Graduate Advising FAQ

- What are the degree requirements?
  - 30 units
    - minimum 24 in RST
    - minimum 6 units of 600 level courses (NOT 697 or 698)
    - 501 is required of all (only offered in Fall semesters)
    - 6 units can be 300+ level (not GE) if congruent with exams or thesis topic
    - must successfully complete RST 697 (exams) or 698 (thesis) which can be taken for up to 6 units (3 units in fall, 3 in spring)

- How do I advance to candidacy?
  - must have maintained a 3.0 (B) average in all courses
  - usually after the first year of coursework and/or the semester prior to graduation
  - student must have completed WPE
    - (students with B.A.'s from other universities may have to take the exam)
  - student must contact graduate advisor (or Dean's Office) for Advancement to Candidacy form
  - after completing ATC form, return it to graduate advisor for forwarding to Dean's Office
  - Do not allow students to register in RST 697 or RST 698 UNTIL they have advanced to candidacy

- What about the language requirement?
  - unless taking the M.A. as a terminal degree, all students are required to complete:
    - 2 years of a modern research language (French, German, Spanish, Japanese, Chinese)
    - 1 year of an ancient language (Hebrew, Greek, Aramaic, Latin, Sanskrit)
    - language units taken in Religious Studies (e.g. Hebrew, Aramaic) count towards the M.A.; all other language units do not count towards the degree
  - if M.A. is terminal degree, the language requirement may be waived
    - student must write a letter requesting the waiver
    - student must be advised that faculty will not be able to write letters of recommendation for any Religious Studies Ph.D. program if the language requirement has been waived.

- How do I take comprehensive exams?
  - must advance to candidacy
    - to advance the student must set up an exam committee in their area of concentration.
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- ☐ faculty must sign the Advancement to Candidacy form
- ☐ committee chair will advise candidate on appropriate bibliography, write exam questions and proctor exams on dates to be taken.
- ☐ student will register for RST 697
  - ☐ can be taken for no more than 6 units, 3 units at a time.
  - ☐ in consultation with committee chair, student will notify department administrator (Ben) of the dates exams will be taken to reserve conference room.
- ☐ Exams must be scheduled for 2 separate days during the last two weeks of the semester.
- ☐ Comprehensive exams will consist of two questions, each answered on separate days, a general field question and a specific research area question.
- ☐ For each exam the student will have 3 hours to answer the question.
- ☐ after exams have been graded, committee chair will notify the graduate advisor or department chair is student has passed. Notification of passing exams will be forwarded to graduate evaluators (Lorena Hughes; Bernard Roa)

- ☐ How do I do the Thesis option?
  - ☐ must advance to candidacy
  - ☐ to advance the student must set up an thesis committee in their area of concentration.
  - ☐ student must write a thesis proposal and submit it for approval to the thesis chair
  - ☐ thesis chair must sign on line approving the proposal on the Advancement to Candidacy form
  - ☐ all members of the committee must sign the Advancement to Candidacy form
  - ☐ student will register for RST 698
    - ☐ can be taken for no more than 6 units, 3 units at a time.
  - ☐ student will consult with the Thesis Office in the Library on matters of format and deadlines
  - ☐ after the thesis has been read and approved, and all members of the committee signed on the signature page, the committee chair will notify the graduate advisor or department chair of an approved thesis. Notification of thesis completion and approval will be forwarded to graduate evaluators (Lorena Hughes; Bernard Roa)

- ☐ What is GS 700?
  - ☐ Students that either do not take the comprehensive exams or complete their thesis after their second semester taking RST 697 or 698, must register in GS 700 the following semester.
  - ☐ As of Fall 2012 students can only enroll in GS 700 for up to 2 subsequent semesters.
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- ☐ there are different GS 700 forms for thesis and for comp exams
- ☐ Failure to register in GS 700 (or failure to petition for an Academic or Medical Leave of Absence during the course of a degree program) will result in being dropped by the university and will require an application for re-admission.
- ☐ What is an RST 595 course?
  - ☐ RST 595 is an undergraduate upper division course taken for graduate credit.
  - ☐ students wishing to take a course as a 595 MUST NOT register in the course under its undergraduate number.
  - ☐ Instead: Before enrolling in the course, the student must contact the professor of the course (instructor must be tenured or tenure-track), fill out an "Independent Study form" specifying whatever additional work (e.g., readings, papers) will be done by the student; after both professor & student have signed, the form will be taken to the department administrator who will provide the student with a code (a permit) to enroll in RST 595. If the student has mistakenly enrolled in the undergraduate course already, he/she must drop the course and re-enroll in RST 595.
- ☐ Can I take an Independent Study course (i.e. RST 599)?
  - ☐ RST 599, the Independent Study option, has been put on hiatus because of its undermining effect on offered seminars.
- ☐ Can I take courses outside the department?
  - ☐ A student may take up to 6 units outside the department
  - ☐ Courses outside the department cannot be taken as 595
  - ☐ Courses to be taken must relate to the student's exam area or thesis topic.