

TABLE OF CONTENTS

Introduction	Page 1
The Dept. of NELC – Message From The Chair	Page 2
NELC Graduate Program	Page 2
Admission to The Graduate Program	Page 3
The Master’s Degree in NELC	Page 3
The Dual Master’s Degree Program In The Graduate School	Page 3
Language Requirements	Page 3
A List Of Important Time Frames Which Pertain to Degree Completion – Master’s Requirements	Page 3
The Ph.D. In NELC	Page 4
PH.D. Minor	Page 4
Ph.D. Written And Oral Examinations	Page 4
Ph.D. Candidacy	Page 4
Continued Enrollment	Page 4
The Dissertation	Page 5
Dissertation Defense	Page 7
Graduate School Dissertation Requirements	Page 7
Binding And Submission Of The Dissertation To The University Graduate School	Page 7
Double Ph.D. In NELC And Second Department	Page 8
A List Of Important Time Frames Which Pertain To Degree Completion – Ph.D. Requirements	Page 8
Requesting A Grade Of Incomplete In A Course	Page 9
NELC Associate Instructorships	Page 9
Financial Aid	Page 9
IUB Enrollment Requirements	Page 12
Student Health Services	Page 12
University Housing Services	Page 12
International Students: Visa Status	Page 13
IU Code Of Student Rights, Responsibilities And Conduct	Page 13
College Of Arts And Sciences Family And Medical Leaves For Graduate Students	Page 13
Integrity In Graduate Study – A Graduate School Guide	Page 14
NELC Faculty	Page 16
Core Faculty	Page 16
NELC Adjunct Professors	Page 17
NELC Emeritus Faculty	Page 18
Miscellaneous Information	Page 19
Miscellaneous Graduate Forms	Page 32

INTRODUCTION

The NELC Graduate Handbook is intended to serve as a supplement to the University Graduate School Bulletin and the IU Code of Student Rights, Responsibilities, and Conduct. The Graduate School Bulletin and the IU Code are the ultimate authority on IU rules and regulations and override any NELC-specific rules or policies that are not consistent with them. Further, they provide more extensive and detailed information on the topics covered in the NELC Graduate Student Handbook. All graduate students should familiarize themselves with these materials and consult them as needed.

University Graduate School Online Bulletin: <http://www.indiana.edu/~bulletin/iu/grad/>

Indiana University Code of Student Rights, Responsibilities, and Conduct: <http://dsa.indiana.edu/Code/>

THE DEPARTMENT OF NEAR EASTERN LANGUAGES AND CULTURES – MESSAGE FROM THE CHAIR

The founding father of this department is Dr. Wadie Elias Jwaideh, a native of Iraq, who joined the faculty at IU in 1960 and served as chair of the Department of Near Eastern Languages and Literatures, as it was called at that time, with exemplary dedication for over two decades. We are thus justifiably proud of belonging to one of the oldest and most venerable departments of its kind in the nation. Our distinguished and world-renowned faculty teaches diverse courses on languages, literatures, religions, history, and cultures of the Arab world and the Middle East. Graduates in master's and doctoral programs enter careers in academia, Foreign Service, public and business administration.

Signature strengths of the department remain in the classical and medieval periods of Islam – in classical Arabic cultures and language, Islamic studies, philosophical and religious thought, and intellectual history. The thriving language program with its focus on modern standard Arabic and courses offered in the department on the history and politics of the modern Middle East add a vital and critical modern dimension to the traditional departmental areas of strength.

NELC STUDENT ASSOCIATION

The NELC Student Association provides students of the Department of Near Eastern Languages and Cultures a forum to share research with one another, as well as organization and financial resources to host respected lecturers in the field of Near Eastern Languages, culture, and politics. In addition, the Association promotes awareness of Near Eastern Culture on the IU campus and in the greater Bloomington community.

PLACEMENT EXAMINATIONS

For Fall 2012, the Arabic placement exam will be conducted ????????????

