

Islamic Civilizations Studies (ICIVS)

Handbook

Revised 10.30.17

The ICIVS Handbook is intended as a supplement to the Laney Graduate School (LGS) catalog and Handbook. The information provided here specifies in more detail the policies and procedures printed in the LGS catalog and handbook accessible on the LGS website: <http://www.gs.emory.edu/academics/policies/index.html>. Students should read them carefully and take full responsibility for understanding them.

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I. Overview

A. Purpose and Programs

The Ph.D. program in Islamic Civilizations Studies prepares students to be scholars and teachers of Islamic Studies and related fields covering the Islamic world, such as History and Middle Eastern Studies. All students are expected to attain mastery of a specialized sub-field in the context of a general knowledge of Islamic civilizations. The program also includes interdisciplinary inquiry and encourages cross-disciplinary work. The ICIVS academic program is supplemented by rigorous teacher training and offers ample teaching opportunities.

B. Interdisciplinary Work

The ICIVS program expects all of its students to develop mastery in a particular sub-discipline or area of study but it also expects interdisciplinary competence. These two goals are connected: One cannot know one's own field without understanding its relation to other fields, and one cannot understand Islam in one part of the Islamic world without understanding its place in the wider context of Islamic civilizations in general.

"Interdisciplinarity" is a word that is commonly used to cover multiple meanings: It sometimes means "multidisciplinary" where a single person is able to work within more than one discipline at different times. It can mean the presence of more than one discipline in the study of a given subject matter, each of which provides a different and contrasting "take" on the subject. It can refer to more integration among disciplines, either within a given scholar's work or within a field of study. It can refer to active collaboration by scholars from different fields on a common issue or field. Within the field of Islamic Civilizations Studies it often refers to a combination of linguistic, textual, and historical approaches with research tools taken from the social sciences (such as anthropology, sociology, and political science) or the humanities (such as religious studies, history, philosophy, literature, or linguistics).

The ICIVS Ph.D. program engages in interdisciplinary work in these various senses in a several ways:

- 1) Many faculty use interdisciplinary approaches in their own teaching and research.
- 2) Faculty members from different programs in Laney Graduate School are included among the ICIVS faculty.
- 3) All students are required to take courses outside of their specialized program of study.
- 4) The ICIVS program maintains close relationships with other programs in the university going beyond those mentioned above, including Jewish Studies and the JD/PhD joint degree offered through the LGS Graduate Division of Religion and the School of Law.
- 5) The pattern of teaching in the TATTO program encourages students to gain teaching experience in a discipline or field of inquiry outside their

specialization.

- 6) The ICIVS program sponsors and cosponsors lectures and symposia, which cultivate interdisciplinary questions and engagement.

C. ICIVS Faculty

Faculty from the Department of Middle Eastern and South Asian Studies of Emory College make up a plurality of ICIVS graduate faculty members. However, more than half of the ICIVS LGS graduate faculty comes from other LGS graduate programs, such as Religion, History, Political Science, Art History, Spanish and Portuguese, and Anthropology, and from other schools, such as Law. Although dissertation directors must be ICIVS faculty members, faculty from outside the ICIVS faculty may also serve as readers and examiners, so long as they are members of the LGS Graduate Faculty.

D. ICIVS Governance

The ICIVS program is directed by a Faculty Executive Committee of five members headed by the Director of Graduate Studies (DGS). The ICIVS graduate faculty will elect the members of this committee to three-year terms. The DGS is recommended by the ICIVS faculty and appointed by the Dean of Laney Graduate School for a three-year term. Under the direction of the DGS, the Executive Committee reviews the curriculum of the program, provides advice on student affairs, and provides program advising for graduate students. The committee also proposes new members to be invited to the ICIVS graduate faculty based on their expertise in a relevant area of study and their research engagement with the Islamic world. Participation in the program follows Graduate School guidelines. The DGS represents the ICIVS program at meetings of various Laney Graduate School committees and councils.

II. Degree Requirements for the Ph.D. in Islamic Civilizations

A. Coursework

Students are required to complete a minimum of 54 credit hours of course work in a program of study determined in consultation with the student's advisor and the Director of Graduate Studies (DGS). These credit hours include 15 hours of Core courses and 18 hours of Electives. At least one 3-credit Elective course must be taken outside the ICIVS program in an external field related to the student's program of study and in consultation with the advisor. The remaining 12 credit hours include qualifying exam preparation and dissertation research. Core courses are designed to prepare students in the research methods, pedagogy, historiography, and methodology of Islamic Civilizations Studies as an academic field.

