

**2021-2022 MANUAL
FOR GRADUATE
PROGRAM IN RELIGION STUDENTS**

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PRE-ARRIVAL CHECKLIST, IN ORDER OF IMPORTANCE:

1. Please fill out payroll forms with Carol Rush by **Monday, August 9** and keep in mind that Duke Graduate School Graduate Student Orientation events will be updated at this site: <https://gradschool.duke.edu/student-life/calendar-events/orientation-week/2020-orientation-schedule>
2. Get the necessary immunizations before you arrive at Duke, as it can be expensive to get your shots once you arrive. More information regarding immunizations can be found at:

<https://studentaffairs.duke.edu/studenthealth/immunization-compliance>
3. If you haven't already done so, get an official copy of your final transcript from your university, one that shows you completed your education and were awarded a degree. You will need to turn in this document to the Graduate School by the time you arrive at Duke. Your diploma cannot be used in place of this required official transcript.
4. Your first (non-comp) paycheck will arrive on **August 31, 2021** and will pay out on the last business day of every month. Your first compensatory check will arrive September 24, and will pay out by the 25th of each month. First-year students are paid over 10 months rather than the usual 9, so as to alleviate financial strains of moving to a new location.
5. Look for housing. On the following page is a list of links that can help you find on and off-campus housing, plus information on applying for housing and rental rates.
6. The Graduate School provides a helpful checklist. See <http://gradschool.duke.edu/admissions/admitted-students>.
7. Join us on social media!

<https://www.facebook.com/dukereligion/>

<https://twitter.com/dukereligion>

MOVING TO DURHAM

On Campus Housing for Graduate Students

301 Swift Avenue – priority given to graduate or professional students on student visa status who are attending school outside of their home country for the first time.

<https://studentaffairs.duke.edu/hdrl/graduate-professional-students/graduate-living-campus>

Off-Campus Housing for Graduate Students

<https://offcampushousing.duke.edu/>

<http://dukelist.duke.edu/>

www.forrent.com/search-apartments-near-colleges/NC/Duke-University.php

<https://www.nearduke.com/housing>

Utilities

Electricity

Piedmont Electric -1-800-222-3107, <https://pemc.coop/>

Duke Energy – 1-800-777-9898, www.duke-energy.com/residential.asp

Natural Gas

PSNC Energy – 1-877-776-2427, www.psnenergy.com

Carolane Propane & Gas -919-477-2950, www.carolanepropane.com

Water

Durham City Water and Sewer – 919-560-1200

<https://durhamnc.gov/1439/Durham-One-Call>

WHEN YOU ARRIVE IN DURHAM

1. If you have not already done so, please submit an official copy of your final transcript, which shows you have completed your most recent degree and graduated, to the Graduate School at 2127 Campus Drive, Box 90065, Durham NC, 27708. Do this before the start of classes on **Monday, August 23, 2021**. Your diploma cannot be substituted for your official, final transcript. If your final transcript is in a language other than English, please provide an official translation.
2. Turn in your official immunization records to the Student Health Center. In addition to submitting the immunization forms online you must also either mail or fax the documents to Student Health.

Fax: (919) 681-7386

Mail: Duke University Student Health Center, DUMC Box 2899, Durham, NC 27710

Email: DSHS_Immunizations@mc.duke.edu

Please do this before the start of classes on **Monday, August 23, 2021**. For more information please go to:

<http://studentaffairs.duke.edu/studenthealth/immunization-compliance>

3. Please contact the Assistant to Director of Graduate Studies (DGSA), Carol Rush (carol.rush@duke.edu) to be officially hired on payroll. This should be completed by **Monday, August 9**.