Other language placement exams are normally handled by other units. For example, the Persian and Turkish exams are handled by the Department of Central Eurasian Studies, and the Hebrew exam is handled by the Jewish Studies Program.

REGISTRATION DATES AND FEES FOR FALL 2012

The information provided below regarding dates and fees represents our understanding as of the preparation of this handbook. The Bursar's and registrar's offices are the final authorities; please consult their websites (<http://registrar.indiana.edu> and <http://bursar/indiana.edu>) for the most up-to date information.

A complete list of registration dates and policies for upcoming semesters can be found at: <http://www.indiana.edu/~registra/offcalen.shtml>

NELC GRADUATE PROGRAM

Each graduate student in the Department of Near Eastern Languages and Cultures is expected to have a faculty member who will oversee the student's course selection and general progress in the program. The mentor's basic responsibility is to help the student become better acquainted with NELC both as a discipline and as a vocation.

The Director of Graduate Studies will assign each incoming student a faculty member for the first year based on prospective field of study. At the end of the first year, the student may choose to continue the relationship or ask another faculty member to serve as a mentor. At the doctoral level, the mentor will advise the student until the advisory committee has been formed.

If the student mentor both wish, the mentor may become head of the advisory committee, chair of the qualifying examination committee, and/or director of the dissertation. (A list of NELC faculty and their areas of interest is included in this Handbook).

Upon accepting a student, the mentor agrees to advise the student regarding:

1. Course selection, (the mentor must approve each semester's courses before the student enrolls)
2. Possible areas of concentration, including Ph.D. minors and examination topics
3. Opportunities for publication or sharing of the student's scholarly work, including journals and professional conferences
4. Timely completion of all degree requirements

The Director of Graduate Studies will oversee the mentor system, assuring a fair distribution of labor and appropriate use of faculty expertise. He or she also functions as a liaison to the Graduate School and to the various departmental committees, and as a resource for rules governing all questions of academic standing. The DGS helps in transferring credits, certifies eligibility for the Ph.D. qualifying exams, approves nominations to M.A. degree and to Ph.D. candidacy, and generally oversees the academic progress of every student.

Mentor vs. Advisor

Several faculty members may play a formal role in advising an individual graduate student. The director of the thesis or dissertation is one key person who has specific duties including offering timely feedback to student's response to verbal questions or written projects such as drafts of the theses or dissertations. Another key person is the faculty advisor (also called the Director of Graduate Studies, a faculty member who is knowledgeable about the rules and procedures applicable to degree programs. The advisor typically provides information about programs of study and their requirements, departmental or other sources of employment (as AI's or RA's), and works with the Graduate School to ensure that all degree requirements are met. Mentors however, are more; according to the Council of Graduate Schools they are:

"Advisors, people with career experience willing to share their knowledge; supporters, people who give emotional and moral encouragement; tutors, people who give specific feedback on one's performance; master, in the sense of employers to whom one is apprenticed; sponsors, sources of information about, and aid in obtaining opportunities; model of identity..."

Mentoring goes beyond advising by including support and nurture of graduate students; it is a supportive professional relationship that develops and changes as the student progresses through the academic program. At first mentees need information about graduate school and the department; later the emphasis will shift to professional issues. In general, mentors help integrate students in to the academic and professional culture of the discipline, and students may have a number of different mentors, each providing support in a different aspect of graduate and professional life.

A mentor may be the Director of Graduate Studies, a member of the student's advisory committee, or the chair of the student's research committee, but this is not necessary. The most successful mentoring relationships arise serendipitously. Perhaps from a course the student takes or a shared interest.