Required Core courses include:

- 1) ICIVS 505 Islamic Civilizations Studies Pedagogy Seminar (3 credits)
- 2) ICIVS 510 Orientation and Research Methods (3 credits)
- 3) ICIVS 710 Historiography and the Study of Islam (3 credits)

- 4) ICIVS 720 Islamic Civilizations Studies (3 credits)
- 5) ICIVS 735R Advanced Language Studies in Arabic, Persian, Urdu, or Judeo-Arabic (3 credits)

B. Programs of Study

Individual programs of study will vary significantly in content across the field of Islamic Civilizations Studies. Possible programs of study may include (but are not limited to): Islam in the Mediterranean or Indian Ocean Basins, Muslim and Jewish Iberia and North Africa, Classical/Modern Islamic Literatures, Judeo-Arabic Language, Linguistics, and Literatures, Mysticism and Society in the Islamic World, Islamic Political Philosophy, Muslim and Non-Muslim Minorities in Muslim Societies (with an emphasis on relationships with Christian, Jewish and Hindu populations), Muslim Minorities in Non-Muslim Societies, Islamic Hybridities, Gender and Society in the Islamic World, and Frontier Interactions Between States and Peoples in the Islamic World. Students in the program design their own programs of study in consultation with their advisor and the Director of Graduate Studies.

C. Language Study

Students entering the ICIVS program must have a minimum ACTFL (American Council for the Teaching of Foreign Languages) Intermediate proficiency in at least one Islamic language taught at Emory (currently Arabic, Judeo-Arabic, Persian, or Urdu). Students must achieve a level of ACTFL Advanced-Plus proficiency in their language by the conclusion of the sixth semester of study. Most students will take language courses during their first two years. Students may apply for funding for summer language study in the US or overseas, especially for a second Islamic language not covered here at Emory (e.g. Turkish).

Students who enter the ICIVS program with ACTFL Advanced-Plus proficiency (ARAB 401 equivalent) in an Islamic language may be exempted from taking language courses upon the approval of their program advisor and the ICIVS DGS. Every student must take at least one course of ICIVS 735R, Advanced Language Studies, (currently Arabic, Persian, or Judeo-Arabic) before the Qualifying Exam.

ICIVS students are also required to qualify at reading level in 2 additional research languages relevant to their course of study. These may include both European and non-European languages, to be determined by their advisor and approved by the ICIVS DGS. Students are required to pass a reading exam in these languages. The reading exam will be a translation exam of 2-3 pages in length taken from a journal article or monograph in the student's field of study. The exam for secondary research languages is intended to demonstrate reading comprehension for scholarly purposes. Passages for translation are selected with an eye to length and level of difficulty to yield relative parity across selections in French, German, or other relevant languages. The examination can be taken with the aid of a dictionary in a period of three hours. The examinations are administered by the Graduate Program Administrator and graded by the student's advisor or another

faculty member designated by the advisor who has expertise in the language being tested. Students are required to attain qualification in their Islamic language and both additional research languages before taking their Qualifying Exams.

D. English as a Second Language (ESL)

Students whose first language is other than English are required to take an English Language Proficiency Test (ELPT) prior to registration of degree classes or participation in TATTO. The LGS English Language Support Program (ELSP) conducts testing at specified dates and locations prior to the start of the semester. If a student's performance on these exams necessitates it, the ELSP provides courses in order to improve fluency, speaking skills, and writing skills. Refer to the LGS ELSP website (<http://www.gs.emory.edu/academics/elsp/index.html>) for information regarding assessment requirements, testing dates, and course information.

E. Teaching

- 1) TATTO. All students in ICIVS must participate in the Teaching Assistant Training and Teaching Opportunity (TATTO) program. The program consists of a two-day course (TATTO 600) offered by the Laney Graduate School, ICIVS 505 (ICIVS Pedagogy Seminar), one Teaching Assistantship (TATTO 605), and one Teaching Associateship (TATTO 610). TATTO credits plus credit for ICIVS 505 on the student transcript indicate fulfillment of this requirement.

Required TATTO Courses for the ICIVS program include:

- (a) TATT 600 Teaching Assistant Training (1 credit hour)
- (b) ICIVS 505 ICIVS Pedagogy Seminar (3 credit hours)
- (c) TATT 605 Teaching Assistantship (2 credit hours)
- (d) TATT 610 Teaching Associateship (2 credit hours)

Teaching Assistantships and Associateships. In the second year of study, (either fall or spring semester), each graduate student will serve as a Teaching Assistant. A faculty member providing continuing guidance and evaluation will oversee this initial, controlled teaching opportunity. Students must register for TATT 605 during the semester of their assistantship. Students send a proposal to the DGS listing courses for which she or he desires to serve as Teaching Assistant then the DGS will assign the student to a course after enrollment is complete, to balance student preference with course needs. Students will be notified of assignment at least one month in advance of the start of the semester in which they teach.

In the third year of study (either fall or spring semester), each graduate student will serve as a Teaching Associate. This position provides the student with a teaching opportunity with greater responsibilities, including but not limited to course design, lecturing, and discussion leadership. Typically, students are responsible for developing and teaching their course independently. In limited cases, students may develop and co-teach a course with a faculty member. Students send a proposal to the DGS detailing the course for which she or he

would like to do the Teaching Associateship, for approval by the DGS. Students will be approved as Teaching Associates at least three months in advance of the start of the course in which they will serve. Associateships in which the student helps design the syllabus require a proposal with advanced planning (submitted by Oct. 1 for the spring semester, or by March 1 for the fall semester). Students must register for TATT 610 during the semester of the teaching associate position, and they will be mentored and evaluated on their performance.

