usually including the adviser) to discuss plans for the coming summer and academic year. A summary of the meeting is given to both the student and the adviser, and a copy is placed in the student's file.

Students typically spend the second summer finishing language work, preparing for qualifying examinations, and/or conducting initial research for the dissertation prospectus.

Master's degree

The Department of Religious Studies does not admit students to a terminal M.A. program. However, Ph.D. students in good standing may request the M.A. after they have met the following criteria, usually during the second year:

- 5 quarters of residency
- Successful completion of the two-quarter Religious Studies research paper (570-1, 2 or 3)
- 11 other courses graded ABC/NC

Note: Students following the double major model whose second department's curriculum makes Rel 570-1, 2 impossible may petition for an oral examination in lieu of the second year paper but must have a total of 13 ABC/NC courses. For students leaving the program with an M.A., no language or qualifying examinations are required.

Students in the third year and up who have summer funding and want to bank a quarter of their University Fellowship for later use do not register for the summer quarter. In all other quarters (fall, winter, spring) students must be registered to remain active.

In order to receive the Master's degree, the student must:

- Complete all required coursework and the program's requirements for the degree.
- File for degree by completing an Application for a Degree form via TGS Forms in CAESAR by the date specified in the [Academic Calendar](#).
- Complete the Master's Degree Completion form via TGS Forms in CAESAR and receive program approval of the form by the date specified in the [Academic Calendar](#). (Students in a combined [Bachelors/Master's Degree Program](#) who have difficulty accessing TGS Forms should [contact Student Services](#) for assistance.)

Have at least a 3.0 GPA and no X, Y, or NR grades. All grades must be entered and Change of Grade forms submitted by the grade deadline specified on the Academic Calendar.

<http://www.tgs.northwestern.edu/about/policies/masters-degree-requirements.html>

3. Third Year

Students who do not have advanced standing normally take qualifying examinations during the third year but may take one or more examinations as early as the second year.

While students may take some formal courses in the third year, as much as possible it should be devoted to independent studies in which the student prepares for qualifying examinations and drafts a dissertation prospectus.

A. Qualifying Examinations

The aim of qualifying examinations is three-fold: to certify students in the study of religion broadly; to provide them ample background in theory, method, and content in an identifiable field; and to prepare them to launch a research career in a particular segment of the field. To those ends, the examinations begin with a broad foundation and progress to more specialized material. In each examination, students are expected not just to know the history of the field, but also to make a strong argument about the material they have prepared.

Flexibility, comprehensiveness, and breadth are the goals of qualifying examinations. The student's examination committee, which may be different for each examination, determines the optimal content for each examination and writes the examination questions.

Normally the examinations are given during reading week, to avoid interrupting either undergraduate teaching or undergraduate examinations and grading. However, during a quarter in which a student is not serving as a GA, the exam may be scheduled during ninth week or during final examination week by mutual consent of student and committee. Students should never be asked to take qualifying examinations during a week when they are also required to teach class or grade exams.

Students and their advisers may petition the department and (if necessary) TGS to either delay or advance the schedule of examinations. Students who wish to delay should be aware that the University deadline for achieving candidacy is the end of the twelfth quarter of registration, which is normally the last day of a student's third summer quarter of residency. In order to allow for processing time, candidacy documents should be filed two weeks in advance of this deadline.

There are three examinations:

One four-hour, written examination in the study of religion —usually administered during reading week of fall quarter. Students are asked to provide analysis and construct an argument in three different areas of their choosing:

- 1) a problem or trend in the historical formation of the study of religion and of religions as a modern field of inquiry
- 2) the theoretical contributions characteristic of a particularly prominent theorist in this discipline

3) the approach to a particular theme of the student's choice (e.g., ritual, religion and the state, religion and political authority, hermeneutics, gender, colonialism, etc.) in the study of religion.

These areas of questioning emerge in dialogue with the committee about a suggested reading list and the syllabi of the 481-1, 481-2, and 482 courses offered in the first and second years of the student's residence.

The committee for this examination is normally composed of the three professors who taught the 481-1, 481-2, and 482 courses two years previously. Sample examinations and a current list of recommended readings are posted on the website: <http://www.religion.northwestern.edu/graduate/requirements/qualifying-exams.html>

Two examinations in the student's general field—Normally, one in reading week of winter quarter and the other during reading week of spring quarter. Of these, one is normally a two-hour oral examination (usually the broader one) and the other must be written (usually the more specialized one). However, if the adviser approves, both may be written. At the committee's discretion, a written exam(s) may take many forms: for example, a paper, a take-home examination, or a seated and timed examination.

Normally the adviser chairs the committees for the second and third examinations. Each examination committee must include at least two members of the department, except in cases in which the examination is primarily in another field, in which case it must include at least two members of the Northwestern faculty. External examiners are sometimes appropriate and must be in addition to the Northwestern members.

General Field Exam 1 (usually administered during reading week of winter quarter):
An examination focusing on the standard texts faculty in an area believe essential to the area (for instance, American Religions or Medieval and Early Modern Studies) with a tailored section (possibly substantial) if the area faculty prefers.

General Field Exam 2 (usually administered during reading week of spring quarter):
An examination focusing on the texts a student's mentors believe essential to the student's subfield (for instance, African-American religions or Medieval mysticism).

This examination covers a tailored reading list. Its questions and format (seated, take-home, etc.) are determined by the committee.

Alternatively, this field exam may be administered by an external department according to that department's normal procedures. Students following the double -major model* must take one examination administered by their second department; for others the extra -

departmental exam is optional. The adviser consults with the pertinent faculty in the affiliated department to ensure that this examination approximates a Religious Studies field examination as much as possible in its expectations and standards, if not in its format. When the affiliated department has no basic qualifying examination, the adviser, with assistance from the DGS, organizes and administers the external exam with assistance from the affiliated department.

* Please refer to page 19 for information on the double-major model

B. Examination results

Results of oral examinations are announced immediately after the examination; results of written examinations must be communicated to the student, the DGS, and the GPA no more than one week after the examination.

In the event of a conditional pass or a failure, the committee makes a recommendation to the DGS and the department chair regarding the student's future in the department. Should disagreement about a student's performance arise, it is brought to the departmental faculty as a whole.

A student who receives a conditional pass receives an additional task – usually a paper – with a scope, topic, and due date assigned by the examination committee. The results of the exam are reported to TGS after the committee has graded the additional assignment.

A conditional pass does not become a failure unless the student fails the additional task. Consequences for failures include the following:

- A student may retake a failed qualifying exam as soon as one quarter after the failure but before the end of the third summer quarter.
- A student who fails one qualifying examination is placed on probation.
- A student who fails more than one examination on the first attempt is considered for exclusion from the program.
- A student who fails an exam twice is excluded from the program.
- At the request of the student and/or at the discretion of the DGS, the composition of the exam committee for the second attempt at the Theory and Method or general field exam may be different from the original committee for that exam. It is more difficult to alter the exam committee for the second attempt at a field exam.

All decisions to exclude may be appealed through the DGS. Committees to consider exclusion or appeals will consist of the adviser, the DGS, and member of the Graduate Faculty from Religious Studies who has not been involved in advising the student; in a case in which the adviser is the DGS, a third Religious Studies Graduate Faculty member who

has advised the student will be included. The DGS will request a written evaluation from the external adviser to be submitted before the committee considers the exclusion or appeal. Committee decisions to exclude are recommendations that must be ratified by majority vote of the faculty; committee decisions on appeals are final.

Refer to pages 66-67 for sample qualifying exams from outside departments.

In spring of the third and subsequent years, students meet with the DGS or a member of the graduate committee to discuss progress and plans for the coming year; the adviser may also attend this meeting. A summary of the meeting is given to both the student and the adviser, and a copy is placed in the student's file.

Students typically spend the third summer preparing the dissertation prospectus.

Candidacy

- A student must be admitted to candidacy by the end of the third year of study. A student failing to meet this milestone will be considered “not in good standing” and therefore will be placed on [probation](#). Deadlines may only be altered in the case of a [Family Medical Leave of Absence](#), requiring that a petition for deadline extension be submitted to and approved by TGS.
- Admission to candidacy is reached by passing a comprehensive qualifying examination, written or oral or both. Individual departments or programs determine the character of this examination. At the time of admission to candidacy, proficiency in the major and related fields is certified and additional requirements for the Ph.D. degree are stipulated. Students should be aware of requirements for admission to candidacy established by both the department or program and the Graduate Faculty.
- All programs must publish (in a printed handbook and/or on the Web) all policies regarding qualifying exams. At the minimum, this document must delineate: a) what written and oral exams are required of students; b) when students take the exams; c) what opportunities, if any, students have to re-take the exam if they fail (and on what timeline); and d) the criteria for impact of a student's performance on allowing or not allowing a student to remediate and/or continue in the program.
- The program, in consultation with the advisor, initiates the procedure for scheduling the qualifying examination.
- The Director of Graduate Studies, or someone delegated by the DGS, submits the PhD Qualifying Exam form online via TGS Forms in SES. The program must submit approval of this form before the end of a student's third year. Following the completion of the Qualifying Exam, students will be admitted to candidacy. Students are notified via email by TGS of approval of their Qualifying exam form and admission to candidacy.

<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#candidacy>

4. Fourth Year

Students ordinarily spend the summer between the third and fourth years preparing the dissertation prospectus (see pages 16-18). Although the University deadline for prospectus approval is the end of the 16th quarter of registration (typically the last day of the fourth summer quarter), the University's requirement that all students apply for major fellowships by the end of the fourth year means that the dissertation proposal must normally be approved by the student's committee during the first two weeks of fall quarter of the fourth year, but preferably by early September. Students are encouraged to present their prospectuses to their dissertation committees earlier to allow time for revision before approval. All departmental and TGS requirements for candidacy must be completed before the final proposal can be considered.

The prospectus should be between 15 and 25 pages in length (not including the selected bibliography and tentative chapter outline). It should include a clear statement of the problem the student anticipates exploring, a literature review, and a statement of how the dissertation will contribute to knowledge in three areas: a particular subfield of the discipline, religious studies generally, and the humanities or social sciences broadly. The prospectus must signal the relevance of the student's proposed research to broader discourses in religious studies and even in the humanities and social sciences generally. Students must ask themselves questions like the following: what would a scholar of American religion learn from reading my dissertation on Medieval Islam (or vice versa)? How would my analysis of ecclesiastical statements on the death penalty help a sociologist interpret opinion poll data?

The student, with assistance from the adviser and the GPA, schedules the meeting at which the proposal is discussed and approved. The student sends the proposal to the adviser and other committee members two weeks before it is discussed for approval. The dissertation committee includes at least three faculty members: the Religious Studies adviser, the proposed second department committee member (if applicable), and one or more additional committee members from Religious Studies. Any committee members who have been chosen from outside Northwestern University should also participate; however, often the need for additional members from inside or outside the university is determined in the prospectus defense itself, and in this case they may be invited later. At least two Northwestern University committee members must be members of the Graduate Faculty.

The proposal defense normally lasts no longer than two hours. At this meeting the proposal may be approved with or without conditions, or substantial revision may be requested. In the latter case, the committee may choose to reconvene to approve the new draft or may conduct its business by email.

The University requires that by the end of the fourth year (normally in the fall quarter of that year) all students apply for outside fellowships for research or dissertation writing. Most fellowship deadlines are in the fall. Students are strongly encouraged to consult with

their advisers and with the [The Office of Fellowships](#) staff during the previous summer to identify appropriate funding sources.

Students who remain on campus during the fourth year typically use their final year of GA funding. Students whose research requires extensive travel or residence elsewhere typically use their final year of UF funding. With the permission of the department, it is also possible to combine funding, using some of each during both the fourth year and fifth year.

5. Year Five and Beyond

The final years of graduate study focus on dissertation research and writing, although students may take particular courses of strong interest either for grades, for P/N, or as audits. Unless the student has won an internal or external fellowship, the fifth year is the last year of guaranteed financial support. Normally students will use the unused portions of their final GA-ship and University Fellowship years.

All fifth year students present a chapter, field report, or trial job talk at a departmental graduate colloquium. Students should arrange the date for this colloquium with the GPA during the summer before the fifth year.

Students in the sixth year can sometimes find GA-ships in Religious Studies or other departments (see “Teaching”). Students in the seventh year and beyond are normally not eligible for ordinary University funding.

Dissertation Defense

The dissertation defense—*also called the final examination in TGS policy*—takes place long enough before the University dissertation deadline to allow for final editing of the dissertation manuscript. Students arrange the meeting of all committee members with the assistance of the GPA, if needed. Students should submit the manuscript to the committee members at least two, and if possible more, weeks in advance of the meeting.

Dissertation Submission

Scheduling the final examination (dissertation defense) is the responsibility of the candidate and the members of the committee.

- The final exam must be approved by a faculty committee. A minimum of three individuals must serve on the final exam committee. At least two members of this committee, including the chair, must be members of the Northwestern University Graduate Faculty.

12.6.1 Filing Requirements And Forms

Students pursuing the Doctor of Philosophy degree must file the following required documents prior to graduation:

- Application for Degree: this form must be filled out via [CAESAR](#). Login to [CAESAR](#), click on "Main Menu" -> "TGS Forms" and navigate to "Application for a Degree" form.
- PhD Final Exam Form: this form must be filled out via [CAESAR](#). Login to [CAESAR](#), click on "Main Menu" -> "TGS Forms" and navigate to "TGS PhD Final Exam" form. Print out a hard copy of the completed form to take to your final exam. Have each committee member sign the form next to their name. The signed form should go to the Director of Graduate Studies (or program/department assistant) who will finish the approval process online; the form will be submitted to The Graduate School electronically for final approval, with the signed hard copy to follow.
- Dissertation submission via [ProQuest's website](#). Once the dissertation has been approved by the committee and all edits and revisions are complete, the student must submit online via [ProQuest](#). The dissertation must conform to TGS formatting standards on the [Dissertation Formatting Guidelines document](#). Once you have submitted your dissertation online your Student Services representative will review your formatting and confirm via email that your dissertation is acceptable or notify the student if changes need to be made.

Change of Grade forms: Students with Y or K grades on their transcript must work with their program/department to ensure the appropriate change of grade forms are submitted to The Graduate School by the published deadline.