PAYROLL FOR GRADUATE PROGRAM IN RELIGION STUDENTS

1. Domestic students should bring the following items to the GPR office to sign up for payroll:
 - a. Please bring either your passport **OR** any 2 of the following items: driver's license, social security card, birth certificate (originals, not photocopies).
2. Tax forms for non-compensatory payroll will be provided by Carol Rush
 - a. W-4 Federal Income Tax
 - b. NC-4 North Carolina State Income Tax
 - c. Electronic I-9 form.
Fill out one with documents requested in 1a.
 - d. **There will be no taxes taken out of your stipend check unless you fill out these forms, which could result in a lot of tax being owed when you file.***
3. Since there are 2 payrolls, your compensatory payroll tax forms will also need to be done. These should be accessed electronically through work.duke.edu.
4. Human Resources forms (**all students**)
 - a. Background check
 - b. Confidentiality agreement
5. Direct Deposit
 - a. Students with an already established checking account should present a pre-printed and voided check to Carol to receive assistance setting up your payroll direct deposit. Starter checks that do not have your name and address printed on them are not accepted by payroll.
 - b. Students without pre-printed checks will receive a Direct Deposit form to take to their bank to fill out and authorize direct deposit. Return the direct deposit form to Carol before the start of classes on **Monday, August 23, 2021.**

All forms should be completed and returned to the GPR office prior to the start of classes.

TAXING FELLOWSHIPS

No tax will be taken out of your fellowship unless you complete and turn in the W-4 form.

Please note that the job you perform for the program (RA, TA, preceptor, instructor) will be paid on compensatory payroll. There is a separate payroll for these, and so a separate W-4 is needed. Withholding for compensatory payroll can be adjusted at work.duke.edu under "my info," then "pay resources." Students are exempt from FICA and this happens automatically if a student registers for classes on time. If they do not register for classes on time, they must pay FICA and it is non-refundable.

There is a take-home pay calculator on the Duke HR Benefits webpage (<https://forms.hr.duke.edu/takehomepay/>), which is good to complete prior to turning in your W-4. Non-comp should not be considered compensation because it is a fellowship. When it asks if it's FICA taxable, the answer should be no. A rule of thumb is "the higher the withholding, the less tax comes out."

NOTES REGARDING SUPPORT

1. Full support is for 5 years (stipend, tuition, fees, health insurance)
2. Duke will pay for your 6th year of health insurance if you are still here at that point.
3. Taking a leave of absence in any year 1-5 forfeits support for that year, as well as the insurance coverage provided on your behalf
4. You are expected to apply for institutional and external scholarships and fellowships available to students in your field
5. You are expected to notify us of any scholarship or fellowship received
6. If the amount of your external fellowship is less than the amount guaranteed to you for the year, the program will “top up” the award.
7. Tuition and fees are paid for you through year 5. You are eligible to apply for 6th year tuition assistance if you are in good standing with the program and have applied for a scholarship or fellowship that would have covered tuition for year 6.
8. Please be mindful of workload vs. progress towards the degree when accepting extra work assignments. Work hours must not exceed 19.9 hours per week, since anything more than that jeopardizes your status as a full-time student. Advise DGSA and DGS of extra assignments before finalizing them.

NOTES REGARDING PROGRESS

1. Incompletes in courses affect your status in the program, and all incompletes must be resolved within one year or they become a permanent part of your record
2. Preliminary exams must be taken by the end of year 3, and dissertation defense must be done by the end of year 7.

FINDING SUMMER EMPLOYMENT

Some students like to seek employment on campus in the summer prior to matriculating in the fall (this only pertains to domestic students). Neither the Religious Studies department nor the Divinity School have positions for students who have not yet matriculated, but there are some departments in the university who do have positions. The Ford Library in Fuqua School of Business is one that frequently has openings.

A handy resource for finding employment is <http://dukelist.duke.edu/>. You will need a Net ID and password to log on to this site, which should be provided to you shortly after you officially accept the offer of admission.

WORK EXPECTATIONS

The GPR expects the following in terms of work assignments:

Year 1 – research assistant for a faculty member for both semesters of the academic year
Year 2 – 4 – teaching assistant in Religious Studies or preceptor in Divinity School, 1 assignment each semester

After passing preliminary exams, students may be able to teach their own undergraduate course in Religious Studies based on availability of teaching slots. Prerequisites – Theory of Religion course, passing of preliminary exams.

Year 5 – optional teaching, teaching assistantship

Both the DGS and the DGSA must be contacted if any exceptions to this pattern are being requested (such as working more than one class or getting a waiver due to research needs).