After completion of the first four phases of the Program, students may be nominated by the ICIVS faculty to compete for a Dean's Teaching Fellowship, offered by the Laney Graduate School to support the teaching of one course while the student is writing the dissertation. The Graduate School conducts the competition for this award (currently at around \$18,500) in the spring semester, for the following year. Students must have completed their Qualifying Examinations and be in *Candidacy* at the time of their nomination. Students typically apply in their fifth or sixth year.

2) Further Notes.

- (a) All phases of the Teaching Program involve evaluation by the supervising faculty and students, as well as self-evaluation.
- (b) These seven credit hours are in addition to the 36 hours of required course work.
- (c) While students cannot receive compensation for work done for academic credit, graduate students may receive compensation for courses taught that go beyond the minimum TATTO teaching requirements. Depending on Emory College funding, opportunities for teaching will be provided by the Department of Middle Eastern and South Asian Studies (MESAS) beyond the formal ICIVS and LGS requirements.
- (d) As noted above, all students whose first language is other than English must be assessed through LGS ELSP testing or receive an exemption from the ELSP before participating in TATTO. ELSP faculty will provide a recommendation for teaching based on support courses taken and a Post Speaking Assessment after ELSP coursework.

F. Jones Program in Ethics

All students in ICIVS must participate in the Laney Graduate School Jones Program in Ethics (JPE). The JPE program is required for all Laney Graduate School students and provides them with a foundational, cross-disciplinary introduction to ethics for their research, training and careers. The program consists of JPE 600, a 6-hour one-day course in scholarly integrity, at least 6 hours of program-based ethics content included in ICIVS 510 (research ethics) and ICIVS 505 (pedagogical ethics), and 4 sessions of JPE 610, which consists of workshops, training sessions, and lectures on academic ethics. JPE 600 and the program-based ethics content are requirements for candidacy. JPE 610 must be

completed before the semester in which the candidate applies for the degree. The Registrar notes participation in JPE 600 and JPE 610 on transcripts, which document fulfillment of the degree requirement. Neither JPE 600 nor JPE 610 count towards the total credit hours required for the PhD. In addition, credit for ICIVS 505 and ICIVS 510 on the student transcript indicate fulfillment of the ICIVS program-based ethics content component.

Required JPE courses for the ICIVS program include:

- 1) JPE 600
- 2) ICIVS 510 Orientation and Research Methods
- 3) ICIVS 505 Pedagogy Seminar
- 4) JPE 610

G. Qualifying Examinations

Upon completion of all required course work, students must sit for the Qualifying Examination. By the beginning of the fifth semester of study students must form an exam committee of 3-5 faculty members, of whom one may be from outside the ICIVS faculty. Qualifying Examinations are usually taken in the sixth semester of study. On rare occasions, because of the completion of language requirements or other matters, these exams may be postponed until the seventh semester of study. However, all Qualifying Examinations must be completed by the end of the seventh semester of study. During the sixth semester of study, students must register for 6 credit hours of ICIVS 790R: Ph.D. Exam Preparation. The Qualifying Examination consists of both written and oral exams. Failure of one or more of the written subject area exams requires a repeat of the failed written exam(s). Students may retake failed oral and written exams only one additional time.

The subject area exams are coordinated and administered by the student's advisor, or by a designated exam committee member and both written and oral exams should fall within no more than a 6-week period. The appropriate members of the exam committee will read the examinations promptly and report the results of the written examinations no more than 7 days after the last written examination in the series. If one or more of the written examinations are not passable or of marginal quality, the exam committee may choose whether to proceed with the oral exam as a way of clarifying the diagnosis; or to postpone the oral exam until satisfactory retaking of the written examination in question. In such a situation, the exam period may go beyond the 6-week limit, but cannot extend beyond the seventh semester of study. Whatever the outcome of the examinations, the student should discuss their diagnostic significance with the ICIVS DGS.

- 1) Written Qualifying Examinations. These must be in at least 3 subject areas related to the student's field of study. In special circumstances, a student may take a fourth exam in a fourth area if it is deemed necessary for the student's dissertation project. Under the leadership of the exam committee chair, the member or members responsible for each subject area will prepare the written exam questions for the student in that area. Students will have 48 hours to complete each written exam. The subject area exams will be taken over no more than a 4-week period, and they will be open-book format. Most exams will offer a choice of questions. The student is expected to construct

thoughtful responses and reconsider and revise each answer. Answers should include all necessary supporting materials, such as footnotes. The aggregate of student responses to questions on each written exam should be at least 20-25 pages in length. The committee member or members responsible for each subject area will determine whether the answers to each exam are sufficient for the student to move on to the oral phase of the qualifying examination.