<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#dissertation>

V. Interdisciplinary Study

Scholarship in Religious Studies belongs to the wider world of contemporary academic culture and should be in conversation with this scholarly world and with the larger civil society which attended to religion. Beyond the department's core expectations, students work out with their advisers the distribution of their courses according to their research and methodological interests. The Department of Religious Studies enjoys productive relationships with faculty across the University. Students in American religious history, for example, are strongly urged to take courses in American history, African-American Studies, and other related fields. Students with an interest in ethics are urged to take advantage of programs at the medical school, school of public health, or the law school. Students in contemporary religions are urged to take courses in anthropology or sociology.

Students will determine in close conversation with their advisers which of these options is best suited for their programs. Flexibility is the rule in these arrangements. Most students follow one of two basic models.

- Courses centered in Religious Studies with a minor concentration of 4-6 courses in a second department or Interdisciplinary Cluster, and with the option of occasional courses in still other departments.
- Courses evenly distributed between Religious Studies and another department, with a co-adviser and a qualifying examination in the second department (the "double major" model). The most frequently chosen affiliated departments are Anthropology, History, and English, but other affiliations have been pursued. In principle, a student completing the program should be eligible for placement either in a religious studies department or in the field of the affiliated department. See the appendix for examples of approaches to second department qualifying examinations on pages 66-67.

VI. Traveling Scholar Information

Another exciting opportunity is interdisciplinary study through the CIC traveling scholar program (including courses at the University of Chicago) and the Chicago Metropolitan Exchange (courses only at the University of Illinois at Chicago). Please note that you cannot use the Chicago Metropolitan Exchange to take courses at the University of Chicago. Plan ahead; you should begin the registration process at least six weeks in advance.

You do not need to complete the semesters or quarters consecutively, and you may take as many or as few courses at the other institution as you like during each quarter of registration. For instance, you could take one course in fall 2014, two courses in summer 2015, and one course in Spring 2016.

Traveling Scholar Program

Northwestern University is affiliated with

The [CIC Traveling Scholar Program](#), sponsored by the Committee on Institutional Cooperation (CIC), a consortium of the Big Ten universities and The University of Chicago. This program enables a full-time PhD student in any of the participating universities to register for courses at other CIC institutions upon the recommendation of the student's adviser and with prior agreement between the adviser and the course instructor. Students may register for one class to a full load, during up to two semesters or three quarters during their PhD programs.

Students who wish to participate must begin the application process six weeks prior to the first day of class. For appropriate forms and more information, see the [CIC website](#): <http://www.cic.net/projects/shared-courses/traveling-scholar-program/introduction>

The [Chicago Metropolitan Exchange program](#) (CMEP) allows graduate students in a doctoral program, or in a participating training program that is jointly supported by the Exchange Scholar's home and host institutions, to enroll at one of the three participating institutions to take advantage of academic courses at any of the other participating institutions that are not available at their home institution. The three institutions in the program are the University of Chicago, Northwestern University and the University of Illinois at Chicago.

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#taking>

VII. Change of Area

The program's flexibility allows a student to combine the primary area of study with one or more closely-related others. For instance, an Americanist may decide to emphasize Contemporary Religion, or a Theology student may extend her inquiry to Ethics. Extensions like this can be accommodated easily in students' field examinations.

However, in the rare case of a change of emphasis significant enough to entail a change in area for one or more Religious Studies field examinations, and/or acquisition of additional primary research language(s), the student must reapply to the program in the new area: for example, a student who wishes to change from Islam to Medieval and Early Modern Christianity or from Buddhism to American Religion.

The reapplication consists of the following: a new statement of purpose, writing sample, CV (including a statement of language facility), and two letters of recommendation from Northwestern faculty members (including one from the proposed adviser), submitted directly to the DGS, typically by the *winter* application deadline. No formal application is filed with TGS, and no application fee is due. If the student is accepted, he or she may begin work in the new area immediately upon acceptance (normally *spring* quarter).

If the student is in good standing, reapplication does not jeopardize the student's current program or funding. If not accepted to the new area, s/he may remain in the program in the area in which s/he was originally accepted. In addition, a student in good standing who is not accepted in the new area will not lose his or her existing funding if s/he continues in the old area, and a student who is accepted in the new area will continue on his or her original funding schedule.

Students wishing to change areas at other times of year should contact the DGS. Students are highly discouraged from beginning work in a new area of study later than the beginning of the second year.

VIII. Language Examinations

Facility in scholarly and source languages is imperative for participation in global scholarly discourse. Before admission to candidacy each student must normally demonstrate by examination the ability to comprehend and interpret scholarly works written in relevant contemporary research languages (other than English) relevant to their fields, as well as any primary source languages their research requires. Decisions about which and how many languages a student must study are worked out in conversation with advisers. Research languages can include Japanese, modern Arabic, Chinese, and other languages in which a substantial body of secondary literature exists in a student's field.

Language facility is determined in different ways, depending on the language.

- Romance languages, German, Hebrew and Japanese: students must pass the regularly-scheduled language examination at University of Chicago. Religious Studies pays for one attempt by each student in each language to be passed. Exams taken at other institutions, or proficiency demonstrated in other forms, will not be accepted in place of these exams. However, students who can demonstrate that they have passed the University of Chicago exams prior to matriculation at Northwestern University do not need to retake them. Links to the annual examination schedule and the sample examinations are below.
- Latin: Students in Medieval and Early Modern Studies must pass the Toronto Level1 exam in Latin. They are encouraged (but not required) passing the Toronto Level 2 exam in Latin before the degree is awarded. Students will be reimbursed for one attempt each at the Toronto Level 1 and Level 2 Latin examinations.

- Other languages: facility in Arabic, Sanskrit, Pali, and other languages not mentioned above will be determined through successful completion of coursework; translation work; or other means to be chosen by the adviser and student in consultation with the DGS.

Normally, students' programs will require competency in three or fewer languages other than English, sometimes as few as one, and in very exceptional cases none. In rare cases in which more than three languages are required, the student may acquire the fourth language post-candidacy.

See below under "Language Acquisition" for summer language programs that Religious Studies students have found useful and for further information on funding and language programs available through Northwestern University. Students who wish to take undergraduate language courses in WCAS are encouraged to register early, as they fill quickly.

During the summer before matriculation if possible, but certainly in the fall meeting with their adviser and the DGS, first-year students will decide the languages in which they must develop competency before candidacy and will discuss the need for possible post-candidacy language study. Students should take their language exams as soon as they are ready to do so, from the first quarter forward.

Provisions for failed examinations: A student who fails a language examination may retake it at his or her own expense the next time it is offered. If the student is approaching candidacy or graduation and the exam can be administered locally, the student may retake it as soon as the quarter following the failure.

1. University of Chicago: Graduate Student Foreign Language Reading Examinations Information

Religious Studies Department will cover the cost of the first exam in each language and take care of the registration. At the beginning of the fall quarter, inform the GPA which language exam you will be taking and in which quarter.

Current schedule of language exams can be found under the course listing "Language Reading Exam": http://languages.uchicago.edu/ARCA/arca_exams.php

Specific information on how the exams are graded can be found here:
http://languages.uchicago.edu/ARCA/arca_exams.php

PDF versions of previous exams are available:
http://languages.uchicago.edu/ARCA/arca_exams.php Exams within the Asian languages follow a model similar to exams in French, German, and Spanish, although they focus more on language comprehension in reading and providing idiomatic English summaries of the passages through the use of comprehension questions.

Generally, the exams are given as follows:

- 6th Monday of the academic quarter – German

- 7th Monday of the academic quarter – All other languages

Usual Time and Location:

- *Time:* Mondays, 6:00-8:00 PM (recommended to get there 15 minutes early)
- *Place:* Is determined 2 weeks before the exam and it is usually on the Hyde Park Campus of University Chicago:
(<http://maps.uchicago.edu/pdfs/visitormap.pdf>)

Scores are typically returned within 4 weeks; if needed earlier, let the GPA know about it (this is common for those students wishing to graduate in the term in which the test is taken).

2. Language Programs Used by Religious Studies Students:

Students considering language programs may wish to consult others who have attended them.

German

DAAD Intensive Language Program for Graduate Students:

- Matthew Robinson, Ludwig Maximilian Universitat Summer Course, Munich, Germany
- Lynn Jencks, 101-level language courses (101 level summer intensive course)

University of Chicago

- Benjamin Ricciardi, German for Research Purposes

Spanish

Northwestern University:

- Lynn Jencks, 101, 121 and 125-level language courses (first & second year)
- Stephanie Wolfe, 2 quarters Intermediate

Arabic

University of Chicago: Graduate Arabic reading exam

- William Caldwell

Latin

University of Chicago

- Candace Kohli- Level 1
- Aaron Moldenhauer- Level 1 and Level2

Language Acquisition

The following language acquisition opportunities are available to graduate students:

Summer Language Grant Program

Students who have a need to study a particular language for research and/or degree progression may apply for funds to support such study in an immersion program domestically or in the target country. Students must have had some exposure to the target language in order to be awarded an SLG. Details about the Summer Language Grant can be found at: <http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/summer-language-grant.html>

Summer Classes

PhD and MFA funded students may register for [summer intensive language programs](#) without accruing an additional tuition charge. Students can register for these courses by submitting a dual registration form (available at the Registrar's Office or The Graduate School (TGS) to a student services representative at TGS.

Courses via CIC

[Committee on Institutional Cooperation](#) (CIC) program allows students to take language classes, at any Big 10 school, University of Chicago, and University of Illinois, Chicago.

Language Courses During the Academic Year

Students may take 100-, 200-, and 300-level language classes through the [Judd A. and Marjorie Weinberg college of Arts and Sciences](#) the during the academic year. Students must take these classes as their fourth class in a given term, if Full time status needed. Students beyond course work would take these language courses in addition to TGS 500 registration. All language courses must be taken for credit and a grade.

Visit the registration page for information on how to register for language courses and other courses outside of TGS.

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#grades>

IX. Teaching

Teaching is an essential element of the education and training experience of PhD students at the university and a central focus of our department. Each student is guaranteed 5 years of tuition and stipend support. The first year and either the fourth or the fifth years are fellowship years. In the second, third, and either fourth or fifth years, students are required to serve as graduate assistants

(GAs), usually as a teaching assistant for 100 students annually. Normally this entails responsibility for 50 students in each of two courses, but in future it may entail responsibility for 35 students in each of three courses. Students may split their last year of teaching between years 4 and 5.

The Opportunity to Assist in Teaching

Serving as a Teaching Assistant (TA) is an critical part of graduate development in the Department. Although TA responsibilities vary from course to course, the most basic TA responsibilities include attending lecture, leading weekly discussion sections, grading course assignments, holding office hours, and communicating rigorously with the course professor and fellow assistants.

All graduate students are eligible to serve as a TA for any course and any professor. Assignments are typically published during the spring quarter of the preceding academic year. The department may, at its discretion, take student input into consideration when assigning TA-ships. To the extent the department can accommodate specific assignment requests, preference will be given to senior TA's who can demonstrate a compelling reason to TA a specific course.

The TA-Professor Relationship

At its core, the TA-professor relationship is that of a subordinate university employee working for a superior employee. At its best, this relationship is also one of collegial collaboration, mentorship, and tutelage. The goal of both parties should be to make the course as successful as possible.

Basic Responsibilities of Each Teaching Assistant

Although the TA-professor relationship will vary from course to course, there are a clear set of obligations that both parties must meet. Each TA is thus expected to:

- Communicate vigorously with the professor and fellow teaching assistants.
 - If you are travelling before the start of the class, schedule the pre-course meeting as soon as possible.
 - Throughout the quarter, the TA's should meet collectively with the professor at least once per week. (It may be necessary to meet even more regularly during examination and grading weeks.)
 - All TA's and professors should have full telephone and e-mail contact information for one another.
 - In addition to these scheduled meetings, TA's should request individual meetings with the professor if they are having difficulty with any aspect of their TA assignment.
- Attend each lecture.

- Arrive punctually (as much as 20 minutes early), so that unforeseen problems can be addressed, and to allow for spontaneous exchange with students and with the professor.
- Complete the course readings at least one week in advance of when they are assigned. This schedule gives TA's the flexibility to ad-lib with the professor if they skip ahead to new material during a given lecture.
- Decide in advance how each TA will interact with the professor and undergraduates during each lecture. For example, TA's may be asked to sit in a specific section of the room, to "float" during in-class activities, and to help stimulate conversation by asking questions during in-class discussion.

While TA's may also provide audio-visual support, they are not required to do so. Nor should TA's create lecture notes or presentations (unless being remunerated separately by the department for those services).

- Lead weekly discussion sections.
 - Prepare meticulously in advance of each week's sections, including communicating with the professor and other TA's about the content and activities for each week.
 - Create a weekly lesson plan, and circulating that lesson plans to the professor and other TA's to ensure some curricular continuity.
 - Record section attendance and participation grades (when applicable).
 - Proctor quizzes (if they are administered during discussion sections).
 - Provide feedback to the professor on how your students are doing with the course content.
- Grade course assignments.
 - Adhere to the professor's grading rubric for each assignment. (TA's should not begin to grade an assignment until they have received clear instructions from the professor on the grading process and rubric.)
 - Circulate your grading trends to the other TA's. Communicate grade averages to the professor before returning the assignment to the students. Alert the professor if there are major discrepancies in the averages that each TA assigned.
 - Return graded work in a timely manner. Undergraduates cannot learn from their mistakes unless they have had time to digest your feedback from the prior assignment before their next similar assignment is due.

- Enter your grades into the grading record system that the professor has established (Google Doc, Caesar, Blackboard, etc.).
- Host weekly office hours.
 - All TA's should make themselves available for undergraduate questions and concerns for two hours each week.
 - The time and location of these office hours should be well publicized. It is appropriate to remind students of these details throughout the quarter, and to change your office hours schedule if attendance is poor.
 - While TA's may host their office hours in the TA office, they are also encouraged to make use of other public meeting spaces on campus (Crowe Café, Norris Café, Norbucks, etc.) or off campus (Unicorn Café, etc.).
- Learn professionally from the experience.
 - At the start of the quarter, ask the professor when you can offer a full or partial lecture to the entire class.
 - Keep a journal on what you like best about the professor's teaching style. Note which activities work well for certain types of course material.
 - Remind the professor to visit your discussion section at least once, and request formal, written feedback that you can include in your teaching record.