Teaching assignments are considered part of your educational experience, and teaching pay is calculated as part of your overall financial package. **More teaching does not necessarily mean pay over and above your base financial package.**

ANNUAL REVIEW PROCESS

Each year, you will be required to participate in an evaluation process. Currently, this process consists of a Qualtrics survey and an evaluation form which must be signed by you, your faculty advisor, and one other faculty member and turned in to the GPR office. You must complete this process to remain in good standing with the program.

DUKE HEALTH FEE AND HEALTH INSURANCE

Ph.D. students in the GPR have their health fee paid for by the University the first five years and health insurance paid for up to six years in the doctoral program.

The **health fee** covers most of the services at the Student Health Center (SHC), located at 305 Towerview, if medically indicated and rendered by a Student Health Provider:

- Medical Care for acute and chronic illness and minor injuries
- Gynecological Examination
- In-house lab tests
- Allergy shot administration
- Pregnancy Testing
- After hours nurse consultation through UNC Healthlink

The health fee also covers a variety of other services at SHC and other locations:

- Nutrition Counseling - SHC, SHC East, and Wilson Recreation Center
- Health Promotion Programs - in your dorms and other campus locations
- Physical Therapy Consultation - SHC
- Sports Medicine Consultation - SHC
- Mental Health Counseling - Counseling and Psychological Services (CAPS)
- Sexual Assault Support Services - Women's Center

Health insurance is essential to protect against the high cost of medications, unexpected illnesses, and injuries which would require hospitalization, surgery, or the services of specialists outside the Duke Student Health Center. Therefore, all students are required to have medical insurance that is comparable to the Duke-sponsored medical insurance plan (UnitedHealthcare / StudentResources).

At the beginning of the fall semester Duke students must provide proof of coverage by an adequate medical insurance policy or purchase the Duke-sponsored medical insurance plan. If you have a medical insurance plan based in the United States, it is important to review your policy to assure proper coverage.

Always have your insurance card and prescription drug card with you when seeking health care to facilitate the filing of insurance claims. If you decide to wavier Duke insurance (SMIP), you are eligible to apply for a \$600 incentive.

REPORTING HARASSMENT, DISCRIMINATION, ETC.

The DGSA and DGS are always willing to hear these sorts of concerns, but if you wish to have a more neutral way of reporting these types of concerns, see <https://projects.gradschool.duke.edu/reporting/>.

CHILD CARE SUBSIDY PROGRAM

The Graduate School offers subsidies to PhD students who have children that require childcare. If interested, please contact Sondra Ponzi in the Office of Graduate Student Affairs, Duke University Graduate School, grad-gsa@duke.edu; 919-681-1551.

2021 GRADUATE SCHOOL ORIENTATION EVENTS

Graduate School Orientation (Check the schedule at this link – <https://gradschool.duke.edu/student-life/calendar-events/orientation-week>)

The Duke graduate community warmly welcomes you to Durham. To help you make the transition to graduate student life at Duke, the Graduate School hosts an Orientation week. Orientation features a series of activities designed to introduce you to the Graduate School, Duke University, and your fellow graduate students.

DEPARTMENTAL ORIENTATION EVENTS

In addition to the schedule for the Graduate School found online at the link above, the department may host some events for new PhD students. Watch your emails for more details.

COURSE REGISTRATION

We request that you consult with faculty advisors prior to registration. You can familiarize yourself with course offerings and be ready to discuss your preferences with the matriculation committee assigned you. The committee meeting will be scheduled for you during orientation week. The main sources for your classes will be Duke Religious Studies, Duke Divinity School, and UNC-Chapel Hill Religious Studies. Links to these courses can be found here: <http://graduateprograminreligion.duke.edu/courses>.

LOCKERS

There are a limited number of lockers available for PhD students upon request. Please see Carol Rush in 209A Gray to get a key for a locker.

MAIL

Our department's campus address is as follows:
Duke Graduate Program in Religion
Box 90964
Durham, NC 27708

The box number (90964) should be used on all incoming mail, since that is what the Duke postal service uses to get it to us. Our physical address is 407 Chapel Drive, 118 Gray Building, Durham, NC 27708. This may be required by delivery services for packages. If you need a campus phone number, you can use Carol's (919-660-3512).