The ultimate responsibility for making satisfactory progress lies with the student. Specifically, **it is the student's responsibility and not that of the faculty mentor or the Director of Graduate Studies to keep track of all deadlines and to see that all requirements set by NELC and the Graduate School are met.**

ADMISSION TO THE GRADUATE PROGRAM

Admission to the Master of Arts degree program requires completion of a Bachelor of Arts degree or its equivalent from an accredited college or university. Applicants to the Ph.D. program should hold a Masters of Arts degree or its equivalent from an accredited college or university.

Official copies are those that bear the original seal or stamp of the issuing institution. Uncertified or notarized copies are not acceptable. Please note that academic records from U.S. and Canadian institutions must be sent directly to the Department of Near Eastern Languages and Cultures from their Registrar's Office. Successful applicants usually have at least a 3.5 grade point average in courses for their major.

Applicant for both the M.A. and Ph.D. should submit the following:

- Completed application form – must be completed online
- Application fee – (\$55.00 for domestic; \$65 – international)

- Statement of Purpose
- Transcripts from all colleges and universities attended, regardless if a degree was awarded or not (only original transcripts are accepted)
- 3 letters of recommendation
- Official score reports from the Graduate Record Examination (GRE) – required. GRE scores must be within the 5 year limit.
- TOEFL scores for all international applicants
- Writing sample
- Information about linguistic preparation

All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL).

Letters of recommendation should be sent directly to the Department by recommenders, not the applicant.

Domestic applicants may apply online <http://www.indiana.edu/application/>

Applicants who are not U.S. citizens should submit the international application online <http://www.ad.ot.indiana.edu/international/apply>

U.S. citizens who have completed all or part of their undergraduate or graduate education outside the U.S. should submit a domestic application plus a “Supplemental Application for Admission, available online through the International Services website.

No application (domestic applicants) for admission with fellowship can be considered unless complete by January 15th. International application deadline is December 1st. Applicants should therefore take the required examinations early enough so that their scores will reach the Department before the deadline. The Department will notify applicants whose files are incomplete; but each applicant must take responsibility for having the required items submitted.

For **domestic applicants** all application materials should be sent to the following:

Graduate Admissions/Connie Sue May
Department of Near Eastern Languages and Cultures
Goodbody Hall Room 219
1011 East Third Street
Bloomington, Indiana 47405

For **international applicants** all application materials should be sent to the following:

Office of International Services, International Admissions
Indiana University
111 South Jordan Avenue
Bloomington, Indiana 47405
U.S.A.

THE MASTER’S DEGREE IN NELC

The following sections describe two separate sets of M.A. degree requirements. One set of requirements is for students who began their graduate study Fall 2009 or earlier. The other set is for students beginning their graduate study Spring 2010 or later. Continuing students who began their study before Fall 2009 have the option of switching to the newer, revised requirements, or they may continue their program using the older requirements. Students who begin their degree in Fall 2009 may use either set of requirements, but they must declare their choice at the beginning of their program, and that choice will be binding until they have completed their degree.

M.A. DEGREE REQUIREMENTS FOR STUDENTS BEGINNING STUDY FALL 2009 OR EARLIER

1. Credit hours/Coursework
Students must take a total of **36 credit hours of coursework in the NELC Department**, to be approved by the Director of Graduate Studies. This includes NELC courses, courses cross-listed with NELC, and other courses approved for a

student's program by the DGS on an individual basis. Courses will be chosen to provide a coherent academic program, fulfill the language requirements, and prepare the student for the M.A. field examinations.

Please Note – 18 credit hours of the required coursework must involve one of the major NELC languages, and 6 must involve the use of the minor NELC language.

If the student chooses a European research language instead of the minor NELC language, there is no credit hour requirement (see below - Major and Minor Language Requirements), but students must still demonstrate the language proficiency.

As per University Graduate School rules, **up to 8 credit hours** may be approved for transfer toward the M.A. degree from another institution (M.A. degree was awarded or applicable graduate credit), with the permission of the DGS and the Dean of the College of Arts and Sciences.