The following Tasks are inappropriate for TA's. Unless the TA is also employed as a research assistant for the course, the professor should not ask them to:

- Do regular copying, fetching, PowerPoint presentations, or research for the class.
- Perform any personal services for professors
- To grade exams or significant assignments without detailed guidance from the professor.
- To determine or enter final grades. (Although TA's may calculate final point totals.)
- To run an entire lecture period in the professor's absence.

Basic Responsibilities of Each Professor

Having TA's presents an opportunity not only for assistance, but also for mentorship and collaboration. By working effectively with TA's, professors enrich both the undergraduate and graduate student learning environments. The most basic responsibilities of professors are:

- To communicate vigorously with each TA.
 - Meeting with the TA's at least two weeks prior to the start of the course.
 - Visiting each TA's discussion section at least once per quarter, and providing written, constructive feedback on the TA's teaching skills.
 - Explaining in as much detail as possible what should occur in each weekly discussion section.
 - Providing guidance and materials for each weekly section.
 - Answering undergraduate questions that the TA's cannot answer.
- To provide detailed grading instructions.
 - Separate instructions should be given to TA's for each graded assignment, (such as quizzes, exams, and participation).
 - Professors' guidance of this process might include rubrics, explanations of grading expectations, and/or grading a sample of exams alongside TA's.
 - Ultimate decisions about grading are solely the professor's responsibility. The TA is not responsible for creating the course's grading policy, nor are TA's expected to resolve grading disputes.
- To mentor each TA in the craft of teaching, including opportunities for TA's to function professionally in lecture.
 - Each TA should have the opportunity to deliver a lecture (full or partial) at least once during the quarter.

Conflict Resolution

As stated above, communication between TA's and the professor ought be regular and open. Even with excellent communication, a conflict may occasionally arise, in which case both parties are expected to address their concerns with one another as each issue arises. Please do not let a conflict fester. If there is a conflict that cannot be resolved between the TA and the professor,

either party ought to address the issue with the Director of Graduate Studies (DGS), who will mediate the conflict. If the TA-professor relationship sours, both parties must strive to maintain collegial atmosphere in front of undergraduate students. Under no circumstances should a professor or TA undermine the other's authority in front of the undergraduates.

External Resources

Harassment, discrimination, and all other forms of abuse will not be tolerated. Such violations of university policy can be reported directly to University officials or to off-campus law enforcement. Please refer to the [Provost's policies and procedures page](#) for more detail. Unfortunately, Northwestern University lacks graduate student ombudspersons. For less grievous offenses, TA's should begin by consulting the departmental DGS and, if necessary, the Chair.

X. Graduate Colloquium

All graduate students in residence and all faculty attend the graduate colloquium. It meets approximately 8 times yearly on Wednesdays, normally 3:30-5:00 p.m. Discussions will be of two types:

1. Most sessions will be discussions of fifth-year students' work (draft dissertation chapters, articles, or job talks) read in advance; the student will spend a short time highlighting methodological issues implicated in the work before open discussion among students and faculty.
2. The remainder of these colloquia will be given by outside speakers or our own faculty. Articles, paper drafts, or book excerpts will be read in advance.

Departmental Conferences and Lectures

The department frequently sponsors lectures, job talks, and conferences of broad interest to our students. Barring illness or direct conflicts with courses or teaching responsibilities, all graduate students in residence are expected to attend and participate in these events. We cannot always schedule them on Wednesday afternoons, but the department will provide as much advance notice of them as possible.

XI. Conference funding

The major conference in our field is the American Academy of Religion (AAR.) It is here where 10,000 scholars in your field gather, discuss their latest research and read papers. We urge attendance at the meeting. In addition, each subfield has its own meeting. Conferences are wonderful opportunities for feedback on your work and are an essential element of professional formation. Department of Religious Studies students in the second year and beyond are eligible to apply for departmental and TGS conference funding. Your advisor can help you to propose a

session or give a paper at these meetings, which is an invaluable opportunity for you to find a cohort in your area of interest and to meet senior scholars with an interest in your work. First-year students are ineligible for TGS conference funding and are normally ineligible for departmental funding as well. See below for more information on amounts and qualifications.

Procedures for applying for Religious Studies funds

Each fall, all students must submit an e-mail request for funding to the GPA by October 1 for the conferences to which they have applied or know they will apply (see Appendix). In addition, their advisers must submit e-mails explaining in specific terms the value of each particular conference for the student, as well as the relative importance of each conference if the student has requested funding for more than one. The amount of money provided by the department depends on the number and dollar amounts of requests the department receives. We understand that conference opportunities often arise after October 1 and will do our best to accommodate new requests made later in the year.

Recommendations for using your conference funds wisely

- Always register as early as possible
- Buy travel tickets early. Rates are often better for purchases made on Tuesdays, and usually a Saturday night stay helps too
- Double up on a room (this is a departmental requirement)—or save even more by getting a quad or staying with a friend in the area
- Take food along, and take advantage of receptions (the departmental food expense limit is \$50 per day, but you can often spend much less if you plan)

Conference funding guidelines:

Students may receive support for professional conferences beginning in their second year. The money comes from two sources:

- All students are eligible to receive up to two TGS conference travel grants (one in each of two different academic years) for *confirmed conference presentations* during their time in the program. Religious Studies contributes \$200 toward each of these. It is wise to use these grants for more expensive, distant conferences. TGS grant applications must be made 30 days in advance of the conference:

<http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/conference-travel-grant/index.html>

- Advanced students who have exhausted their TGS conference funding may still receive up to \$400 in TGS professional development funds to attend a conference for job interviews, for example: <http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/career-development-grant.html>
- All students are eligible for a career total of \$3000 in funding from the department to cover attendance at conferences where they are *presenting papers, interviewing for jobs, and/or representing the department in a society's graduate organization*:
 - \$750 maximum for a conference at which you are delivering a paper
 - \$500 maximum for a conference at which you have only job interviews (maximum of one)
 - \$1500 maximum total grants for any academic year

These sums include the \$200 in matching funds that the department contributes to each trip funded by TGS.

Students are encouraged to seek additional conference travel funding from professional societies, clusters, and other granting organizations; these awards will not count against the funds available from TGS or Religious Studies.

Exceptional circumstances: If uncommitted money remains in the TGS travel budget at the beginning of spring quarter of an academic year, TGS may allow students who have received two TGS grants to apply for a third TGS-supported grant for spring or summer. If an important conference opportunity arises that cannot be accommodated by a student's remaining conference funds, and no other support is available, the student and adviser should contact the DGS.

Conference Travel Grant Continue on next page

DEADLINE:

- Students must apply **30 days prior** to the first date of travel.
- Funds for travel are awarded for the academic year starting September 1 and ending August 31 (or until funds are depleted). Funds for travel after September 1 cannot be awarded until the new fiscal year (after September 1). Students who are attending conferences after September 1st must still apply 30 days in advance.
- Under no circumstances will approval be given retroactively if an application is submitted after the conference has begun.

OVERVIEW:

The Conference Travel Grant (CTG) provides funds to assist PhD and MFA students traveling to conferences and/or seminars to make presentations on behalf of the University. The award is not intended to support attending courses at other schools, research or general educational travel.

<http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/conference-travel-grant/index.html>

ELIGIBILITY:

- Students must be registered and in good academic standing in PhD or MFA programs administered by The Graduate School (TGS) and within their degree time limitation.
- Students must have completed at least three quarters of full-time study in their PhD or MFA program.
- Students are eligible for a maximum of two grants up to \$600/\$800 (depending on discipline, see below) over the entire course of their graduate career.
- Students are eligible to receive one grant per fiscal year.
- Students must have received commitments from other University sources (the home department or school) to partially cover the costs of the conference or seminar. The school or department must commit at least \$200 towards expenses.

Continued from previous page

- Student must be the **primary presenter** at the conference and must provide a copy of the invitation to present.
- Funds will not be awarded retroactively.
- Students must apply **30 days in advance** of the first day of travel.

INSTRUCTIONS:

[Complete a CTG application](#). For more information on using this tool, download the complete [CTG application guide](#).

CONTACT: gradfund@northwestern.edu

<http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/conference-travel-grant/index.html>

XII. Transfer Policy

1. Transfers from other universities and internal transfers of students without TGS/WCAS funding:

Students must apply through regular TGS channels like other outside applicants.

2. Internal transfers of students with TGS/WCAS funding:

Funded students already studying in other NU PhD programs may apply to transfer to Religious Studies at any time. We encourage only transfer students who find that changes in their foci or changes in staffing in their home departments or in Religious Studies suggest that their academic needs would be met better in Religious Studies than through collaboration between Religious Studies and their home departments.

The application process suggested below may require modification by or coordination with WCAS/TGS.

Applicants must provide the following:

- Curriculum vitae

- Statement of purpose modeled on the usual applicant statement of purpose explaining the applicant's academic background both at NU and in previous programs, reason for wanting to transfer, and planned program of research
- List of Religious Studies requirements already fulfilled, if any
- Proposed timeline for all course, language, and examination requirements as stipulated for all regular graduate students in the Religious Studies program
- Writing sample of approximately 20-25 pages

Applicants' departments must provide two letters of support (ideally from a mentor and the DGS) speaking to the student's skills as a scholar and supporting the student's rationale for the transfer

In order for consideration of the transfer to proceed, there must be:

- Written confirmation from TGS that the student's funding will transfer
- Written confirmation of support from at least one on Religious Studies faculty member who is eager and able to mentor the student

The acceptance of the proposed transfer will be decided at a departmental meeting by vote of all present faculty by simple majority, with proxy votes accepted at the discretion of the department chair. The application materials must be available for circulation to the department at least one week prior to the meeting at which the student's application for transfer is to be considered.

XIII. Advanced Standing

Following TGS policy, the Department of Religious Studies does not award formal transfer credit to students who enter the program with Masters degrees in the field and no other coursework.

Students who have significant PhD level study beyond the Masters may request from the department up to three quarters of advanced standing upon acceptance to the program or at the first-quarter planning meeting. Candidacy and other deadlines will be altered according to the number of quarters awarded. For example, a student with three quarters of advanced standing is expected to complete all three required courses and the second year paper during the first year; to achieve candidacy in the second year; and to defend the dissertation proposal at the beginning of the third year. No student may receive more than three quarters of advanced standing, because no student is exempt from the TGS requirement of 8 consecutive quarters (two academic years and two summers) of full-time registration and 9 graded courses. Advanced standing does not alter a student's funding package. In all cases, admitted students are guaranteed five years of funding.

XIV. TGS Funding and Internal Grants

All students are admitted with 19 quarters of TGS funding: five full academic years and four summers. This normally includes six quarters of teaching assistant work, usually two each in the second and third years and two divided as the student prefers between the fourth and fifth years. Students who win external fellowships (fellowships not funded by Northwestern) for use in years 1-5 of their PhD programs receive and the following benefits from TGS:

- During the period of the external fellowship, a monthly supplement of \$500.
- The option to “bank” up to three quarters of NU support (depending on the fellowship length) not used during the external fellowship period. These quarters of funding may be used anytime beginning in summer of the fifth year through spring of the sixth year. They may not be used after spring quarter of the sixth year.

Internal fellowships are administered and awarded by Northwestern. Examples are the Northwestern Mellon fellowships and the Presidential Fellowships. Fellowships like the Liebmann or the Fulbright, for which Northwestern nominates but which it does not administer, are external fellowships.

Currently WCAS does not support students in the seventh year or beyond. For more information on use of GA-ship and fellowship years, see “Teaching” on pages 24-25.

Graduate Research Grant

The Graduate Research Grant (GRG) is intended to help PhD and MFA students in historically underfunded disciplines meet expenses related to scholarly research and creative endeavors. The maximum award amount for a student over the course of his or her graduate career at Northwestern is \$3,000.

- Awards are for a twelve-month period and require that a final report is submitted at the end of the award period.
- The deadline is the third week of each Fall, Winter, or Spring quarters.
- Awards are announced within 2 months of each deadline.
- For more information, see

<http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/graduate-research-grant.html>

Successful GRG applications require care.

- GRGs are subject to rigorous review. Grantors evaluate the authors’ “grantmanship.” Does the overall project have a gripping purpose? Is the purpose for which the grant is sought

essential to the larger project? Has the student demonstrated adequate preparation? In general, is the proposal of similar quality to a major grant application?

- About the half of proposals are turned back during each application round. Thus, be sure to apply a cycle or two before you need the money; you may need to try two or three times.
- Students whose proposals are turned back are usually sent to the Writing Place. Therefore, it's a good idea to begin by getting help there or from Fellowships. A "cold reading" is also useful: call on friends and/or professors in other subfields.

Career Development Grant Program for the Humanities and Social Scientists

The Career Development Grant Program for Humanists and Social Scientists is intended to facilitate students' next professional steps after graduate school be they on the conventional academic path or not. The awards can be used to cover costs directly related to a job search, such as travel to conferences or other venues to interview or for items such as production costs for job market materials.

Students can be granted up to \$400 over the course of their graduate career (either in one \$400 award or multiple awards not exceeding \$400).

Contact: gradfund@northwestern.edu

<http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/career-development-grant.html>

XV. Graduate Student Additional Work Policy

According to Weinberg College policy, graduate students funded through the Graduate School or the College (whether by fellowship or graduate assistantship) must refrain from other remunerative work, unless a written request for a waiver is approved by both WCAS and TGS. Any such request must provide the number of hours to be work, the amount of compensation, the overall time period, and the nature of the work. The request must have the signed endorsement of student's adviser, DGS and the Departmental Chair. In general, requests will be approved only for additional remunerative work that amounts to 15 hours or less per week and that the student's adviser will certify as having no adverse effect on timely completion of the student's degree. Approved tasks often include assisting with conferences, performing light research assistant work, or serving as an assistant master in a residential college.

First-year students are normally not eligible for significant, sustained additional work but can usually receive permission for occasional work such as assisting with a conference, lecture, or reception.

For more information: <http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html#permission>

XVI. Registration

1. Placeholder Registration Guide

Special cases like independent studies, exam preparation, research, and teaching assistantship require particular registration numbers. The list below provides some guidance; consult the GPA with questions.

REL 490- Independent Reading: Students register for REL 490 as a placeholder for TA work. Graded P/N. You will need a permission number to register for REL 490. Obtain permission number from GPA and register with professor teaching the course.