- 2) Oral Qualifying Examinations. Upon the consent of the examination committee, the student's advisor will chair the oral exam, which will take place no more than 2 weeks after the last written exam and last for no more than 90 minutes. At the conclusion of the oral exam, the committee will vote on whether the student's responses to the written exams and the oral exam are adequate to pass the student on to the prospectus-writing stage. In case of a split in the committee's vote, an outside reader (an ICIVS faculty member not on the exam committee) will be selected by the student's advisor to read the written exams and provide another opinion. In case the majority vote of the committee is against passage, the committee may grant the student's advisor and the outside reader the ability to make the final decision on passage together.
- 3) Rules Governing Grading of Qualifying Examinations.
 - (a) Successful completion of the qualifying examinations requires an overall grade of B or better, no more than one grade of less than a B on the total number of exams, and no grade lower than B-.
 - (b) If the average level of achievement is below a B, the student may be discontinued or be encouraged to arrange for a terminal M.A. If the faculty believes that repetition of the exams would yield significantly better results, or if the average is B but some exams fall below a B or B-, the following rules apply:
 - (i) Any exam that is graded lower than a B- must be retaken. If more than one grade falls below a B-, the entire battery of examinations must be retaken.
 - (ii) Exams can be retaken only once, but no later than the seventh semester of study.
 - (c) If more than two exams in a student's major field fall below a grade of a B, the entire battery of qualifying examinations must be retaken.

H. Grant Proposals

By the sixth semester of study, ICIVS students are required to write grant proposals to support dissertation research. This research will begin after the successful completion of Qualifying Examinations. To prepare them for the grant-writing process, students will be

required to attend one of the humanities/social sciences grant-writing workshops sponsored by the Laney Graduate School each academic year. Students must attend one of these workshops before taking their Qualifying Examinations.

I. Dissertation and Committee Prospectus

After successful completion of Qualifying Examinations, but no later than fall semester of their fourth year of study, students must form a Dissertation Committee consisting of 3-5 members. (The Dissertation Committee must be formed by the seventh semester of study even if a student is taking her Qualifying Examinations in the seventh semester.) Three committee members must be Laney Graduate School faculty. Typically, the student's advisor is the chair of the committee. In the middle of the semester following completion of Qualifying Examinations (but no later than the eighth semester of study) students will submit a Dissertation Prospectus. This prospectus is a 20-30 page document with an appended bibliography that explains in detail the proposed thesis topic, the critical instrument chosen to approach the topic, existing scholarship on the topic, and a detailed outline for thesis development. The prospectus is prepared in consultation with the thesis advisor, but it is reviewed and commented on by all members of the committee. If the student is traveling to conduct thesis research, the thesis advisor must approve the prospectus before the student departs.

The prospectus should contain descriptions of the following elements (though not necessarily in this order):

- 1) The significance and plausibility of the topic, including, if possible, a statement of the thesis to be defended, or, if the student has not yet determined a thesis, a presentation of pertinent hypotheses and questions to be examined.
- 2) The present state of scholarship on the question (explaining why the topic is important and showing how the research would alter or supplement earlier studies).
- 3) A proposed outline of the dissertation, if the student can foresee the divisions of the topic--or even the order of the chapters--early in the process of investigation.
- 4) A discussion of the scholarly methods appropriate to the topic.
- 5) A selected bibliography of primary and secondary works, possibly including annotations that exhibit the student's critical judgment of the literature.

Students will take 3-9 hours of ICIVS 798R, Pre-Candidacy Research, while composing their dissertation prospectus. Often this will be taken in conjunction with ICIVS 790R, Qualifying Exam Preparation. Upon approval of their thesis advisor and the ICIVS DGS, students may also take 9 credits of ICIVS 798R in the semester following the completion of their Qualifying Examination.

In consultation with his or her advisor, the student will appoint a dissertation committee, and this committee must be approved by the DGS. The members of the committee are normally graduate faculty members of the Laney Graduate School; however, one outside reader who is not an LGS graduate faculty member may serve on the committee. This reader may be a faculty member external to Emory upon the approval of the LGS Dean.

A dissertation committee must consist of at least three members of the faculty: a director, and two additional readers. The director and the readers help the student during the writing of the dissertation. In addition, the student may wish to appoint one or more outside readers, who will read the finished dissertation before the defense. All readers are considered committee members and will be on the dissertation committee form. In addition, the following three rules apply:

- 1) The director must be a member of the graduate faculty of Laney Graduate School. If there are co-directors, one of the co-directors must be a member of the LGS graduate faculty.
- 2) The director and the readers offer guidance, but the student is fully responsible for the content and style of the dissertation.
- 3) The Laney Graduate School in the Administration Building provides a list of regulations for the format of Emory University dissertations. See Laney Graduate School website for required forms and regulations (<http://www.gs.emory.edu/academics/policies/candidacy.html>).

J. Dissertation Research

Students are encouraged to begin exploring research topics as soon as they enter the program. The faculty advisor will help guide the student in this search. The doctoral dissertation must meet the requirements of the ICIVS program and Laney Graduate School. In particular, the dissertation must demonstrate independent and creative thought in a chosen field of Islamic Civilizations Studies. In general terms, the dissertation must make an actual contribution to existing knowledge or be a fresh and significant critical interpretation of existing knowledge.

- 1) Once in candidacy, students must register for 9 credit hours of ICIVS 799R: Dissertation Research in each semester of their research (typically semesters 7-10 of their course of study).
- 2) Students taking 799R while writing dissertations will be evaluated by faculty and assigned either an S for satisfactory progress or a U for unsatisfactory progress.