International students must register for a **minimum of 8 credits per semester** to be considered full time. However, if the student holds an assistantship position or an AI appointment, he or she may register for a **minimum of 6 credits** to be considered full time.

2. Major and Minor Language Requirements

NELC languages include **Arabic, Persian and Turkish**. Other languages may be substituted on an individual basis, if they are deemed pertinent to the student's course of study by the DGS. A student must choose one of the languages as his/her major language and one as the minor language (but see below for exceptions involving selection of a non-NELC language as the minor language).

MAJOR LANGUAGE

A student must take a minimum of **18 credit hours of coursework using the major language**. This includes courses in the language sequence, supplementary language courses (such as Multimedia Arabic and Conversational Arabic), and advanced text courses such as N690 Research in Classical Arabic Texts. For the major language, the student must complete at least the third-level, i.e. Advanced I & II for languages with an advanced course sequence. He/she must take the established equivalents for other languages.

Modern and Biblical Hebrew courses can mix and match; for example, Elementary & Intermediate Modern Hebrew plus Elementary Biblical Hebrew would combine to satisfy the three-year requirement for Hebrew as the major language (see DGS for details).

Students whose major language is Arabic must take Advanced Arabic I and II. Students can get credit for Elementary and Intermediate Arabic; but they **cannot** add them together to fulfill the three year requirement. The 3-year requirement **must** include Advanced Arabic.

With the permission of the instructor and of the DGS, on-language courses in which the student uses the major language intensively (for example, reading primary sources in the major language) may be counted toward the major language credit requirement.

MINOR LANGUAGE

This requirement can be completed in two ways: either through a second NELC language or through a European research language.

NELC Language: at least 6 credit hours at the Intermediate (second-year) Level or above.

Hebrew can mix and match; e.g., Elementary Modern Hebrew plus Elementary Biblical Hebrew would equal two years.

For Arabic, the requirement must be fulfilled by taking Intermediate Arabic I & II or higher. Supplementary courses such as Conversational Arabic, Arabic Composition, Multimedia Arabic, Arabic Grammar, etc do not count toward the Intermediate/6 – credit requirement.

European Research Language: Normally, French or German is selected as a relevant European research language. Other languages may be approved by the DGS on an individual basis. As per Graduate Bulletin General Requirements, this may be fulfilled through IU-administered exams or courses – for example, German G491 and G492, German for Graduate Reading. The graduate language reading course can establish proficiency, but they DO NOT count toward the 36 credit hours required for the M.A. (However, if you take a 300-level course instead, contact the DGS to inquire about credit.)

Incoming students should check during their first semester about the dates of the European language exams and about the graduate reading courses in these languages, to see when they are offered and when they need to register. The 492 courses are the ones that fulfill the requirement so, depending upon your background in the language; you may or may not need to take the 491 course. (See the appropriate language department).

3. M.A. Written Examinations

The NELC M.A. examinations consist of 3 two-hour exam segments (total 6 hours): One in the student's major NELC languages, and two in academic fields approved by the DGS. At least two different faculty members must provide exam questions, and three must read. In the event there are only two readers available, the DGS will assign the third reader. All examiners and readers must be members of the NELC Graduate Faculty; any exceptions must be approved in writing by the Departmental Chair. The exams should be taken in the final semester of the student's M.A. coursework or shortly thereafter, in accordance with the Graduate School rules. Students who are failing their course requirements will not be approved to sit for M.A. exams.