A mail folder is provided for each of our students just outside of the H. Shelton Smith Room (graduate student lounge), 200 Gray Building.

Religious Studies faculty mail boxes are found in 118 Gray, and Divinity faculty mail boxes are found in 09 Gray Building.

COFFEE & TEA

There is espresso and tea service available for \$1.00/cup in 118 Gray Building. There are some selections on the counter, and more in the cabinets above the coffee pot. There is also a pot for hot water in 200 Gray, in case you want to bring your own tea or hot chocolate.

COMMUNAL SPACES (Note – access may vary according to COVID restrictions)

200 Gray, the H. Shelton Smith room (often called the “grad lounge”) is available for studying, relaxing, eating, etc.

Some carrels are available in the Divinity library (<http://library.divinity.duke.edu/sites/default/files/Carrel%20application%20form%202013.pdf>) and in Perkins and Bostock libraries (<https://library.duke.edu/using/policies/carrels>). There is a doctoral lounge and study carrels in the basement of the Divinity library.

209 Gray is available for individual study or small group meetings. Check availability with Carol Rush.

The York Room (229 Gray) is a quiet room for study (typically used by Divinity students).

210 Gray is a seminar room available for reservations (check with Carol Rush).

DUKE RESOURCES

Duke Wellness Center: <https://studentaffairs.duke.edu/duwell/wellness-activities>

Graduate School Professional Development: <https://gradschool.duke.edu/professional-development>

Duke Options (targeted professional development): <https://options.duke.edu/>

Duke Versatile Humanists: <https://versatilehumanists.duke.edu/>

INDEPENDENT STUDIES & PERMISSION ONLY COURSES

To set up an independent study, get consent from a faculty member, forward that information to Carol Rush, along with a proposed title (keep it to 30 characters including spaces) and (if known) the time and date for meetings. An online form in Adobe Sign is being developed to facilitate this process.

When signing up for a permission only course, you'll need to get a "permission number" from Carol Rush.

CONFERENCE TRAVEL REIMBURSEMENT PROCESS (Note – this may vary due to COVID restrictions)

1. Only one trip is allowable per year (June 1 - May 30)
2. You only qualify for funding if you are actively participating in the conference (i.e. presenting a paper)
3. Submit request at least 5 weeks prior to the start date of the conference (form must be approved by 1 month prior)
4. If you have already passed preliminary exams, you will use the "Conference Travel Application"
5. If you haven't taken preliminary exams, you can apply for a "Kearns mini-grant travel application"
6. Pertinent forms can be found here under travel:
<http://graduateprograminreligion.duke.edu/academics/current-students/forms>
7. Applications should be accompanied with a letter of intent and abstract
8. Save all receipts pertaining to the trip

Post-event – For reimbursement

1. Complete a travel reimbursement form in Excel (see link in # 6 above), send it along with your PDF of all receipts
2. Scan all travel receipts in one pdf
3. Send the PDF and Excel travel form to Carol Rush within one month following your travel
4. Look for an email from WF-ADMIN asking you to approve the travel
5. Once you receive the email, click the link, scroll down to see the total, and click approve
6. If you don't get an email in a couple of weeks or the total doesn't look right, email Carol
7. Reimbursement will be by direct deposit

APPENDIX I

GRADUATE PROGRAM IN RELIGION (GPR)

Duke's "School of Religion" first admitted graduate students in the fall of 1926. The School of Religion awarded the first PhD degree in 1939, the same year in which the Graduate and Undergraduate Departments of Religion were formally created. In 1941, the Duke Divinity School was separately established as a Methodist seminary. The Undergraduate Department merged with the Graduate Department of Religion in 1960 to form the "Department of Religion." This unit was renamed "Religious Studies" in 2014. Since 1960, the Department and the Divinity School have collaborated on the PhD under the name of the Graduate Program in Religion, as it came to be called in 2004.