REL 499- Independent Study: Students register for 499 with the professor with whom student is taking independent study. A first-year graduate student may take no more than one-half of the total credits in any one quarter in 499 Independent Study or 499 Projects. Please obtain permission number from GPA. Graded ABC/NC.

REL 570- Research Seminar: Second-year students register for two of the three quarters between fall and spring for the second year paper. Please obtain a permission number from the GPA and register under the adviser's name. A single grade will be given to both quarters after completion of paper.

REL 590- Research: Students who have not yet completed residency requirements use REL 590 as a placeholder for research outside their coursework. This generally is used for students in year one and two of the program. Can be taken for 1, 2 or 3 units. P/N.

TGS 500- Advanced Doctoral Study: Available only for advanced students who have completed the residency requirement of eight consecutive quarters. TGS 500 provides full-time status (all 3 units) without accumulation of credit or residency. TGS 500 does not require a permission number.

TGS 512- Continuous Registration: Available for students who have used all TGS funding but are continuing unfunded or are on leave. TGS 512 costs \$100/quarter and provides full time status. TGS 512 does not require a permission number but *does* require permission from the department and adviser.

TGS 513- Advanced Continuous Registration: Available for students past the 9-year cut off. TGS 513 is considered less than full-time. TGS 513 will not defer student loans or keep visas active. The cost of registering for TGS 513 is \$1,000 a quarter.

Common summer scenarios:

- All first year students have guaranteed funding for their first summer and must register under REL 590, or full-time with a language program or CIC course.
- All summers after the student's first year may be registered for IF the student wishes to receive funding.
- Second year students wishing to use summer funding register for REL 590. Any advanced student who wishes to use their funding for summer registers for TGS 500.
- Students in the third year and up who have summer funding and want to bank a quarter of their University Fellowship for later use do not register for summer quarter.
- If you'd like to forego summer funding but have the all NU benefits (except U-pass) during the summer, including access to university facilities such as libraries, labs, and sports facilities, you must register for TGS 512 (Continuous Registration) with a tuition of \$100/quarter.

Registration

Only students who have been officially admitted to The Graduate School may register for courses to earn credits toward a Graduate School degree.

The [Office of the Registrar](#) maintains a complete, up-to-date online class schedule, which can be found by selecting the "View the Quarterly Class Schedule" link on [CAESAR](#). A [quarterly reference copy](#) is also available.

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#registering>

Ph.D. Residency Requirements

Residency is calculated in terms of quarters of [full-time study](#).

A student pursuing a doctoral degree must complete eight quarters of residency consecutively over two years, including summers (see the [PhD Timeline Completion](#)). [Leave of absence](#) may alter the residency timeline.

Residency and Transfer Credit

No residency credit will be awarded by The Graduate School (TGS) for work completed in a graduate program outside of TGS. Individual programs may waive course requirements based on work completed at another institution (either prior to or after enrollment at Northwestern), but all students must complete nine graded courses in TGS and maintain a B average (3.0 GPA). Students may register for 590 Research within their programs to maintain [full-time registration](#) during quarters in which they are not enrolled full time in graded coursework.

<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html>

Full-Time Study

Full-time study is defined as *no fewer than three and no more than four course units* authorized for graduate credit per quarter. Most courses carry one unit of credit. Registration for more than four (4) units requires permission from the Associate Dean of Student Services at The Graduate School. The minimum registration is one (1) course.

Students must successfully complete all the course units for which they are registered in order to receive full credit toward residency. Students who fail a course will have the total credit toward residency for that quarter reduced by one third. See the Grading page for further information.

Students must register full-time if they have:

- graduate assistantships
- research assistantships
- fellowships
- scholarship awards
- F-1 or J-1 visas

After completing course requirements, eligible students may maintain full-time status at reduced tuition by registering, as appropriate, for:

- TGS 588 Resident Master's Study
- TGS 500 Advanced Doctoral Study
- TGS 512 Continuous Registration

These [TGS General Registration](http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#fulltime) do not count toward the accumulation of quarters of residency required for a degree

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#fulltime>

Part-Time Study

PhD students typically register full time for every quarter. In rare and exceptional circumstances, and with approval of the program and Dean of The Graduate School, PhD students may be able to register part time.

- PhD students who have received written approval of the program and Dean of The Graduate School to study on a part time basis must meet all degree requirements, including residency, coursework, and milestones. Part time students must complete the equivalent of eight quarters of residency, or 24 units, taken as coursework or 590s within their programs. The distribution of those units will determine the amount of time required to complete residency.
- Note the [Continuous Registration](#) requirement.
- **Master's students** may meet the minimum residency requirement by combinations of one-third or two-thirds quarters of residency - that is, one or two course units per quarter.

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#parttime>

Note that TGS never admits PhD students to part-time course work. Part-time work is a rare accommodation to a student's changed circumstances.

Graduate Courses Continue on next page

All students register online through [CAESAR](#). Registration deadlines are listed on the [Academic Calendar](#). For courses requiring program consent, students should contact the department offering the course to obtain permission numbers.

Authorized Courses

Only courses listed in [CAESAR](#) with a career of "The Graduate School" are authorized for graduate credit. Undergraduate courses may not be used to meet the requirement of nine graded, graduate level courses. Courses are arranged in levels designated by number:

- 300-level courses are primarily for advanced undergraduate students; some 300 level courses are approved for graduate credit.
- 400-level courses or seminars are primarily for graduate students, but the major part of the work is not research.
- 500-level courses are graduate courses in which the work is primarily research done by an individual student under faculty direction.

The number following the three-digit course number indicates whether the course is part of a sequence:

- 0 = one-quarter course
- 1,2 = two-quarter sequence
- 1,2,3 = three-quarter sequence

The number of units for which a student is registered determines if a student is in full-time status. Most courses carry one unit. Students are considered to be full-time if they are registered for three to four units of credit.

Some registrations (499 Independent Study or Projects, and 590 Research courses, for example) allow the student to register for anywhere from one to four units for the course. By registering for such courses for a total of three to four units, it is possible for a student to take only one or two courses and still be considered full-time.

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#continuous>

TGS Research and Continuation Courses Continued from previous page

General courses of The Graduate School are designated TGS. These TGS General Registrations are not graded and do not count toward the accumulation of quarters of residency required for a degree.

TGS 500 Advanced Doctoral Study: Available to doctoral students who have completed the residency requirement of eight quarters of full-tuition registration within their program and are receiving aid from the University. Provides full-time status. Students may register for TGS 500 via CAESAR.

TGS 509 International Student Institute: Required for all international PhD students designated as International Summer Institute Fellows.

TGS 512 Continuous Registration: For students who are continuing in their degree programs and are not registered in program coursework or any other TGS course (500, 588,). TGS 512 is \$100/quarter and provides full time status. Students may register for TGS 512 via CAESAR. See the [Continuous Registration Policy](#) below for more information.

TGS 513 Advanced Continuous Registration: Students who are not able to meet degree requirements within TGS's allotted time limitation (view [PhD](#) and [Master's](#) timeline) are required to register for TGS 513 in each fall, winter, and spring quarter. TGS 513 is \$1,000/quarter and is a zero unit course. This registration requires TGS permission.

TGS 588 Resident Master's Study: Available to master's degree students who are receiving financial aid. Provides full-time status, but allows no accumulation of credit or residency toward the master's degree. This registration requires TGS permission.

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#grades>

Continuous Registration Policy Continue on next page

All active students in The Graduate School (TGS) must be registered at Northwestern University in each of the fall, winter and spring quarters until all degree requirements have been completed. (See the [Master's](#) and [PhD](#) webpages for information about degree completion.) Students who are working toward degree completion but are not required to enroll in coursework or 590 Research may register for TGS 500 (if funded) or TGS 512 (if unfunded). Students beyond the degree deadline are subject to TGS 513 registration. Students on an approved leave of absence are not subject to the continuous registration policy during the leave period. Students in TGS 512 or TGS 513 may not register for any additional courses. Any student not satisfying one of these conditions during a fall, winter, or spring quarter must register for TGS 512, or TGS 513 if the student is beyond his/her degree deadline. This applies to students who are continuing in their degree programs and are not funded, and students away from campus or on leave for any reason (medical, family, research, etc.).

TGS 512, Continuous Registration: Tuition for TGS 512 is currently \$100 per quarter. The following benefits are provided to students registered for TGS 512.

- Continuation of the student's Net ID and email account
- Access to university facilities such as libraries, labs, and sports facilities
- Maintenance of one's visa status
- The ability to defer student loans
- The right to take additional cost-of-living loans (federal and alternative) as determined by their financial state, and
- The right to buy into the Northwestern health insurance policy (but not to qualify for the subsidy)

Students in terminal master's degree programs and PhD students who have not yet reached candidacy must meet with their advisor or Director of Graduate Study (DGS) before registering for TGS 512

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#CRP>

Continued from previous page

TGS 513, Advanced Continuous Registration:

Graduate students who are beyond their degree deadline ([doctoral students after nine years](#) from first term of enrollment and [master's students after five years](#) from first term of enrollment) are subject to academic probation. Those on probation for exceeding the degree deadline will be enrolled in TGS 513, Advanced Continuous Registration in each fall, winter, and spring quarter of probationary status.

- Students in this advanced continuous registration status are not eligible to receive federal loans or to qualify for the University health insurance subsidy, nor will they be eligible for fellowships, traineeships, teaching or research assistantships, and scholarships. This status is considered less than half-time and therefore does not provide students with the ability to defer loans or extend visas.
- Tuition for TGS 513 is currently \$1000 per quarter. In cases of extreme hardship, special dispensation might be granted through filing a petition.

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#CRP>

Readmission

Per The Graduate School's Continuous Registration policy, all active students in The Graduate School must be registered at Northwestern University in each of the fall, winter, and spring terms until all degree requirements have been completed.

Students who miss one or more quarters of registration (excluding summer) will be discontinued from their program. Students who fall into this category and who wish to return to the University must submit the [Application for Readmission form](#) to the program six weeks before the desired date of reentry. Once approved by the program the form must be sent to TGS for review no later than the first day of classes of the quarter in which the readmission is requested. All graduate students who have previously been enrolled at Northwestern University as degree-seeking students but have had a break in their enrollment will be subject to a readmission fee. Students applying for readmission must pay \$250 plus the equivalent of TGS 512 or TGS 513 tuition for each quarter of missed enrollment.

<http://www.tgs.northwestern.edu/about/policies/readmission.html>

Withdrawal

Students who wish to withdraw from The Graduate School must notify a student services representative in writing. Refunds of part or all of the tuition depend on the time the request is made, per the published [refund schedule](#). International graduate students should also contact the [International Office](#).

The amount of tuition refunded depends on when during the quarter the withdrawal request is made. View the [refund schedule](#) to determine how much tuition will be refunded based on what percentage of the quarter has elapsed.

<http://www.tgs.northwestern.edu/about/policies/withdrawal.html>

XVII. Grading

Below and in regulations on satisfactory academic progress, TGS outlines the minimum GPA required for maintaining good standing in TGS, retaining University funding, and earning a degree. However, successful students in Religious Studies typically earn GPAs of 3.8 or above.

Grading Systems

A minimum grade average of B is required for all work presented for a graduate degree. Grades given for completed, credit-bearing graduate courses not taken on a pass/no credit (P/N) basis are A, A-, B+, B, B-, C+, C, C-, and F (for failing work).

- **Y Grades:** Failed to earn credit: work incomplete 0
- **X Grades:** Failed to earn credit: missed final examination 0
- All X and Y grades are incompletes; work must be made up and grades changed within one calendar year of the date the X or Y grade is incurred (with the exception of 499 Projects in the Robert R. McCormick School of Engineering and Applied Science). After one calendar year, at the discretion of the associate dean for current students, the X or Y becomes a permanent grade on the record.
- Each grade of F, N, X, or Y reduces the total credit toward residency for that quarter by one-third, regardless of the number of courses in the registration for the quarter.
- Neither University scholarships nor teaching assistantships will provide tuition for any additional courses needed to complete the residency requirement when residency is reduced by a permanent F, N, X or Y grade.

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#grades>

P/N Courses

During their first two years at Northwestern University, Religious Studies Ph.D. students may take up to 2 courses Pass/No Credit (P/N) in addition to 490 registrations for teaching assistantships, also P/N. No more than one course may be taken P/N in either Religious Studies or the secondary department. P/N courses may not include the following:

- Religion 481-1,2
- Religion 482

- Religion 570-1, 2, 3 (unless the student takes 570-2 as a P/N overload during winter)
- Required introductory classroom and research courses in the secondary department (typically, the introductory course or two-course sequence in that department)

During their third year, students may take courses in any third department P/N. In addition, they may take P/N courses in Religious Studies if their Religious Studies requirements have been fulfilled, and they may take P/N courses in their second departments if their second department requirements have been fulfilled.

However, all pre-candidacy students are strongly advised to take courses essential to their fields and concentrations for ABC/NC grades, even if Religious Studies and secondary departmental requirements have been fulfilled. After candidacy students may take any courses P/N.

In Religious Studies, students taking P/N courses are required to complete all requirements, including any final project.

GA (TA) work

During course work: 490 (which is P/N) is used as the place-holder for teaching assistant (GA) work (this includes the period in which students are registering for 490, 499 or 590 for exams and exam prep).

Pass/No Credit Option

Students will follow individual program requirements regarding graded coursework. Courses may be taken Pass/No Pass (P/N) only when this grading basis is available for selection in CAESAR. No individual exceptions will be allowed.

- 590 research registrations must be taken on a P/N basis. A grade of K, not a Y, is given when the work for 590 is in progress. The one-year deadline to make up an incomplete does not apply to the K grade.

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#grades>

XVIII. Graduate School Forms:

If you cannot find on CAESAR a form designed for the request you wish to make, file a general petition. Consult the GPA or the Registrar if you are unsure.

TGS Forms for Graduate Students

The following Graduate School (TGS) forms are available to students on [CAESAR](#):

- Application for Degree
- Master's Degree Completion
- PhD Prospectus
- PhD Final Exam
- Petition for Absence

Once you submit a form on CAESAR, the information will be sent to your program for approval. Your program may have additional submission requirements so please be sure to communicate with program staff before submitting. Once your program approves, TGS will be notified and, barring any problems or holds, will also approve. You will receive emails notifying you of form submission and final approval. All other TGS forms are in PDF format and should be submitted in hard copy:

- [Application for Readmission form](#)
- [Program Transfer Form](#)
- General [Petition.pdf](#)

To request a change in degree within your program, please contact your program directly to request that they submit a Change of Degree form online through TGS Forms.