M.A. DEGREE REQUIREMENTS FOR STUDENTS BEGINNING STUDY SPRING 2012 OR LATER:

Courses/Credits

Students must take a minimum of 36 credit hours of courses. These courses can be offered by the NELC department or, with the approval of the NELC DGS, courses offered by other departments or schools appropriate to the course of study of the student. **Each student's curriculum must be approved by his/her academic advisor (the Director of Graduate Studies).**

1. 6 credits of the required course work must be fulfilled by the courses in ancient (pre-Islamic), pre-modern (medieval), or modern (1500 CE to present) history of the Middle East, chosen with the approval of the Director of Graduate Studies.
2. At least 3 credit hours of the course work must be fulfilled by a methodology/theory course from a discipline in the student's personal academic interest, selected with the approval of the DGS.
3. Required coursework in Arabic, Hebrew, Persian, or Turkish language(s): For this requirement, students choose one of the two options below:
 - a. **"One major language" track:** In this option, students are required to complete 12 credits in their chosen Middle Eastern (ME) Languages. Out of these 12 credits, at least 6 credits must be obtained through language study at the 4th – year Advanced Level. In the case of Arabic this is Advanced Arabic III (3 cr hrs) and Advanced Arabic IV (3 cr hrs), and in the case of other major NELC languages, the equivalent must be completed. Students who begin their MA entering at the 4th – year level or above may, with the prior approval of the course instructor and DGS, count non-language courses in which they use their major NELC language toward the 12 credits. These are courses where the student reads primary sources in the chosen language. For Hebrew, language credits can be fulfilled with a combination of Modern and Biblical Hebrew courses.
 - b. **"Two languages" track:** In this option, in addition to a major ME language as described above, the student also chooses a second ME language and is required to fulfill 6 credits at the Intermediate (3rd – year) Level or above.

Students who intend to continue to the Ph.D. program are required to follow the (b) track with two ME languages.

MA QUALIFYING EXAMINATIONS AND PAPER

At the conclusion of their coursework, students are required to:

1. Take a comprehensive exam in their major language involving all four language skills (reading, writing, listening comprehension, and speaking) and translation, at Advanced Level IV.
2. Take a comprehensive exam covering two of the following three areas: ancient, pre-modern/medieval and/or modern Middle East.
3. Submit a suitable term or seminar paper substantially revised and expanded that meets the following criteria:

- a. A clear understanding of a chosen topic
- b. Demonstrated ability to conceive and carry out an original project of a scholarly nature, including the use of primary and secondary texts in the original language, where appropriate
- c. An advanced level of critical or theoretical insight
- d. Command of expository English
- e. Competence in the proper use of research and bibliographic tools.

The paper must be modeled, both in format and intellectual substance, on articles in scholarly journals.

Each student's MA examination committee will consist of three members, including the faculty members responsible for the language exam, the history exam, and the individual research paper. If additional faculty readers are required to fill the committee, they will be appointed by the DGS. All examiners and readers must be members of the NELC Graduate Faculty; any exceptions must be approved in writing by the Department Chair. The exams should be taken and the paper submitted in the final semester of the student's coursework or shortly thereafter, in accordance with the University Graduate School rules.

IMPORTANT INFORMATION FOR ALL M.A. STUDENTS

Additional Details Regarding M.A. Qualifying Exams

Scheduling

The 2012-2013 examination dates are:

????????????????????????????

Before the Exams

M.A. students must finalize and get approval for their M.A. exam fields and exam committees from the DGS the semester BEFORE they plan to take the exams. This means approval is received during the fall semester for spring or summer exams, or during the spring semester for fall exams. To obtain approval, the MA Exam Form, available from the NELC Office, must be completed by the student and signed by the faculty members who agree to write exam questions for the student. The form must be accompanied by reading lists prepared by each examiner. Both the student and the examiners should keep copies of the form and the reading lists on file. The examiner may give the student exam study questions at his or her discretion.

Each student is responsible for checking with the NELC office the week prior to the exams to make sure the examiners have turned in the exam questions to the NELC Office. The rooms and proctor is arranged by the Graduate Secretary.

Policy on Computer Testing

Due to a lack of appropriate computer facilities, the NELC M.A. exams must be handwritten.