K. Dissertation Defense

The Dissertation Defense is an academic exercise open to the general university public. The completed dissertation will be made available for public view one week before the defense. The Dissertation Committee chair will chair the defense and the acceptability of the defense will be determined by a vote of all members of the Dissertation Committee. This vote is closed to the public. In case the vote of the committee is not unanimous, a majority of the committee, including the thesis advisor, must agree that the thesis is acceptable for it to pass. Only the director, the readers, and the examiners may vote to accept the dissertation, reject it, or require revisions.

Procedure for filing the dissertation:

- 1) At least a month before the oral defense, the student submits a complete copy of the dissertation to each member of the committee.
- 2) When the members of the examining committee accept or reject the dissertation, they assign it a grade of "Fail," "Pass," or "With Distinction." Among acceptable dissertations they thereby distinguish between very good and truly excellent work on a range of indicators, including importance of topic, depth of research, mastery of issues and questions, originality of thought and argument, genuine contribution to a scholarly field, and quality of writing.
- 3) The oral defense of the dissertation will be treated as any other examination and assigned a passing grade of A, A-, B+ or B. A grade of C indicates that the student has not defended the dissertation successfully.
- 4) At the conclusion of a successful defense of the dissertation, the director has each member of the committee sign the "Report on Completion of Requirements for Doctoral Degree" forms, which are available in the ICIVS office. On the form, the director should indicate the grade determined by the committee. The report is signed by the ICIVS DGS, who sends it to the Laney Graduate School. This form must be received in the LGS before LGS can accept the dissertation.
- 5) During the semester in which the students expect to receive the degree, they must complete the Application for Degree. Dissertation titles are printed in commencement programs and the LGS needs to have an accurate title of each dissertation well before it is turned in to the Laney Graduate School.
- 6) The candidate submits on copy of the dissertation to the Laney Graduate School, together with an abstract of no more than 600 words. A second copy for the ICIVS office or dissertation director may also be included at no additional cost. Students wishing to register the copyright for their dissertation must pay an additional fee and complete appropriate forms.
- 7) For more information on degree completion and instructions regarding electronic submissions, please navigate to this page on the Laney Graduate School's website:

<http://www.gs.emory.edu/academics/policies/completion.html>

- 8) Students must enroll in ICIVS 799R and pay the fees for the semester in which they expect to receive the degree.

L. Master of Arts

Students admitted to the doctoral program may receive a Master's degree in two ways. Students admitted to the Ph.D. program may elect to receive an MA degree after being admitted to candidacy for the PhD. Students who leave the doctoral program before completing the requirements for admission to candidacy for the PhD may be awarded, under extraordinary circumstances, and with the approval of the DGS, a terminal Master's degree upon fulfilling the degree requirements of the Laney Graduate School. To qualify for a terminal Master's degree in ICIVS, students must have completed all required ICIVS courses and all other coursework preparatory to the Ph.D. Qualifying Examination with an overall GPA of 3.0 or higher. The student must also successfully complete either a terminal Master's examination or research paper to be decided in consultation with the DGS. The grade for the exam or paper should not be less than a B. (See Laney Graduate School Handbook for more information: <http://www.gs.emory.edu/academics/policies/index.html>)

III. General Regulations and Procedures

The regulations and procedures of the Islamic Civilizations Studies (ICIVS) program function within the framework of policies set by Laney Graduate School as stated in the catalog and Handbook.

Any of the regulations or procedures of the ICIVS program may be waived by the Faculty Executive Committee. Requests for waiving regulations must be made in writing and submitted to the Committee through DGS. The student should consult the advisor and DGS before making such an appeal.

Except when specified, the following regulations pertain to the ICIVS Ph.D. program

A. Registration

- 1) Registration Status. Students are registered in one of the three following categories:

- (a) *Special Standing* – Students who have been admitted to Laney Graduate School for course work, but not admitted to a degree program.
- (b) *Ph.D. studies* - Students admitted for studies toward the Ph.D. degree.
- (c) *Candidacy* - Students who have completed all requirements for the Ph.D.

except for writing and defending the prospectus and the dissertation are in Candidacy. Students admitted to LGS in fall 2017 or later must be in candidacy no later than September 15 of the student's fourth year. Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy. Students who started their program before the fall of 2017 must meet the candidacy deadline in effect when they first enrolled, and must be in candidacy no later than August 1 of their fifth year of study and are governed by the rules of the ICIVS handbook for their year of admission. Only students in candidacy may enroll in dissertation research courses (799R) (See Laney Graduate School Handbook for candidacy requirements).

- 2) Continuous Enrollment. Students should typically enroll in 9 credit hours of coursework (599R and 799R included) in fall, spring and summer semesters.
- 3) Doctoral Level Study. At least 18 hours must be taken in seminars or directed study at the doctoral level, 15 of which must be in seminars. The remaining hours may be taken in seminars, directed study, course work, language study, or dissertation research. At least one seminar or course must be taken outside the student's own Program or area of study. Directed Studies will not normally fulfill this requirement but may do so if needed seminars are not offered. Both the student's advisor and the DGS must approve exceptions to the normal rule.