To enroll in or waive [student health insurance](#) please visit the Health Insurance office website.

For fellowship, scholarship, and financial aid forms, see the [Financial Aid webpage](#).

<http://www.tgs.northwestern.edu/about/policies/index.html>

XIX. Satisfactory Academic Progress

Summary of adequate progress

- Completion of graduate-level courses as outlined in the yearly plan, including required courses, within the first two years and with a GPA of at least 3.0 (note that a GPA of 3.8 or more is preferred)
- Timely completion of language requirements set with advisers
- Satisfaction of any conditions set at the first year review
- Timely completion of a second year paper of publishable quality
- Approval at second year review, if needed
- Successful completion of qualifying exams, as specified by departmental requirements, by the end of the summer before the fourth year
- Satisfaction of all TGS requirements, including the deadline for the approval of the prospectus, eight consecutive quarters of residency, and timely completion of incompletes
- Successful performance as a teaching assistant

Please note that time to completion of any of these requirements may be extended if a leave of absence has been granted; conversely, time to completion may be abbreviated if credit is awarded for Ph.D. level study in another program.

Cases of improper academic and/or research conduct, and inappropriate or unprofessional behavior are considered outside the boundaries of "satisfactory academic progress." Resources for these cases can be found here: [TGS Academic Integrity policy](#), [Office for Research Integrity](#), [Office of Equal Opportunity and Access](#), [Student Handbook](#)

SATISFACTORY ACADEMIC PROGRESS

TGS sets the minimum standard for satisfactory academic progress. Programs may have additional criteria beyond TGS's for determining a student's academic standing. There are three sets of criteria that The Graduate School takes into account in determining whether or not students are making satisfactory academic progress:

- **Program length.** Doctoral students must complete all requirements for the PhD within [nine years of initial registration](#) in TGS. Master's students must complete all requirements for the master's degree within [five years of initial registration](#) in TGS. Students who do not complete degree requirements by the established deadlines will not be considered in good academic standing, will be placed on probation, and will be subject to TGS 513 (advanced continuous registration).
- **Grades and cumulative GPA.** A student whose overall grade average is below B (3.0 GPA) or who has more than three incomplete (Y or X) grades is not making satisfactory academic progress and will be placed on probation by TGS. Individual programs may have stricter criteria.
- **Internal milestone deadlines.** Doctoral students who have not been admitted to candidacy (passed the qualifying exam) by the end of their third year, or who have not completed the dissertation prospectus by the end of the fourth year are not making satisfactory academic progress and will be placed on academic probation by TGS

Programs may have additional criteria beyond TGS's for determining a student's academic standing. Failure to make satisfactory academic progress, as determined by the program, may be a result of (but is not limited to): unsatisfactory performance in classes, unsatisfactory performance on qualifying exams, unsatisfactory research progress, or failure to meet other program requirements (such as language proficiency or publication requirement).

<http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html>

Continued from previous page

Each student's academic progress must be reported annually by the student's program to the student and to TGS. Failure to make satisfactory academic progress as determined by either The Graduate School or the program will result in probation or exclusion (dismissal).

PROBATION

A student who is not making satisfactory academic progress due to one of the reasons outlined [above](#) will be placed on academic probation by The Graduate School and/or the program.

When a decision to place a student on probation is made by The Graduate School, the student will be notified in writing, along with the program's Director of Graduate Study, and will be given at most two quarters (not including summer quarter) to resume satisfactory academic standing. The Graduate School notifies students of probation status on a quarterly basis. A

During the probationary period, students will remain eligible to receive federal and institutional assistance (except when they have exceeded their degree deadline). At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the two probationary quarters, the student will become ineligible to receive financial aid and will be excluded (dismissed) from TGS.

When a decision to place a student on probation is made by the program, the student and The Graduate School must be notified in writing.

<http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html>

EXCLUSION (DISMISSAL)

The University defines exclusion in the [Student Handbook](#). A student who fails to resume satisfactory academic standing after at most two quarters (excluding summers) after being notified of placement on probation by The Graduate School will be excluded from The Graduate School. Under certain circumstances, a student can be excluded by a program without first being placed on probation. This may occur only if:

- the criteria for exclusion have been stated clearly by the program and have been disseminated to the students effectively, and
- both the Director of Graduate Study and either the Chair of the graduate program's student advisory committee or the Chair of the student's department approve the exclusion.

Funding will cease on the effective date of the exclusion unless other arrangements are made.

NOTIFICATION OF EXCLUSION(DISSISSAL)

When TGS determines that a student is to be excluded, both the program and the student will be informed in writing (e-mail communication is considered to be "in writing") within five business days of the determination. Similarly, when a decision to exclude a student is made by the program, both the student and TGS must be informed in writing within five business days of the decision. The exclusion (dismissal) notification must include the effective date of the exclusion and a clear statement of the reason(s) for exclusion.

<http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html>

APPEAL PROCESS

Students wishing to appeal a program's exclusion decision may appeal the final program exclusion decision to The Graduate School. To appeal a program decision, students should submit a request in writing to the attention of the [Director of Student Services](#) within ten days of the date of the program's final written determination of exclusion to the student and include any supporting materials at that time. If no appeal is filed within the ten-day appeal period, the program's decision becomes final and not subject to appeal.

Exclusion appeals are reviewed by the Dean of The Graduate School (or his designate) who may request additional information from, or a meeting with, the student and/or program before making a final decision. The Dean's decision will be made within 30 days of the submission and will be communicated in writing to both the student and the program. When resolution cannot be achieved within 30 days, students and programs will be informed in writing of the delay and the final disposition will be achieved as quickly as possible.

The Dean's decision is final in both program and Graduate School exclusions proceedings related to academic progress.

<http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html#exclusion>

XX. Leave of Absence

In our department, we understand that one's academic progress may be interrupted by important commitments to family; by mental or physical illness; or by other pressing emergencies. We do not attach a stigma to such leaves. We urge you to contact your advisor and the DGS to discuss the issue as soon as practical. In Religious Studies, before requesting an official leave from TGS, the student should gain the written approval of the adviser and the DGS. The approval should include the student's reason for a leave; explicit plans for the leave; and a date and conditions for return to the program. Under no circumstances should a student request an academic leave from TGS without having had a serious conversation with his or her advisor. We can first offer the support of the Department and assist in supporting your petition for a leave to TGS.. Students do not need the permission of the department for family leave or childbirth accommodation, but they should inform their advisers, the GPA, and the DGS and make plans for completing or postponing work.

Leave of Absence

Leaves of absence are defined as a temporary separation from the University for a minimum of one quarter and a maximum of one year. Students who need to interrupt their progress towards degree may petition for a leave of absence. There are three types of leaves:

- [Personal Medical Leave of Absence](#): For students who must temporarily interrupt progress toward degree due to a physical or mental health need.
- [Family Medical Leave of Absence](#): For students who must temporarily interrupt progress toward degree to extend absence post-childbirth, care for a newborn, adopt a child, or care for a family member. This leave of absence is separate from the childbirth accommodation policy and may be taken in addition to a childbirth accommodation. The childbirth accommodation is not conserved a leave of absence. Please see the childbirth accommodation section of this guide.
- [General Leave of Absence](#): For students who elect to temporarily interrupt their progress toward degree for a non-medical and non-family care reason

All leaves of absence must be approved by the appropriate University offices/programs. The procedure for requesting a leave and the specific approvals required depend on the type of leave. The general policies that apply to all leaves of absence are on this webpage:

<http://www.tgs.northwestern.edu/about/policies/leaves-of-absence.html>

Personal Medical Leave

A student who must temporarily interrupt their progress toward degree due to a physical or mental health need must petition for a medical leave of absence. Medical leaves of absence are initiated through the [Dean of Students Office](#). International students on a visa must also have their leave approved by the [International Office](#). The process for a student to petition for a personal medical leave of absence is as follows.

- Student should consult with academic program's Director of Graduate Studies (DGS) or DGS designate.
- Student must submit the Request for a Voluntary Medical Leave of Absence form, found on the [Dean of Students Office website](#).
- The Dean of Students Office will work with the student and The Graduate School to review the request.
- At the end of the approved leave period, the student must petition for reinstatement [through the Dean of Students office](#).

<http://www.tgs.northwestern.edu/about/policies/leaves-of-absence.html>

Parental Accommodation

The parental accommodation policy aims to support active graduate students of all gender identities and gender expressions in The Graduate School who become new parents (whether by childbirth or adoption) by providing a period of parental accommodation, roughly equivalent to the length of a quarter, during which funding may continue (for funded students) and TGS milestone deadlines will be extended (for all parents). This policy is separate from any student absences that are medically necessary due to pregnancy or childbirth – all such absences are accommodated at Northwestern through The Graduate School's Leave of Absence policy.

Eligibility

- The Graduate Student Parental Accommodation applies to active students of all gender identities and gender expressions in The Graduate School who experience the birth or adoption of a child for whom they have parental responsibilities.
 - Those adopting children over the age of 18 or a spouse's or partner's child are not covered by this policy.
 - Those residing in localities where legal adoption is not an option but who are assuming parental responsibilities and otherwise meet the eligibility criteria are covered by this policy.
- Students are eligible who have not utilized a parental accommodation during the previous 12 months before the requested accommodation start date.
- All students in The Graduate School, both funded (regardless of funding source) and unfunded, are eligible for the minimal parental accommodation of 12 weeks of leave and a one-year extension of milestones. Accommodation options vary depending on funding status and source.
- <http://www.tgs.northwestern.edu/about/policies/childbirth-accomodation.html>

Accommodation Options

1. Funded graduate students (graduate assistants, research assistants, teaching assistants, trainees, fellows) who receive tuition and stipend from the University at the time of the requested accommodation as well as graduate students who are funded from an external source may request paid leave from their duties for a 12 week accommodation period.

- Funding will be provided for the 12 week accommodation period
- If a student is not receiving funding as of the start date of the parental accommodation, none will be provided by this accommodation.
- Graduate students who are funded from an external source supported on external fellowships or awards are obliged to inform their funding agency and should consult Financial Aid staff in The Graduate School.

2. Unfunded graduate students may request unpaid leave from their studies for up to a 12 week accommodation period.

3. Funded or unfunded students may request registration for up to one year in TGS 512 Continuous Enrollment in order to remain a full-time student with access to University services and resources. Students in this status are enrolled only in TGS 512 (no coursework) and must work with the advisor and Director of Graduate Study (DGS) to devise a modified schedule for making progress toward the degree. During this time, students would not be eligible to receive funding. Students may defer funding for the period of time enrolled in TGS 512. Students would assume responsibility for the tuition and fees associated with TGS 512 during this time.

Students may utilize one of these options. In the case of two eligible graduate student parents, each parent is entitled to choose one option. Any of the above options will result in the extension of outstanding TGS milestone deadlines (qualifying exam, prospectus, degree deadline) by one year (four quarters). Programs must extend program-specific deadlines by the same length. Students, Directors of Graduate Study (DGSes) and advisors are expected to discuss a timeline for meeting requirements well in advance of the start of the accommodation period. To ensure that programs have ample time to arrange coverage during the accommodation, students must request the accommodation at least 60 days in advance of the accommodation start date. In unforeseen circumstances, students must provide as much notice as possible.

<http://www.tgs.northwestern.edu/about/policies/childbirth-accomodation.html>

XX. Getting Help

The University is a big, sprawling place, and when you have a question or need help it is not always clear where to turn. Here are a few of the more common issues that you may encounter, and where to get help for them:

Academic Advice

Questions about schedule, exams, and general course of study should be directed toward students' faculty advisers and the core faculty in their programs. Students pursuing a second major model should also consult their second department mentors. The DGS is available for general consultation. Graduate school advisers solve registration problems.

Career Advice/Placement

Students should be in close consultation with the dissertation advisor about placement issues. They will need to contact Career Services to compile a dossier and should be a member of the American Academy of Religion and possibly other relevant societies, such as the Society for Biblical Literature, North American Patristic Society, or Society of Christian Ethics. At any time students may direct questions to the DGS, who can help and advise them through this somewhat stressful process.

Your mentors will help you revise your CV, cover letter, teaching statement, and other supporting materials for job applications. For help with producing first drafts of all these items, as well as for information on setting up a credentials file, please see:

<http://www.tgs.northwestern.edu/professional-development/careers-and-job-search/index.html>

This page is full of helpful links and basic information for academic job searches.

For a general overview of services available through UCS, including links to advice on applying for non-academic jobs, please see <http://www.tgs.northwestern.edu/professional-development/careers-and-job-search/index.html>. Students who wish to send cover letters on departmental letterhead stationery may obtain it from the GPA, or send the files electronically to the GPA 24 hours before they are needed.

Computing:

All computing questions should be directed to NUIT Support Center:

<http://www.it.northwestern.edu/supportcenter/>

NUIT's central helpdesk provides phone consulting on NUIT-supported software and services, wireless troubleshooting, and computer/network threat assistance for faculty, staff, and students of the University.

The NUIT Support Center also accepts requests for new e-mail accounts and helps users manage their NetID passwords. For e-mail assistance, e-mail message can be sent to email-accounts@northwestern.edu, or fax request to 847-467-5988.

Central helpdesk: 847-491-HELP(4357) or consultant@northwestern.edu.

Dissertation Committee:

You should first consult your adviser and then the DGS to ensure that the committee's composition fits TGS guidelines. Although the Committee first takes shape in the dissertation proposal defense, it is not formally constituted until the defense of the dissertation.

Fellowship Opportunities:

TGS, Senior Director Student Services: Kate Veraldi (k-veraldi@northwestern.edu) for internal fellowships.

<http://www.tgs.northwestern.edu/financial-aid/fello-schola-grants/index.html>

For more opportunities, please check:

<http://www.tgs.northwestern.edu/funding/about-graduate-funding.html>

Office of Fellowships: Stephen Hill (s-hill@northwestern.edu), foreign fellowships and Elizabeth Pardoe (e-pardoe@northwestern.edu), domestic fellowships.

Grievances:

If there is a conflict with a faculty member, the issue should be taken up directly with that faculty member. If the matter is not resolved, consultation can be made with the DGS, followed (if a resolution has not been made) by the Chair.

Payroll inquires:

<http://www.northwestern.edu/hr/payroll/>

Consult the DA for questions about payroll and stipends.