Exam Assessment

The NELC Office shall make three copies of each written exam and paper. The originals will be filed within the student's academic file and the copies (scanned if requested) will be distributed to the three examiners. Each examiner grades his/her own exam or paper on a scale of High Pass, Pass, or Fail. The examiner also reads the other exams/paper. In case of disagreement as to the student's grade, the case will be referred to the Chair or DGS.

Retake Policy

A student may retake a failed M.A. exam only once.

Optional M.A. Thesis

A student may take six credit hours of N710 (out of the 36 required) to write an M.A. thesis. The DGS will help interested students find an appropriate M.A. thesis advisor. **Students who write a thesis must still take the M.A. exams.** For details about the requirements regarding the M.A. thesis, see the University Graduate School Bulletin.

TRANSITION TO PH.D.

Please be aware that admission to the NELC M.A. program and its successful completion in no way implies acceptance into the department's Ph.D. program. M.A. students who are interested in continuing to study for the Ph.D., whether in the NELC department, in another department at IU, or at another university, should begin exploring appropriate Ph.D. programs at the latest during the fall semester prior to their anticipated matriculation. Ph.D. programs are more specialized and focused than the M.A., so interested students should contact specialist at IU or elsewhere in the field they intend to pursue to determine appropriate programs.

INTERNAL PH.D. APPLICATIONS

NELC M.A. students wishing to apply for the NELC Ph.D. program should do so in the spring semester before the fall semester of their anticipated Ph.D. program matriculation. The student should first consult with a faculty member who is willing to serve as his/her Ph.D. advisor.

For an internal Ph.D. application, the student should admit:

1. An IU transcript (original, no self printed copies are accepted)
2. Two letters of recommendation, normally from NELC or IU faculty, including one member who agrees to serve as the student's Ph.D. advisor.
3. A statement of purpose consisting of 1-2 typed pages. This should explain the student's field of specialization for the Ph.D., how training up to this point has prepared him/her for advanced study, what program of study he/she has in mind for the Ph.D., and future career plans. The student should also specify the faculty members with whom he or she plans to work.
4. Submit a completed University Graduate School paper application (may be downloaded from the University Graduate School's website). This application, along with the other materials, should be submitted to the NELC Office not the Graduate School or International Admissions. It is not necessary to apply online or pay another application fee.

The deadline for internal Ph.D. applications for Fall 2013 is January 15th, 2013.

ADDITIONAL OPTIONS FOR GRADUATE STUDY IN NELC**Graduate Arabic Proficiency Certification**

The Graduate Arabic Proficiency Certificate can be granted to students in other departments based on the successful (B+ or better) completion of Advanced Arabic I or II or more advanced Arabic courses. For students who have Arabic skills but have not taken Arabic courses at IU, NELC offers a proficiency test. Please consult the DGS or the Director of Language Instruction for information.

Continuing/Special Non-Degree Students

Persons interested in taking graduate-level NELC courses without formally applying to a degree program may apply for Continuing or Special Non-Degree Status. A limited number of credits taken as a non-degree student may eventually count towards a NELC graduate degree if the NELC department approves. Since the course appear on the IU transcript, no transfer of graduate credit is required.

Dual M.A. Program/Double Ph.D. Major

Please consult the rules in the University Graduate Bulletin for complete details on obtaining either a double M.A. or a double Ph.D. in NELC or another IUB graduate program.

Policies Relating to Transfer of Credits

Courses counted towards the fulfillment of the requirements of one advanced/graduate degree may not also be counted toward the requirements of another graduate degree at the same level. For more information, please see the University Graduate School Bulletin. If the student has already received a master's degree, he/she may not count any of this coursework toward a second master's degree.