(ICIVS requires, therefore, a minimum of five doctoral seminars for students in the Ph.D. program. Most students will probably wish to take more than the required five seminars.)

- 4) Grades. All course work, including Directed Study courses, must be passed with a grade of B- or better. A student who receives a C in a course must take the course again or an equivalent course and pass with a grade of B- or better.
- 5) Transfer Credit. Up to 9 credit hours may be counted toward the Ph.D. degree, provided it is done in an equivalent program from an accredited school and is not used toward another degree. The chairperson of the student's program, the ICIVS DGS, and the Dean of the Laney Graduate School must approve transfer credits at the time of admission. Refer to the LGS handbook for more information regarding the process:
(<http://gs.emory.edu/academics/policies/index.html>).

- (a) The same limitation and procedures apply to students enrolled in the ICIVS program who wish to take some of their courses at another university. The student is responsible for all expenses incurred. Under special circumstances, however, with approval of the Director of GDR and the Dean of the Laney Graduate School, fellowship holders who receive

stipends may use these funds to support such extra-mural study. This can apply, for example, to courses taken at Duke University or University of North Carolina Chapel Hill through the Carolina-Duke-Emory Consortium for the Study of Islam (CADESI).

- 6) Full Registration. Full registration consists of 9 credit hours per semester. Students may enroll in more than 9 credit hours, but the “extra hours” will not be applied to a subsequent semester with a lighter load.
- 7) Audit Courses. The charge for audit courses is the same as for credit courses. Courses audited may not be established for credit by examination, nor may they be transferred to credit status after the add/drop deadline.
- 8) Late Registration Fee. Because of the extra cost to the University, students who register after the stated time will be charged a late registration fee.
- 9) Course Withdrawal. Students are not allowed to withdraw from a course after the mid-point of the semester unless there are clear mitigating circumstances beyond their control. In such cases, students must request their program advisor and the ICIVS DGS to submit a letter to the Assistant Dean of Student Affairs supporting withdrawal.

B. Types of Academic Work Carrying Credit

Academic credit is earned by satisfactory participation in various settings.

Course is the most general designation. It does not indicate the format, though it is usually characterized by lecture-discussion. Because the style of each course varies with the instructor(s), students are encouraged to speak with the appropriate instructor about the precise character of the course, prior to registration.

Seminar usually designates a course in which the students share their research papers, oral presentations, etc. Normally, a faculty member chooses the topic and provides the basic structure of the seminar. Some seminars are offered by individual faculty members, while others are offered by two or more instructors.

A *Research Seminar* is one in which the research projects of the students and faculty give the fundamental shape of the course, rather than the faculty member.

There are two categories of *Individualized Research*: Directed Study 797R and Research 799R (Directed Study 597R and Research 599R are the equivalents for students not yet in candidacy)

Work taken as Directed Study 797R is graded at the end of the term in the same way that seminars or lecture courses are graded; the grade of IP (in progress) cannot be used for Directed Study 797R; it must be graded each semester with a letter grade. No Directed Study is permitted if there is a course in the same subject being offered.

Students must register for ICIVS 790R in connection with preparation for the Qualifying Examinations. When enrolled in 599R or 799R in any given semester, the student will receive an S for satisfactory at the end of that semester if they have made good progress on their research and a U for unsatisfactory when good progress has not been made. Students may not count Research registration toward the two-semester-sequence of full registration residence requirement, nor may students register for Research 799R before reaching candidacy.

In order for the ICIVS Office to maintain meaningful permanent records on Directed Study, a descriptive title should be given for each Directed Study registration listed on the Report of Completion of the Requirements for a Doctoral Degree and Application for Candidacy forms.

C. Grades

- 1) Grades are given in accord with the regulations in the catalogue of the Laney Graduate School. The minimum GPA requirement for the Laney Graduate School per semester is 2.70. The grades in Islamic Civilizations Studies, however, have roughly the following meanings:

- | | |
|-----|--|
| A | Excellent work, of the highest quality |
| A- | Excellent work, slightly below the highest quality |
| B+ | Good work, better than satisfactory, but lacking in specific qualities. |
| B | Satisfactory work, showing competence adequate for graduate credit but no more |
| B | Marginally satisfactory work but not fully up to graduate level. (Students who accumulate a series of B- grades would be well advised to have periodic discussion with faculty members in their program; such a record may be grounds for the recommendation of a terminal M.A.) |
| C | Work that does not meet the expectations of the faculty for graduate study (A student who receives a C in a course will be expected to complete an additional seminar or directed study--above the required 36 hours--at a level of B or above.) |
| S/U | Work in the TATTO Program, ICIVS 599R, and ICIVS 799R are graded on a satisfactory/unsatisfactory basis.
A grade of S would be equivalent to B- or above. |

- 2) Course work earning less than B- cannot be counted toward the residence requirement.
- 3) If a student receives an Incomplete (I) for course or seminar work, the grade automatically becomes F, IF, or IU (depending on the grading status) if the work is not completed within one academic year in which the student was enrolled for the course. The Registrar of the Graduate School will notify the ICIVS program and the ICIVS DGS will notify the student and instructor of the impending deadline. Should the instructor not be in residence during this

period, the student must arrange for the instructor to read and grade the work or for someone else (acceptable to the instructor) to read the paper and give the grade. This arrangement should be made when the Incomplete is requested.