Petitions:

TGS petitions can be found on CAESAR. If you cannot locate the necessary form, file the General Petition. Consult the GPA or the Registrar for further help.

Reimbursements:

Reimbursements for expenses related to funded travel and to departmental business must be approved in advance. Present original receipts (and copies of credit card statement if applicable) to the GPA and sign the reimbursement form.

Requirements:

Questions about academic requirements, including fulfillment of language requirements, should be directed to the adviser and the DGS.

Status:

Questions regarding your status (e.g., funded research leaves, leaves of absence) should be directed to the DGS. Questions regarding your use of TA and fellowship quarters should be directed to the GPA.

TA Assignments:

The DGS makes the TA assignments in consultation with the GPA, faculty, and students. Should you have any questions (or preferences), consult the DGS. We try very hard to accommodate preferences, but sometimes the course schedule and our desire to ensure low undergraduate student loads prevent us from doing so. Once assignments are made, it is frequently possible for students to initiate trades of assignments with other students. If a trade is welcome to all students and professors involved, please inform the GPA, DGS, and DA of the change.

Teaching Advice:

Your work as a TA should be a collaboration between you and the supervising faculty member. You should feel free to consult your supervisor for discussions of your teaching. The Searle Center for Teaching Excellence is an excellent resource for teaching advice. It runs a variety of valuable seminars and certification programs for graduate students.

<http://www.northwestern.edu/searle/>

Searle no longer provides video recording of teaching: the equipment and logistics are difficult to maintain.

Students may check out recording equipment from the library:

<http://www.library.northwestern.edu/>

The Searle Center continues to provide consultations and the students can to meet with an instructor to go over any teaching videos. Searle Center also conduct observations and Small Group Analyses for instructor:

<http://www.northwestern.edu/searle/resources/index.html>

Teaching Evaluation:

CTEC Reports through CAESAR: <https://ses.ent.northwestern.edu>

Teaching Logistics:

Issues dealing with the logistics of teaching (e.g., room assignments, copying, copyright permissions) should be directed toward the DA or GPA.

Travel: See Conference Funding

XXI. The Graduate School Frequently Asked Questions continue on next page

REGISTRATION

Q: I need to enroll in TGS 512, Continuous Registration. Am I eligible for health insurance?

A: Yes, you are eligible for health insurance, but NOT for the health insurance subsidy.

Q: I need to enroll in TGS 512, Continuous Registration. Am I eligible for the U Pass?

A: Students enrolled in TGS 512 do not pay the student activity fee and are not eligible for the U Pass.

Q: Which courses are authorized for graduate credit?

A: Only courses listed in CAESAR with a career of "The Graduate School" (TGS) are authorized for graduate credit.

Q: In which courses should I enroll?

A: Please consult with your program if you have questions about coursework or specific degree requirements. For general registration and deadline questions, PhD students can consult the [PhD Timeline](#) and Masters students can consult the [Master's Residency and Courses](#) page.

Q: When can I register?

A: Check the Office of the Registrar [academic calendar](#) for dates of registration as well as other important academic dates.

Q: I've missed the registration deadline and can no longer register on CAESAR. How do I register?

A: Students must register before or during the add/drop period of each quarter. Not registering on time will result in discontinuation. If you have been discontinued due to non-enrollment, please see the [Readmission](#).

RESIDENCY and FULL-TIME REGISTRATION

Q: When am I considered to be in full-time status?

A: Full-time registration is defined as no fewer than three and no more than four graduate course units per quarter. TGS 500, 588, and 512 all convey full-time status.

Q: What is the required residency for the Doctor of Philosophy?

A: Eight quarters of residency to be completed consecutively over two years, including summers, in courses authorized by the Graduate Faculty for graduate credit.

Q: I'm taking time off and/or working only on my dissertation. Do I need to be registered?

A: Yes – per the [continuous registration policy](#), you must be registered in each fall, winter and spring term in which you are still working towards degree completion.

HEALTH INSURANCE

Q: I do not need the NU insurance because I have coverage from a provider outside of NU. Do I need to inform anyone?

A: Graduate students registered full time are automatically enrolled in the Northwestern University student health insurance program unless they fill out the coverage selection waiver. The coverage selection form can be accessed via [CAESAR](#). For more information visit the [health insurance website](#).

Q: How do I cancel my health insurance coverage because I am graduating or have had a change in status?

A: Students enrolled in the NU health plan, who are graduating or leaving the University at the end of a term and wish to cancel their enrollment in the plan, must submit a request in writing to the Health Insurance office at 633 Emerson Street by last day of each term.

<http://www.tgs.northwestern.edu/academics/academic-student-services/index.html>

DEGREE REQUIREMENTS

Q: What forms do I need to submit for the Master's Degree?

A: Using TGS Forms in [CAESAR](#), the Application for a Degree and Master's Degree Completion must be completed for the Master's Degree.

Q: What forms do I need to submit for the Doctor of Philosophy?

A: Using TGS Forms in [CAESAR](#), the following forms will need to be submitted over the course of your studies: Candidacy (submitted by your program by the beginning of your fourth year), Prospectus (submitted by the beginning of your fifth year), Final Exam form, Application for Degree form. In addition, you should submit your dissertation through UMI ProQuest and complete the Survey of Earned Doctorates. See [the PhD Degree Completion webpage](#) for additional information.

Q: I accidentally submitted a form via [CAESAR](#) -> TGS Forms. How can I delete the form?

A: Send an email to gradservices@northwestern.edu to request help with a form submitted in error.

Q: What is candidacy and what is the filing requirement for candidacy?

A: Students must be admitted to [candidacy](#) no later than the beginning of their fourth year of study. The program (DGS or DGS designate) should submit the Qualifying Exam form via TGS Forms in CAESAR to indicate that a student has been admitted to candidacy.

Q: What is the prospectus and what is the filing requirement for the prospectus?

A: Students must have a [prospectus](#) (dissertation proposal) approved by their committee no later than the beginning of the fifth year of study. Students must submit the Prospectus Form via TGS Forms in CAESAR.

Q: What are the deadlines for filling forms?

A: Deadlines for filing forms can be found on [TGS academic calendar](#).

<http://www.tgs.northwestern.edu/academics/academic-student-services/index.html>

Q: How do I submit my dissertation, and where can I find the formatting requirements?

A: Dissertations must be submitted electronically through the [ProQuest's website](#). Dissertations should be formatted according to the [Dissertation Formatting](#)

GRADUATION AND HOODING CEREMONIES

Q: When are degrees awarded?

A: Degrees are awarded in August, December, March, and June.

Q: Is there a graduation and hooding ceremony in August, December, or March?

A: No, neither the [Commencement](#) nor hooding ceremonies take place at any time other than June. August, December, and March graduates are encouraged to participate in the following June ceremonies.

<http://www.tgs.northwestern.edu/academics/academic-student-services/index.html>

VISAS

Q: How to apply for visa or renew the existing visa?

A: Visas for postdoctoral are handled first by the department and then by the international office. The paperwork associated with visas varies by visa type and issuing country. Please check with the International Office on current processing times for visa applications or renewals:

<http://www.northwestern.edu/international/>

XXII. Appendix

Courses relevant to students in all areas:

*REL 440 Topics in Buddhism

*REL 446 Sanskrit Texts

*REL 447 Exegesis of Islamic Texts

*REL 460 Topics in Christianity

*REL 462 Topics in American Religious History & Contemporary Practice

*REL 471 Studies in the History of Religions

*REL 472 Studies in the Literature of Religions

*REL 473 Studies in Buddhism

*REL 474 Studies in Judaism

*REL 475 Studies in Christianity

*REL 476 Studies in Islam

REL 481-1,2 Theories of Religion

First quarter: Classical theories of religion from the 18th through 20th century. Second quarter: Contemporary issues and methods in the study of religion.

*REL 482 Themes in Comparative Religion

Theoretical and methodological approaches to comparative work in religious studies. Content varies.

REL 490 Independent Reading- Permission of instructor and department required. This course number is used during **teaching assistantships**.

*REL 499 Independent Study- Permission of instructor and department required.

REL 570 Research Seminar (1)- Research seminar for advanced graduate students. Two quarters of registration required for completion of the second-year paper.

REL 590 Dissertation Research (1,2,or 3)- Independent investigation of selected problems pertaining to thesis or dissertation.

Note: Many upper-level undergraduate courses are approved for graduate credit. Typically they are altered for graduate students with some additional reading, occasional tutorial discussions with the professor, and weightier writing projects.

* = May be repeated for credit with change of topic.

MODELS FOR FIELD EXAMINATIONS IN OTHER DEPARTMENTS

Please check with departments for the most up to date, current tests.

1. The [Philosophy](#) external examination will consist of an *oral examination*. During their third year, students enroll in Philosophy 590 (Research) for one unit of credit during each of three terms, and they participate in a dissertation research seminar. For further information see the Department of Philosophy website: <http://www.philosophy.northwestern.edu>

2. The [Anthropology](#) external examination will consist of a *detailed proposal* for funded research worthy of submission to a funding agency. For Religious Studies students this proposal does not typically serve as a dissertation proposal but demonstrates the student's knowledge of the field, including research design. Students prepare a formal proposal that will be presented before the student's Anthropology mentor and one additional member each from Religious Studies and Anthropology at a formal defense. Each student should work closely with his/ her Anthropology adviser on the preparation of the dissertation proposal. Ideally, the proposal should be started during the second year and completed early in the third year of graduate work.

Students who wish to use the proposal as a funding proposal must adhere to this schedule carefully, as most deadlines cluster in October to early January. Special care should be taken with this requirement since the funding of fieldwork depends almost entirely on the quality of the proposal. Students should be prepared to adapt the form of the proposal to the differing requirements of various funding agencies, and should bear in mind that preparation of an acceptable proposal is time-consuming for both students and faculty.

3. The [History](#) external field exam will be an *oral examination* based on a short list of major secondary works (see below for the relevant list on medieval Christianity), supplemented by a list of further primary and secondary works chosen in accordance with each student's interests (with particular focus on materials relevant to the proposed dissertation topic) and needs (with attention to important subjects not covered in any other examination). The examiners may include members of the Religious Studies faculty, but the examination will be administered by a member of the History faculty.

4. The [English](#) qualifying examination has *two parts*. At the end of the second year, the student takes a *two-hour oral exam* on a set canon of primary texts in the field of specialization. This list of texts is distributed when students matriculate. The oral exam tests specific, detailed recall of literary works and an ability to offer a textured reading of the works at hand. The second part of the qualifying exam is based on a longer, but also more specialized reading list prepared by the student, in consultation with his or her committee, during the summer after the second year. The *written qualifying exam* consists of take-home essays (totaling 25 to 28 pages) to be written between Thanksgiving and the end of Reading Week in the fall quarter. Both parts of the exam are graded on a Pass/Fail basis. More detailed information is available in the English Department Website.

5. The [Art History](#) qualifying examination has *three parts*. The student takes a 48-hour, take-home *written qualifying exam* during reading week of the spring quarter of the first year. In addition, the student selects an Art History *seminar paper* to revise during the first-year writing course; it must be submitted by the last day of spring quarter of the first year. Finally, during reading week of winter quarter of the third year students take a *major field oral examination* in their Art History major field on a list of texts selected in collaboration with the Art History advisor. The examiners may include members of the Religious Studies faculty, but a member of the Art History faculty will administer the examination.

6. The [Human Development and Social Policy](#) examination is a course outline structured as an extended syllabus for an integrative course that the student might conceivably teach some day. The topic of the course should be focused enough so that it might be well-covered in a quarter-long (e.g., approximately 11-week) or semester long (e.g., approximately 14-week) course, but broad enough to allow the student to integrate perspectives from both the human-development and the social-policy sides of HDSP. The Course Outline should provide a week-by-week listing of topics and readings, and it should discuss in some detail how those topics and readings will be discussed and considered along the way. The Course Outline provides the HDSP student with an opportunity to make an argument about some topic or set of topics in the field, incorporating ideas that come from research, theory, and policy considerations. As such, the Course Outline is not unlike an integrative conceptual paper that might be submitted to a review journal: It should be broadly integrative; it should present a coherent argument; it should elaborate upon a thesis or idea that brings together important perspectives from the study of human development and social policy. The Course Outline should be approximately 30 pages in length and double-spaced.

GRADUATE EDUCATION EXPECTATIONS

The Northwestern University Graduate Council (Revision date: 11/15/11).

Northwestern University has long provided the highest quality of graduate education by fostering intellectual growth, dynamic collaboration, and mutual respect among members of its community. Our continued success is directly attributable, in part, to placing a high priority on the establishment of positive mentoring relationships between graduate students and faculty.

The Graduate Leadership Council and The Graduate School are both committed to the maintenance and ever-increasing excellence of this community of scholars, which will continue to propel the university toward the research frontiers of the future. We recognize and value the varying mentoring styles across graduate programs that can facilitate academic success. In order to encourage our community to be ever mindful of this important component of graduate education, we submit the following recommendations to assist students, faculty, and staff in their constructive working relationships.

ADVISORS AND STUDENTS:

- Students and faculty should establish appropriate communication guidelines and expectations when first joining a research group, and be open to communication throughout the student's tenure.
- Faculty advisors should be familiar with the core curriculum of the department and should be available to discuss the student's academic progress throughout the year.
- At the end of each academic year, students and advisors should meet to determine whether certain goals and expectations have been realized. Students should receive written confirmation that their progress is satisfactory or written notice that they are failing to meet expectations. Further, details concerning certain milestones should be thoroughly discussed. These milestones include, but are not limited to, core course requirements, qualifying exams, dissertation prospectus, and dissertation progress. At this time, expectations for the following year should be discussed. Success or failure to meet those goals should be discussed at the following year's meeting, but can certainly be discussed beforehand.
- Students should update faculty advisors regularly regarding their progress to ensure that the program requirements are being met. Furthermore, students should proactively

develop research projects in consultation with their faculty advisor.