Procedure for Applying for a Double Graduate Major in NELC

Current graduate students in College of Arts and Sciences departments at IU who want to pursue a double major in NELC must do the following:

1. Meet with the DGS of your current department to discuss the feasibility/advisability of a double degree. If you are applying for a double Ph.D., you should discuss the matter with your Ph.D. advisor.
2. Meet with the NELC DGS.
3. Submit a paper application; you may download the application form from the University Graduate School's website. All IU students, including international students, applying to another department at IU are considered domestic applicants for admissions purposes and therefore must complete a domestic paper application.
4. Include in the Statement of Purpose your reasons for pursuing a double degree, and for Ph.D. students, and indication of which NELC faculty member(s) would serve as your NELC advisor and committee members.
5. You may reuse your original GRE or TOEFL scores and original letters of recommendation if they are still pertinent, but you should have at least one letter from an IU faculty member in your current department and one from a NELC faculty member, if you have taken NELC courses.
6. DEADLINE: Only applications submitted by January 15th are guaranteed to receive full consideration for financial aid in the coming fall semester.
7. Once admitted, double Ph.D. students must complete an Advisory Committee form (for the double Ph.D.) and a Double Ph.D. form. Please consult the NELC graduate secretary for the forms.

THE DUAL MASTER'S DEGREE PROGRAM IN THE GRADUATE SCHOOL

Students admitted to the Dual Master's Degree Program will earn two Master's degrees through a combination of work in two departments of the College of Arts and Sciences Graduate Division that allows them to count credit earned to satisfy major requirements of one department simultaneously as elective credit in requirements. Specifically, the dual Master's degree is governed by the following regulations:

1. The student must be formally admitted by both departments and by the Graduate School
2. The student must meet fully all degree requirements of both departments (course credits, research and foreign language skills, examination, and essay or thesis or preparation of portfolio, etc.)
3. Where both departments require a thesis, the student will be allowed to write a single thesis that meets the standards and requirements for both fields, with equal representation for both departments on the thesis committee, and the thesis credit split between both
4. The dual degree program must be completed within six years from the semester in which the student first enrolled in courses counting toward a dual degree
5. The student must complete the requirements for both departments at the same time (i.e., not receive the degree in one department before the other).

Dual M.A. students will have a file and an advisor in both departments. Both departments must certify completion of degree requirements.

Dual M.A. students who are subsequently admitted to the Ph.D. program can count the work done to satisfy the second M.A. degree toward completing an intensive minor.

DUAL MPS/MA IN NEAR EASTERN LANGUAGES AND CULTURES

Overview

Students pursuing a dual Master of Public Affairs / Master of Arts in Near Eastern Languages and Cultures will complete a total of 60 credit hours: 36 credit hours in the Master of Public Affairs program plus 24 credit hours in Near Eastern Languages and Cultures.

The Program

MPA Core – (18 credit hours)

SPEA V502 Public Management

SPEA V506	Statistical Analysis for Effective Decision Making
SPEA V517	Public Management Economics
SPEA V540	Law and Public Affairs
SPEA V560	Public Finance and Budgeting
SPEA V600	Capstone in Public and Environmental Affairs

MPA Concentration – (18 credit hours)

Students will complete 18 credit hours pertaining to one of the specialized concentration areas of the MPA, with course to be chosen in consultation with a SPEA faculty advisor.

MA in Near Eastern Languages and Cultures – (24 credit hours)

Four courses (12 credit hours) on the culture, history, politics, and religious traditions of the Middle East; and
Four courses (12 credit hours) at the intermediate to advanced levels of Arabic or other appropriate Middle Eastern language.

Select List of Representative NELC Courses That May Count Towards the Dual Degree

Arabic 600 - Intermediate Arabic I
Arabic 660 - Advanced Arabic I
The Cultural History of the Middle East
Researching Politics of Muslim Countries
States and Societies in Muslim Central Asia and the Middle East
Islam and Politics in Muslim Central Asia & Middle East
Representations of Islam and Muslim in Ethnographic Literature of Central Asia and the Middle East
Islam and Modernity
African and Middle Eastern Narratives

LANGUAGE REQUIREMENTS

Three non-English languages are required: a major NELC language, a minor NELC language, and a European research language.