The program is now officially part of Duke University's Graduate School (TGS) and jointly administered by the Department of Religious Studies and the Divinity School. Regular-rank faculty members from both the department and the divinity school are eligible for election to the graduate faculty. Tenure-track and term faculty members are eligible for "associate" membership. They may serve on exam and dissertation committees, but they may not direct dissertations. "Full" GPR members must be tenured faculty from either the department or the divinity school. Only they may chair exam and dissertation committees.

Because of the collaborative nature of the program, GPR students have an opportunity to experience a wide range of methodological perspectives and pedagogical practices within a core array of religious and theological subfields. Students enjoy wide latitude in serving either as teaching assistants in the department or preceptors in the divinity school, participating in undergraduate- and/or graduate-level teaching, and encountering both "participant" and "observer" approaches to the study of religion.

PROGRAM ADMINISTRATION

Dr. David Morgan, Director of Graduate Studies (DGS)

The DGS is the official program administrator of the GPR, overseeing the rules and regulations of the GS. The DGS is nominated by the chair of the religious studies department and the dean of the divinity school, appointed by the GS dean, and serves a three-year term. The DGS works closely with the GPR Executive Committee (EC), the conveners of the GPR's ten academic tracks, and elected student representatives in order to maintain the success of the program and to advocate for the needs of its faculty and students. The practice of the GPR has been to alternate between the department and the divinity school faculty when filling this role.

Dr. C. Kavin Rowe, Associate Director of Graduate Studies (ADGS)

The ADGS assists the DGS in running the program. The ADGS also serves a three-year term and normally succeeds the current DGS. The DGS and ADGS are split between the department and the divinity school in order to ensure parity within the leadership of the program.

Mrs. Carol G. Rush, MSHR, Assistant to the Director of Graduate Studies (DGSA)

The DGSA provides assistance to the DGS with regard to the implementation of program policies and objectives. The DGSA also gives assistance to graduate students in the program with regard to registration, payroll, financial aid, visa services, health insurance, program requirements, exam scheduling, room reservations, counseling, exam proctoring and other practical matters.

Dr. Mark Goodacre, Chair, Department of Religious Studies

The chair oversees the faculty and the curriculum of the department, which is housed institutionally within Duke's Trinity College of Arts and Sciences (A&S) and mainly tasked with the teaching of religion at the undergraduate level. The department also offers an M.A. program in religion.

Dr. Edgardo Colon-Emeric, Dean, Duke Divinity School

The dean oversees the faculty and the curriculum of the divinity school. The divinity school is one of Duke's professional schools and offers graduate-level instruction in religion and theology, primarily leading to master's degrees. The divinity school also offers its own research doctorate (Th.D.) and a professional doctoral degree (D.Min.).

The Executive Committee (EC)

The EC is comprised of the DGS, the ADGS, the department chair, the divinity dean, three elected faculty representatives (two full GPR members and one associate member), and an elected student representative.

Track Conveners

The current track conveners are: Edgardo Colon-Emeric (Christian Theology), Mark Goodacre (New Testament), Stephen B. Chapman (Hebrew Bible/Old Testament), Mona Hassan (Islamic Studies), Richard Jaffe (Asian Religions), Laura Lieber (History of Judaism), David Morgan (American Religion; co-convener, Religion and Modernity), Leela Prasad (co-convener, Religion and Modernity), Xi Lian (World Christianity) and Warren Smith (Early Christianity).

The Committee on Dissertation Committees (CDC)

The CDC reviews dissertation proposals after they have been approved by a student's committee and before they are formally submitted to the GS. The CDC reviews proposals primarily to ensure that they have the correct format and that a student's chosen committee accords with the rules of the GS. Dissertation committees must be chaired by full members of the GPR and normally contain at least two other GPR members (either full or associate), in order to fulfill the "rule of three" established by the GS.

APPENDIX II

OFFICES COMMONLY USED BY GRADUATE STUDENTS

Graduate School – Defines and interprets all academic policies, procedures, and regulations of the Graduate School, particularly those involving time limitations, forming examination/advisory committees, and all disciplinary matters

919-681-3257

www.gradschool.duke.edu

Bursar – Tracks all financial transactions related to student accounts (tuition, parking, gym membership, library fines, etc.)