- Students and faculty should openly discuss expectations regarding vacation time maternity/paternity leave, leaves of absence, conflicts, etc.
- Faculty members should refrain from assigning tasks unrelated to the students' academic and professional development, especially personal tasks for faculty members, unless the task is actually voluntary and receives some additional remuneration. This does not include limited clerical work (copying, filing) that may be related to teaching or research duties.
- Faculty members should support students' efforts to balance their research/academic responsibilities with their extracurricular activities.
- Faculty should also support student participation in activities that will connect them to the broader Northwestern community (i.e., academic conferences, lectures/speaker series outside of the department, professional development seminars, and social networking opportunities).
- Students should show ambition, dedication, and commitment to their profession as researchers, scholars, and teachers.
- Students should commit to graduate training, work on research projects, and teaching assignments in a responsible and dedicated manner.
- Students should inform themselves of The Graduate School and program requirements and fulfill them ably.
- Students, faculty, and staff should treat each other with respect and collegiality.

DEPARTMENT AND GRADUATE PROGRAM:

- From matriculation to graduation, all students should have an assigned faculty advisor. Until students officially join research groups or choose a dissertation advisor, departments should assign an interim advisor to each student, preferably the Director of Graduate Studies (DGS).
- Each department should provide students with necessary training and educational opportunities to be creative and focused research scholars who are capable of managing the inherent responsibilities within leadership positions, whether in academic or industry settings.
- Each department should communicate important updates in a timely manner to all members of the department. These updates can include students receiving research awards, faculty becoming tenured, personnel changes, and publicizing faculty position openings at other universities.

- Each department should send an email at the beginning of the academic year reminding its members of its policies and resources. This annual update should include links to the program handbook, links to reimbursement forms, changes in department leadership, notification of newly appointed graduate student leaders, policies regarding the use of office equipment, and links to department list-servers.
- Each department should provide a range of professional development opportunities including seminars, workshops, and tutorials that provide students exposure to a diverse set of career possibilities.
- Each department should promote, develop, and maintain a strong network of department alumni/ae.
- Each department should encourage the creation of a graduate student council within the department. This council should incorporate all interested graduate students and serve as means of communicating student suggestions to the program leadership and, where appropriate, a forum for discussion of possible program changes. The DGS should meet with an elected council leadership on a regular (quarterly) basis. For small programs, it may be beneficial to combine the councils of smaller programs with one another, or with the council of a larger, affiliated program, subject to discussions between the students and departmental leadership.
- Each department should establish guidelines and procedures for adjudicating internal conflicts between students and faculty advisors.

NORTHWESTERN UNIVERSITY

How to Format a Dissertation: A Guide

A DISSERTATION

SUBMITTED TO THE GRADUATE SCHOOL
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

for the degree

DOCTOR OF PHILOSOPHY

Field of Dissertation Formatting

By

Alexandra Israel

EVANSTON, ILLINOIS

March 2016

Arrangement of the Dissertation

Each dissertation must be arranged in the following order. Specific information about each section is on the following pages. Italicized pages are optional.

- Title page
- *Copyright page*
- Abstract
- *Acknowledgment page*
- *Preface*
- *List of Abbreviations*
- *Glossary*
- *Nomenclature*
- *Dedication*
- Table of Contents
- List of Tables, Illustrations, Figures, or Graphs
- *Introduction*
- Text body
- Tables, Illustrations, Figures, Graphs¹
- References
- *Appendices*
- *Vita*

¹ If not incorporated into the main body of the text, these items should immediately follow the text. They should not be placed at the end of chapters.

Formatting and Layout Requirements

Page Size

- The page size should be 8.5 x 11", standard US Letter size (not A4).

Margins

- There should be one inch margins on all sides, including page numbers.
- Page numbers should conform to margin requirements and be placed at least 1" from the top and right sides of the page, as appears in this document. A tutorial for page number placement appears later in this document.

Spacing

- The preliminary pages (abstract, dedication, acknowledgements, table of contents) and main body text must be double spaced.
- Quotations, captions, items in tables, lists, graphs and charts may be single spaced.

Pagination

- Every page in a dissertation is numbered, *except the title page*.
- Page numbering will begin on the second page with Arabic numeral 2.
- There should be no blank pages.
- On pages of the dissertation that are formatted with landscape orientation, the page number must appear in lower right-hand corner of the page, so that it would appear in the correct location if the page were rotated to portrait orientation. A landscape page tutorial appears later in this document.

Fonts

- Any legible font is permitted except script, italic, or ornamental fonts. Fonts must be embedded.
- Font size should be equivalent in scale to 10pt. Arial or 12pt. Times New Roman.

Foreign Language Dissertations

- A student in a foreign language department who writes the dissertation in a language other than English is required to write a 10-20 page summary of the dissertation in English and include it as an appendix.
- The abstract of a foreign language dissertation must be in English.

Dissertation Content Requirements

Title Page

The title page should conform to the sample below. See also the title page of this document.

NORTHWESTERN UNIVERSITY
Title of Dissertation in Title Case
A DISSERTATION
SUBMITTED TO THE GRADUATE SCHOOL IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
for the degree
DOCTOR OF PHILOSOPHY
Field of (program name)
By (author full name)
EVANSTON, ILLINOIS
(Month Year of Degree Conferral)

- **Dissertation Title²**
 - The title of the dissertation should be in mixed case; the first and last words and all nouns, pronouns, adjectives, verbs, and adverbs are capitalized. Articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions, regardless of length, are lowercased unless they are the first or last word of the title or subtitle. Only acronyms should be set in full capitals.
 - Special characters cannot be used in titles. Use word substitutes in place of formulas, symbols, superscripts, or Greek letters.
- **Academic Field**
 - The academic field designated on the title page must be selected from the [official list provided by The Graduate School](#).
- **Date**
 - There is no comma between the month and year. This date should correspond to the expected month of degree conferral.

² For dissertation title best practices, see Appendix A.

Copyright Page

- If you choose to copyright your manuscript, a copyright notice must appear on a separate page following the title page. It should read as follows:

© Copyright by (your name) 20__
All Rights Reserved

For more information about copyrighting your dissertation, please see the information on the TGS [website](#).

Abstract

- Inclusion of the abstract within the preliminary pages of the dissertation is required.
- Mathematical formulas, photographs, diagrams, and other illustrative materials are not recommended for inclusion in the abstract.

Optional Prefatory Pages

- Acknowledgment page
- Preface
- List of abbreviations
- Glossary
- Nomenclature
- Dedication

Table of Contents

- The format of the table of contents should conform to the guidelines in an approved style manual.
- It is important that the table of contents accurately reflect the outline and organization of the manuscript.

Lists of Tables, Illustrations, Figures, or Graphs

- These lists should reproduce the specific titles and page locations of all illustrative materials.

Body of the Text

- Chapters should follow a logical outline, with a clear distinction between chapters, main heads within chapters, and subordinate heads within the main heads.
- The outline and organization of the main body of the text should be accurately reflected in the table of contents.
- All non-textual elements (e.g., tables, graphs, and images) must be described in the text.

Tables, Illustrations, Figures, Graphs

- If not incorporated into the main body of the text, these items should immediately follow the text, not at the end of chapters.
- Margin requirements must be met on all pages that contain charts, graphs, tables, or illustrations.

References

- Each dissertation must include references to document the text.
- These references may be included at the bottom of the page or at the end of the text, but cannot be placed at the end of each chapter.
- The format for references must conform to the guidelines in an approved style manual.

Appendices (optional)

- The format for the appendices must conform to the guidelines in an approved style manual.

Vita (optional)

- It is recommended that each copy of the dissertation include a brief vita containing the author's name, place of birth, education, relevant professional experience, and publications. The vita page is numbered.

Supplementary Materials (optional)

If supplementary materials—such as audio, video, and spreadsheets—are part of your dissertation or thesis, you can submit them as supplementary files during the online submission process. See Appendix B for additional details.

- Do not embed media files in your PDF.
- Upload media files as supplementary files. During online submission, you will be asked to upload any supplementary files.
- Describe files in your abstract. Add a description of each supplementary file in your abstract.

Guides and How-To's

This section will provide tutorials on some of the most common dissertation formatting problems. The vast majority of these tutorials have to do with page numbers, which are the single most common error that comes up in dissertation reviews. After reading these tutorials, you will be able to format your page numbers to start and stop in the right places, respect the margin requirements, and appear in the proper place on landscape pages³.

How to Number Your Pages Correctly

As you may recall from Chapter 1, every page in the dissertation should have a page number, with the exception of the title page. The numbering should begin on the second page with “2”. The easiest way to make sure the title page is not numbered, while ensuring that every other page is numbered, is by changing the header settings. In order to do this, click into the header so that the “Header & Footer Tools” menu appears. Then, make sure the “Different First Page” option is selected. Now you can delete the page number from the title page while still leaving page numbers on the rest of the page.

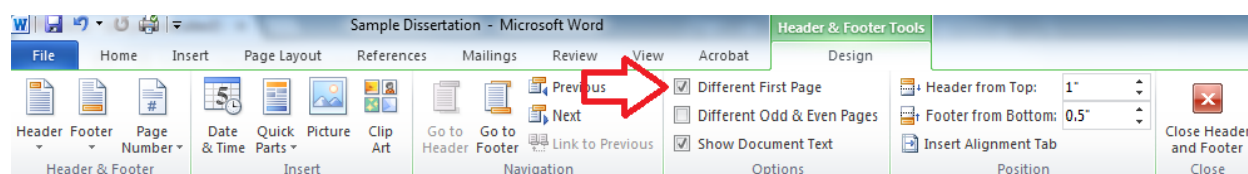


Figure 1 - Header and Footer Tools menu with "Different First Page" option selected.

The single most common formatting error that appears in NU dissertations is the placement of page numbers. Page numbers need to be placed in the upper right-hand corner of the page, and they need to conform to margin requirements. These margin requirements are important because of ProQuest's archiving process; when dissertations are archived, the pages are cropped, and if text, figures, or page

³ Unfortunately, these tutorials are designed to help with dissertations written in Microsoft Word. If you are using LaTeX, these guides will be of no use. Of course, if you are using LaTeX, you probably aren't having these problems to begin with.

numbers are placed too close to the edge of the page, they run the risk of being cut off. Assuming your margin settings are correct, Microsoft Word should automatically place page numbers one inch from the right side of the page; it's the requirement that they be placed one inch from the top of the page that causes problems, as the default header setting puts only a half-inch margin between the page number and the top of the page.

The solution to this problem can be found in the "Header and Footer Tools" menu. Once the menu is open, set the "Header from Top" distance to one inch. This setting adjustment will ensure that any text in the header, including page numbers, is placed one inch from the top of the page⁴.

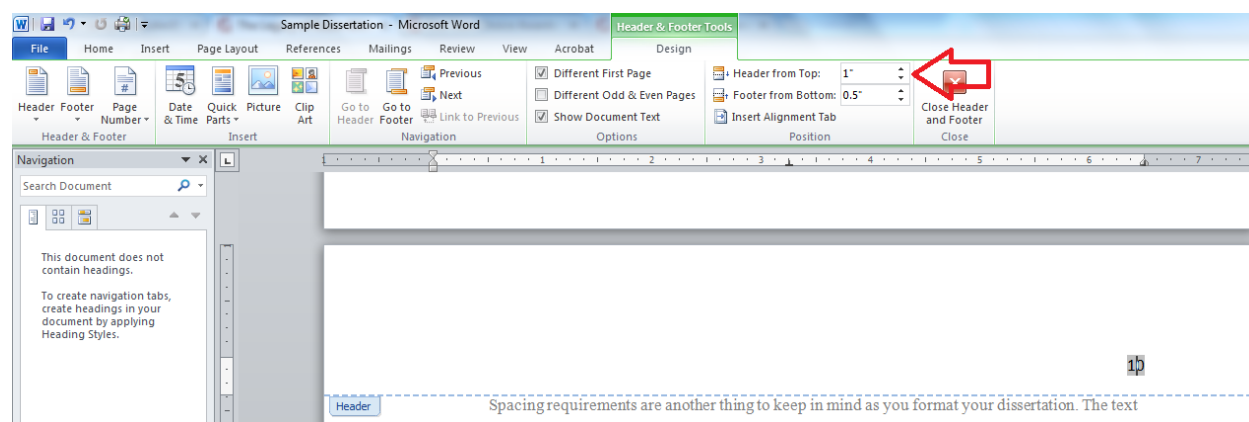


Figure 2 - Header and Footer Tools menu, with "Header from Top" set to one inch.

In some cases, you might want to insert a landscape page into your thesis in order to accommodate a table or figure. The important thing to remember is that the page numbers on landscape pages need to be placed so that they will appear in the upper right-hand corner of the page *if the page were rotated to portrait orientation*. The following tutorial will show you how to include a landscape page and properly position page numbers.

⁴ If you change your header settings after setting up your Table of Contents, you will probably want to double-check that the Table of Contents and any other numbered lists (List of Figures or List of Tables) are still accurate, as changing the distance of the header from the top of the page can throw off the numbering.