- 4) Students who accumulate two Incompletes or more or receive an F, U, IU, or IF will be placed on probation. See Laney Graduate School Handbook for details about conditions of probation and procedures. Students on probation are not eligible for Professional Development Support funds until they meet the conditions of probation and reinstated to good standing.
- 5) For the grading of Qualifying Examinations, see section II F above.

D. Maximum time for Completion of Degree

- 1) Time for Completion of degree. Students are expected to complete their dissertations and apply for their degrees within six years. Credit hours earned are applicable toward the Ph.D. degree for a period of no more than eight years. In other words, from the date of initial enrollment in the program, a student has eight years to complete the degree.
- 2) Extensions. Only a student who has been admitted to candidacy and is in good standing is eligible to petition for an extension beyond the eight-year period. This is done by submitting a letter of request to the ICIVS DGS, which outlines the extenuating circumstances justifying the request and provides a schedule of work to be submitted. The schedule should show that the dissertation can be completed within the one year of the extension. This letter must be accompanied by a supporting letter from the student's advisor. All requests are submitted to and reviewed by the Dean of the Laney Graduate School.
- 3) Multiple Extensions. Should a second or third request be necessary, the same procedures will be followed. Requesting a second or third extension assumes that the dissertation is essentially completed and requires only "cosmetic" changes. For full details, see the LGS handbook section on extensions: gs.emory.edu/handbook/academic-affairs/phd/dissertation-completion.html

E. Student Progress and Evaluation

- 1) Mentoring. Students are mentored by the DGS upon entry into the program and are assigned faculty mentors according to their field or discipline of interest. Students may change advisors with the approval of the DGS.
- 2) Schedule. As a general rule, satisfactory progress toward the Ph.D. involves the following schedule:

1st year – Take the first two of the 5 required ICIVS core courses (see section II A above), and pass the first supplementary research language examination.

Note: Students must be enrolled full time (9 credit hours) unless given

permission from the LGS Dean. Students needing support in writing and/or speaking in English will also take required ELSP courses.

2nd year – Take the second two of the 5 required ICIVS core courses, pass the second supplementary research language exam, and prepare a Qualifying Exam reading list with the advisor and other examiners by the end of spring semester.

3rd year – Complete the fifth required ICIVS core course (ICIVIS 735R Advanced Language Studies) and prepare for the Qualifying Exam in the first semester; Establish candidacy no later than September 15 of fourth year (which involves passing the Qualifying Exam and submitting to LGS an application to enter candidacy) in the second semester. Students enter candidacy first, and thereafter write and defend the Prospectus. The Prospectus must be evaluated and approved before students are authorized to begin the dissertation.

To be eligible for candidacy, a student must meet the following requirements:

1. Complete all program requirements for candidacy: coursework and other training required by the degree program, including program required JPE training
2. Complete Qualifying Examinations required by the degree program
3. Complete TATTO 600, TATTO 605, and JPE 600 (also see item 1)
4. Resolve any Incomplete (I) or In Progress (IP) grades
5. Be in good standing with a minimum cumulative 2.70 GPA
6. Have earned at least 54 credit hours at the 500 level or above

4th-5th years – Compose and defend the prospectus, if this was not completed in the 3rd year; then conduct research and complete the dissertation. Students must establish candidacy by September 15 of their 4th year. However, we encourage students to establish candidacy by the end of their third year, if possible, and devote full time to the dissertation during the fourth and fifth years. In addition, Students who have met all program requirements for an approved dissertation prospectus should file a dissertation committee form to obtain LGS approval for their committees. Student must obtain approval no later than March 15 of their fourth year. Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student files a dissertation committee form.

This policy is effective starting fall semester 2017, and applies to all students immediately, with two exceptions: students who started their programs before the fall of 2017 must meet the dissertation committee deadline in effect when they first enrolled, and must have an approved dissertation committee no later than August 1 before their fifth year of study; and students who started their programs before the fall of 2017 will not be placed on probation if they fail to meet the dissertation Prospectus defense deadline. For full details, see the

LGS Handbook on constituting the dissertation committee:
<http://gs.emory.edu/handbook/academic-affairs/phd/dissertation-committee.html>