919-684-3531

<http://finance.duke.edu/bursar/>

Divinity listserv – If you wish to receive emails from the Divinity School to know what events are happening you will need to opt in by emailing Ashley Lunn

(alunn@div.duke.edu).

Registrar – Handles registration for coursework and degree requirements

919-684-2813

www.registrar.duke.edu

English For International Students – Provides resources to help students succeed in their academic programs; build a community that actively seeks the intellectual and cultural contributions of international students and scholars; help those students and scholars be fully-participating members of the academic community and become global ambassadors for Duke

919-681-8125

<http://www.duke.edu/web/eis/>

International House – Provides educational services, advocacy, and outreach to the international population and the Duke and Durham community. Assists international students with shopping, transportation, orientation, applying for Social Security card, English language assistance, etc.

919-684-3585

<http://www.studentaffairs.duke.edu/ihouse>

Visa Services Office – Determines the visa and employment options for international students, scholars, visitors, and employees, which will permit the greatest benefit and flexibility to Duke and to the individual

919-681-8472

<http://www.visaservices.duke.edu>

Libraries – Bostock and Perkins libraries on West Campus: 919-660-5870;

<http://library.duke.edu/>

Duke Divinity library: 919-660-3450; <http://library.divinity.duke.edu/>

Parking and Transportation - <https://parking.duke.edu/>

APPENDIX III

ACADEMIC INTEGRITY

"Academic integrity is a fundamental value upon which colleges and universities are built. Students, faculty and staff are expected to contribute candid opinions, reviews and assessments of research and other academic exercises that are vital to sustaining the discussion and exchange of ideas.

It is this conversation that stimulates intellectual growth and development among the community and its members. For learning and scholarship to thrive, academic communities cannot tolerate acts of academic dishonesty, such as cheating, misrepresentation or plagiarism." (Empire State College, The Role of Integrity Within the Academic Community)

<https://studentaffairs.duke.edu/conduct/z-policies/academic-dishonesty>

PLAGIARISM

Plagiarism Tutorial for all students – Learn what constitutes plagiarism at Duke University and how to maintain your own academic integrity during your studies.

<https://plagiarism.duke.edu/>

APPENDIX IV

DROPPING A COURSE AFTER DROP/ADD

Drop/add is the time period during which a Duke student can make changes to their registration and course schedule each semester without academic or financial penalty. The Drop/Add period is the first 2 weeks of the semester. After Drop/Add has passed course tuition will not be refunded and a dropped course will appear on one's Duke University transcript with a notation that the student withdrew from the course (W).

Doctoral level courses are significantly more arduous and time consuming than undergraduate or Master's level courses. Therefore, it is recommended that first year Ph.D. students limit themselves to 10-12 credits of doctoral coursework per semester, not including any English classes international students may be required to take.

It is not uncommon for first and second year students to occasionally drop a graduate course from their schedule for a variety of reasons:

- An F in any course by a doctoral student will result in immediate removal from the program by the Graduate School.
- The pressure and/or time constraints of their current schedule are unmanageable.
- It is determined the course does not meet their academic interests and/or requirements.

The Graduate School had provided a simple form in order to drop a course after the Drop/Add period has ended at <https://gradschool.duke.edu/academics/academic-policies>.

The student should submit the form to the course instructor for signature. The DGSA will obtain a signature from the DGS and send the form to the Graduate School for processing.

APPENDIX V

TIMELINE TO DEGREE

Year 1 – 2 (and following summers)

- Plan and complete course work in consultation with matriculation committee
- Must complete one modern language requirement by the end of the 1st year
- All course and language requirements must be met prior to preliminary exams

Year 3

- Preliminary exams must be taken by the end of the 3rd year, preferably sooner. If not, a request for extension must be submitted.
- Dissertation proposal should be done by six months following preliminary exams
- After approval by proposal committee, a shorter version of proposal goes to Committee on Dissertation Committees (CDC) for approval

Year 4 – 5

- Research, writing and defense of dissertation