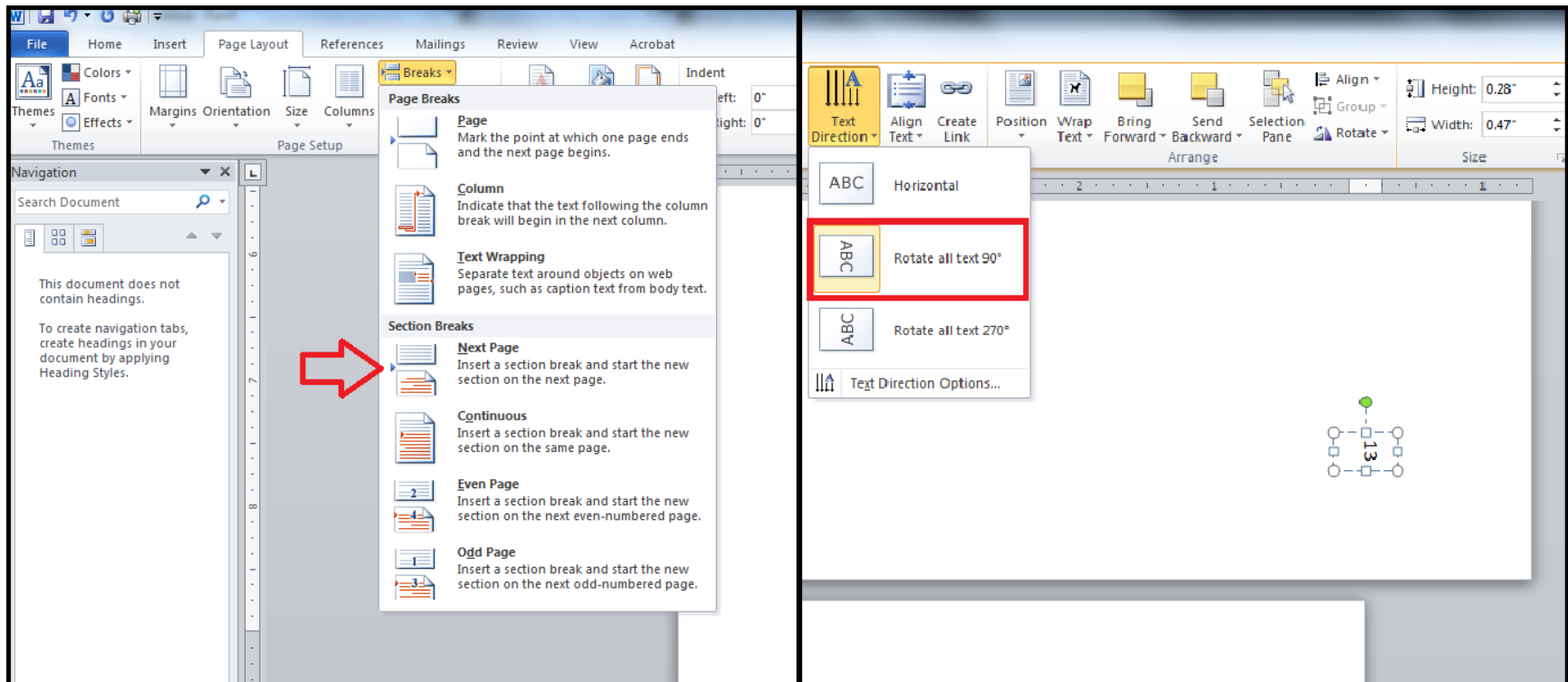


Figure 3 – Page Layout menu with “Next Page” section break selected; Drawing Tools menu with “Rotate all text 90°” selected under the “Text Direction” heading.

In order to insert a landscape page into a document with portrait orientation, you will need to start a new section. In order to do this, use the “Page Breaks” tool within the Page Layout menu, and select the type of section break labelled “Next Page,” as seen in Figure 3. Once you have created the new section, select the new page and change the orientation (also in the Page Layout menu) to landscape.

To add a page number to your landscape page, insert a text box by going to the Insert menu and selecting “Text Box.” Now, reposition your text box so that it appears in the lower right-hand corner of the page. Make sure that your text box is positioned one inch from the edges of the page. You can then type in the appropriate page number. In order to get the number to face the correct direction, click into the text box and select the Drawing Tools menu. From there, select the “Text Direction” sub-menu and choose the “Rotate all text 90°” option, as seen in Figure 3. Your page number should now be facing the appropriate direction. In order to put the remaining pages back into landscape format, add another section break and change the page orientation back to “Portrait.” You may have to add the page numbers back into the header in this section, in which case you should double-check that your page numbers are still positioned properly.

Appendix A – Dissertation Title Best Practices

Dissertations are a valuable resource for other scholars only if they can be easily located. Modern retrieval systems generally use the words in the title to locate a document. It is essential that the title be an accurate and meaningful description of the content and that obscure references be avoided. Please use these guidelines when formulating a dissertation title:

- **CASE:** The first and last words and all nouns, pronouns, adjectives, verbs, and adverbs (if, because, as, that, etc.) are capitalized. Articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions, regardless of length, are lowercased unless they are the first or last word of the title or subtitle. Only acronyms should be set in full capitals.
Examples:
Power and Consumer Behavior
Outpatient Treatment for Children: Organizational Practices as Predictors of Recovery
A Comparison of the Methodologies for Determining Achievement in High School
- **HYPHENATION:** Consult the dictionary as to whether a word is hyphenated. In general, do not hyphenate words beginning with the prefixes co, non, pre, post, or re unless there is a possibility of confusion (co-op, post-master's) or the root word begins with a capital letter (post-Renaissance). Hyphenate words beginning with the prefix self. Hyphenate compounds used as adjectives (decision-making) but not as nouns (decision maker). Part-time is always hyphenated. When more than one prefix is joined to a base word, hyphenate the prefixes standing alone (micro- and macroeconomics). Do not hyphenate fundraising, freelance, yearlong, health care, African American, Asian American.
Examples:
Great Nonfiction Works of the Nineteenth Century (Instead of: Great Non-fiction Works of the 19th Century)
- **SPELLING AND GRAMMAR:** Dissertation titles should be spell-checked and dictionary spelling of words should be used. Use “and” rather than “&,” and spell out names of centuries and other numbers usually spelled out in text.
Example:
The Labour Party in Perspective and Twelve Years Later
- **SPECIAL CHARACTERS:** No special characters should appear in the dissertation title (SES/CAESAR cannot accommodate special characters). Terms or phrases that include special characters should instead be written out.
Examples:
Evaluation of DNA Hybridization and Cleavage Capabilities of Peptide Nucleic Acid-Titanium Dioxide (instead of: Evaluation of DNA Hybridization and Cleavage Capabilities of PNA-TiO₂)
The Role of TGF-beta Variants in Cancer (instead of: The Role of TGF-β Variants in Cancer)
- **ITALICIZATION:** Italics should only be used in dissertation titles when referring to the title of a published work, foreign language words, gene names, scientific names as appropriate, or other words that are usually italicized.
Examples:
Techniques in *Drosophila* Circadian Biology
Mechanisms of Differentiated Cell Function *in vitro*
- **APOSTROPHES:** Do not use to form plurals (it should be 1940s, not 1940's) unless it would be confusing without (thus A's and B's, not As and Bs; p's, not ps). Possessives of singular nouns ending in s are formed by adding 's (e.g., Russ's dog).

Appendix B – File Format Recommendations for Supplemental Files

Software applications used to open files and their specifications tend to become harder to find over time, and some formats will be difficult or impossible to read in the future. The file formats with the best chance of survival have open specifications, are high quality, and are in relatively wide use. Ensuring these formats can be accessed or read in the future is key to their long-term preservation.

Please follow these recommendations when making format choices for all content that is part of your dissertation submission. Also, make sure the format is an uncompressed version, highest quality compressed version, or the final production version. This will help maximize potential for long term preservation and accessibility.

Unfortunately, it's not possible to provide a single list of file formats that are appropriate for all use cases, but this list is a good starting point. Also, please exercise caution when using proprietary formats and digital rights management (DRM) software that may make viewing content difficult or impossible to access in the future. If you have any questions, please contact the University Libraries at library@northwestern.edu. Your question will be routed to staff with the appropriate staff to help you.

Simplified Guidelines/File Format Recommendations (for more detailed specifications, see the [Library's scholarly communication libguide](#).)

- **Audio — Highly recommended: AIFF (.aif, .aiff) or WAV (.wav)** . Moderately recommended: MP3 (.mp3), AAC (.mp4, .mp4a, .aac), FLAC (.flac) or ALAC (.m4a).
- **Video — Highly recommended: Uncompressed Quicktime Movie (.mov); uncompressed AVI (.avi)**. Moderately recommended: MPEG-1, MPEG-2 or MPEG-4 encoded video (.avi, .mpg, .mpeg, .mov, .mkv, .mp4).
- **Virtual Reality/3D — Highly recommended: X3D (*.x3d)**. Please talk with a Northwestern Digital Librarian to determine best output settings and format.
- **Image - Highly recommended: Full color images @ 600dpi or higher saved as JPEG2000 Lossless (.jp2) or TIFF 24-bit, uncompressed (.tif, .tiff)**. Moderately recommended: lossy compressed formats limited to JPEG (.jpg, .jpeg), JPEG2000 (.jp2), TIFF (.tif, .tiff), or PNG (.png) at highest quality possible.
- **Text - Highly recommended: Open Document Text (.odt), UTF-8 Unicode text (.txt), or PDF/A (.pdf)**. Moderately recommended: Rich Text Format (.rtf).
- **Presentation - Highly recommended: Open Document Presentation (.odp)**. Moderately recommended: PDF/A (.pdf) for images only.
- **Spreadsheet - Highly recommended: Open Document Spreadsheet (.ods)**. Moderately recommended: Comma separated value CSV (.csv) or Tab-delimited text file (.txt).

Northwestern University: Timeline for Completion of the PhD Degree

* MSTP students will not follow this timeline. Please see the MSTP Web site for information on MSTP program completion.

* The Graduate School requires a minimum of nine graded courses.

* Residency credit is no longer awarded through TGS but is handled by programs. A program may waive any requirements above nine graded courses based on coursework from another institution.

* If a student takes a leave of absence or does not register for summers in quarters one through eight, the Tuition Model and Registration timelines will be delayed accordingly, but not the Milestones timeline, unless other arrangements are made with TGS.

	Year One				Year Two			
	Q1 - Fall	Q2 - Winter	Q3 - Spring	Q4 - Summer	Q5 - Fall	Q6 - Winter	Q7 - Spring	Q8 - Summer
<i>Tuition model</i>	Full Rate (funding guaranteed)				Full Rate (funding guaranteed)			
<i>Registration</i>	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590
<i>Milestones to be achieved</i>	Coursework towards residency requirement . A minimum of nine graded courses are required by TGS. Individual programs may require more graded courses.				Coursework towards residency requirement . A minimum of nine graded courses are required by TGS. Individual programs may require more graded courses.			
<i>Forms to be completed</i>								

	Year Three				Year Four			
	Q9 - Fall	Q10 - Winter	Q11 - Spring	Q12 - Summer	Q13 - Fall	Q14 - Winter	Q15 - Spring	Q16 - Summer
<i>Tuition model</i>	Advanced Rate (funding guaranteed)				Advanced Rate (funding guaranteed)			
<i>Registration</i>	TGS 500 and/or coursework	TGS 500 and/or coursework	TGS 500 and/or coursework	TGS 500 and/or coursework	TGS 500 in addition to non-required coursework			
<i>Milestones to be achieved</i>	Coursework towards program requirements (if applicable). Students must complete all required courses (including incomplete grades/F grade make-up) and be admitted to candidacy (PhD Qualifying Exam) by the end of the twelfth quarter. Students who have completed their program requirements will register for TGS 500 in addition to any non-required (extra) coursework. Students who have not completed their program requirements will register for courses as determined by their program.				Students must complete their Prospectus (proposal of dissertation topic) before the end of the sixteenth quarter.			
<i>Forms to be completed</i>	PhD Qualifying Exam form (submitted by department. No student entry)				PhD Prospectus form (submitted by student via TGS Forms in CAESAR ; approved online by department)			

	Year Five				Years Six through Nine			
	Q17 - Fall	Q18 - Winter	Q19 - Spring	Q20 - Summer	Fall	Winter	Spring	Summer
<i>Tuition model</i>	Advanced Rate (funding guaranteed)				Advanced Rate or Continuous Registration			
<i>Registration</i>	TGS 500 in addition to non-required coursework				TGS 500 if receiving funding; TGS 512 if unfunded			
<i>Milestones to be achieved</i>					Degree deadline - students have 9 years from matriculation to complete the PhD degree. Only rarely under extenuating circumstances will students be granted permission to continue beyond 9 years.			
<i>Forms to be completed</i>	Students who are completing their degree will complete the following forms: (1) Application for Degree via TGS Forms in CAESAR; (2) Final Exam Form via TGS Forms in CAESAR which will be approved by the department (3) NRC Survey of Earned Doctorates; (4) Online submission of dissertation via UMI ProQuest							

* Those who do not complete in 9 years must enroll in TGS 513 (if not funded) or TGS 500 (if receiving funding or unfunded international student) for the remaining quarters and pay tuition accordingly.

Student Progress Milestone Cheat Sheet

Year One

- ☐ **Hold planning meeting** with DGS and adviser by end of second week of fall quarter
- ☐ **Complete 9 graded courses** (including 481-1 and possibly 481-2, 482)
- ☐ **Submit to GPA** paper from a first-year course at NU **and 250- to 300-word explanation** of the paper's context 1 week prior to first year review
- ☐ **Attend first year review** late spring quarter

*Department will arrange meeting location and time, then file review

Year Two

- ☐ **Complete 7 graded courses** (3 for the non-TAing quarter, and 2 courses during the 2 TAing quarters)
- ☐ **Complete 481-2, 482** if needed
- ☐ **Register for 2 quarters 490** (with professor for whom student TAs)
- ☐ **Register for two quarters of 570** (second year paper course): 570-1, 2, 3
- ☐ **Apply for Master's Degree** (optional; after completing second year paper, 11 other graded courses, and 5 quarters of residency, with no X or Y grades)

*File 2 forms through TGS, the Application for Degree form and Master's Degree Completion Form

*Department will approve forms through TGS after student submits

Year Three

- ☐ **Register for 2 quarters 490** (with professor for whom student TAs)
- ☐ **Register for TGS 500 exam prep or Rel 499 independent study** while preparing for exams
- ☐ **Complete Theory & Method Exam**, 4 hr. written, reading week of fall quarter
- ☐ **Complete Field Exam 1**, oral, reading week of winter quarter (Order of written and oral field exams may be reversed, but student must take one of each)
- ☐ **Complete Field Exam 2**, written, reading week of spring quarter (Order of written and oral field exams may be reversed, but student must take one of each)
- ☐ **Complete all language requirements** by the end of the 12th quarter. *Exceptions: Toronto doctoral level Latin exam taken post-candidacy; fourth languages taken post-candidacy if needed

*Obtain signatures on letterhead forms from committee or adviser after each exam. File form with GPA

*Department will submit TGS forms for candidacy 1 week prior to the end of summer quarter of the student's 3rd year

*Department reserves UofC language exams

Year Four

- ☐ **Decide on Fellowship use** (1 quarter TA, 2 quarters off for 4th and 5th years; or one 2 quarters TA, 1 off for 4th year and 5th year all off for research; or vice versa)
- ☐ **Dissertation prospectus defense**, 2 hr. discussion with committee, by early Sept. fall quarter (complete TGS Prospectus form online)
- ☐ **Apply to outside fellowships.** Contact Office of Fellowships for guidance (deadlines variable, usually early fall quarter).

*Obtain signatures on letterhead forms from committee or adviser after passing the prospectus defense. File form with GPA and TGS form online

*Department approves prospectus form through TGS

Year Five

- ☐ **Use remaining Fellowship** (either UF or GA, depending on how you used fellowship in year 4)
- ☐ **Continue dissertation writing and research**

~ See handbook for additional details~