- 3) Annual Student Progress. The *ICIVS Executive Committee* will hold a year-end evaluation at the end of the spring semester in which each student's progress is assessed. Each student will meet with the ICIVS Executive Committee at the end of the spring semester to recap the past year's work and plan ahead to meet program requirements. Notes from this evaluation, as well as the Committee's expectations, will be recorded in a letter from the DGS (or from the DGS, advisor, and committee) to the student. The student must then acknowledge receipt of this letter in an e-mail to the DGS.
- (a) As a basis for the annual evaluation, all students will prepare a one-page self-evaluation, highlighting achievements and problems in the preceding year and providing an agenda for the following year.
 - (b) The second-year evaluation may be combined with the student's examination proposal.
 - (c) Students writing dissertations (in candidacy) will be evaluated by their committees. The Chair of each dissertation committee will meet with the student at least once annually, reporting progress to the ICIVS DGS and to the ICIVS faculty at annual evaluation meeting. If the student is not in residence at Emory, he or she is required to return to campus for this review, although in cases of good progress or exceptional circumstances (e.g., out of the country), the consultation may take place by telephone, Skype, or e-mail correspondence. The results of these evaluations will be reported to the dissertation committee and the ICIVS DGS.
 - (d) The ICIVS program maintains a Student Tracker File for each student that is reviewed in the spring mentoring session. This file includes a Tracking Sheet, which records progress in required Core Curriculum courses, required JPE and TATTO courses, Elective courses, and Languages. Each file also contains a yearly Student Report (completed at the end of the spring semester by the student), Transcript, and Special Notices, such as probation letters, etc.
 - (e) It is the responsibility of the student's advisor or dissertation committee chair to report problems or insufficient academic progress to the ICIVS DGS. At the same time, the ICIVS program will make every effort to keep all concerned apprised of problems such as deficiencies in language exams, probationary status, and the like.
- 4) Leave of Absence. Students in good standing may be granted leaves of absence to a cumulative maximum of two years, upon recommendation of the student's advisor and approval of the ICIVS DGS. The DGS recommends a leave of absence on behalf of the student to the Laney Graduate School and the Dean determines approval. Leaves of absence are available to students

only within eight years of admission to the program. Criteria for leaves of absence are stated in the Laney Graduate School Handbook. For the purpose of determining eligibility for a leave of absence, a student must be in good standing and have resolved all incomplete work. Time spent in leave of absence does not count toward the eight-year limit for good standing in the program.

- 5) Readmission. Students who do not take course work for consecutive semesters must apply for readmission at least 30 days before the semester in which they wish to re-register. Students who have exceeded the eight-year limit on time to degree cannot be readmitted without an official extension.

IV. Grievance Policy

Students who have a grievance related to some aspect of their program in the ICIVS Program should report it to the ICIVS DGS. The student should describe the grievance and relevant details in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the ICIVS DGS will appoint a committee of three ICIVS faculty members (or faculty members outside of the ICIVS program if the situation warrants) or use an existing standing committee, who will review the grievance and propose an appropriate response. If it is impossible to resolve the grievance within this committee or within the framework of the ICIVS administrative structure, the ICIVS DGS will forward the grievance to the Senior Associate Dean in the Laney Graduate School. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the Laney Graduate School Handbook. If the issue is with the Director, the student should go directly to the Senior Associate Dean of the Laney Graduate School.

V. Financial Aid and Outside Employment

Students receiving stipends from the Graduate School are expected to maintain full-time status. This does not preclude all outside employment, but naturally would rule out a full-time job. Students who work beyond 10 hours/week, and are receiving stipend support, must have approval of the Dean of the Graduate School (See LGS Handbook). If the stipend is renewable for a second, third, fourth, and fifth year, the renewal is contingent upon satisfactory progress toward the degree, as defined above.

VI. Job Placement

As stated at the beginning of this Handbook, the ICIVS Ph.D. program prepares students to be scholars and teachers of Islamic Studies and related fields covering the Islamic world, such as History and Middle Eastern Studies. Depending on their topic and disciplinary specialty, students may also be qualified to compete for tenure-track jobs in Women and Gender Studies, Languages and Literatures, Philosophy, Ethnomusicology, or other fields that cover the Islamic Middle East, North Africa, or South Asia.

ICIVS faculty members do not see their responsibilities to their students as complete until they are hired in permanent jobs to their liking. Because of this, career advising takes place at all levels of the program, starting in the first year. ICIVS students are encouraged to revise and submit high quality class papers for publication or for presentation at regional, national, and international conferences. To enable this, Laney Graduate School, Emory College, and the MESAS department maintain current memberships in organizations such as the Middle East Studies Association (MESA), American Academy of Religion (AAR), American Association of Indian Studies (AAIS), and the Southeast Regional Middle East and Islamic Studies Seminar (SERMEISS). The Middle East and South Asia bibliographers at Woodruff Library continue to build Emory's already considerable collections in fields related to ICIVS and encourage students to give them feedback on new collection needs.

The program faculty and staff are committed to do everything possible to help ICIVS students compile an impressive academic dossier and compete successfully in the job market. We understand that in today's competitive environment, a student must often perform at the level of an assistant professor to get a job as an assistant professor. Emory ICIVS and Islamic Studies graduates are very competitive with those of peer universities and hold tenure-track or tenured teaching positions at some of the top state and private universities in the U.S.

When planning to enter the job market, students may wish to use the job application service, Interfolio, to create an online portfolio of their work. It also allows faculty to submit letters of recommendation for their students. The Laney Graduate School has a subscription for this service for letters of recommendation. When students are ready to start an LGS subsidized account, go to: https://account.interfolio.com/dossier/signup?selected_institution=5537&specialoffercode=emory13; or (b) use this special code to use when prompted: **emory13**. (Either one will work.)