Major NELC Language

a minimum of 12 credit hours beyond the 18 required for the M.A. for students continuing from the NELC M.A. program, or a minimum of 12 credit hours above the third-year level for incoming Ph.D. students, in courses approved by the DGS.

Minor NELC Language

A minimum of six credits at the third-year level or above in courses approved by the DGS. For Hebrew minors, Biblical and Modern Hebrew at the elementary and intermediate levels can be combined to satisfy the three-year requirements with the approval of the DGS.

European Research Language

The student must demonstrate reading knowledge of a European research language. Normally this is French or German, although others may be selected with the approval of the student's Ph.D. advisor and the DGS. As per the UGS Bulletin general requirements, students may fulfill this requirement by passing IU-administered exams or courses. These graduate language reading courses, such as French F491 & F492, **do not count** toward the 90 credit hours required for the Ph.D. degree.

The choice of languages must be pertinent to the student's graduate curriculum and approved by the student's Ph.D. advisor and the NELC DGS.

A LIST OF IMPORTANT TIME FRAMES WHICH PERTAIN TO DEGREE COMPLETION

Master's Requirement

The Application for Advanced Degree form should be submitted by the student at least six weeks before the date of graduation. (Please consult the NELC Office for application form, or it may be downloaded. Please see the College of Arts and Sciences website).

All necessary paperwork required to finalize the Master's Degree should be submitted to the University Graduate School no later than the 27th of each month. (Please consult the NELC Office for details).

Master's Degree must be completed within 5 years of the last month of the first semester.*

Dual Master's Degree must be completed within 6 years of the last month of the first semester.* ***Please note, however, that in order for NELC graduate students to be making satisfactory progress, they must follow the guidelines established by the Department. (See section on "Progress Towards the Degree*").**

Degrees are granted monthly. If a Master's Thesis is required, two bound copies must be received by the University Graduate School by the 27th of the month in which the student wishes to graduate.

If the 27th of the month falls on a weekend, then the deadline will be the Friday prior to the weekend. For the month of February the 24th will be deadline. For the months of December and May the Thursday prior to Commencement will be the deadline.

Paperwork for the M.A. degree received after the 27th will be conferred the following month.

THE PHD IN NELC

The IU University Graduate School maintains requirements and rules for all Ph.D. degrees; students must comply with all UGS rules, as well as the specific requirements outlined in this handbook. Consult the University Graduate School Bulletin for details.

NELC Coursework

A total of 75 credit hours of qualified coursework (including up to 30 hours of M.A. coursework) in NELC and related departments approved by the student's Ph.D. advisor and the NELC DGS are required for the Ph.D. in NELC. The student's curriculum should focus on a major disciplinary field and two minor NELC fields, and these will serve as the basis for the Ph.D. qualifying examination.

An additional 15 credit hours are needed to reach the IU requirement of 90 credit hours for the Ph.D. These may be in actual graduate coursework or in Ph.D. thesis hours (N810).

Please Note - Graduate language reading courses in French, German, Spanish, etc., **do not count** toward the credit hours required for a NELC graduate degree.

PH.D. ADVISORY COMMITTEE

By the end of the first year of Ph.D. study, and in consultation with his/her Ph.D. advisor, each student should form a Ph.D. Advisory Committee. This committee consists of the Ph.D. advisor (normally responsible for the student's major NELC field), two other NELC faculty members (corresponding to the student's two minor NELC fields), and a representative from the student's outside PhD. minor field (if the student is pursuing more than one outside minor, a representative from *each* outside minor field). There may be considerable overlap in this, due to the many NELC faculty joint appointments and to the multidisciplinary nature of much NELC research. In no case, however, shall the committee consist of fewer than two different NELC faculty members, in addition to the minor field representative's. Once the student has formed the committee, the names of the committed must be approved by the College of Arts and Sciences, Graduate Division. Students may obtain this approval using either of the following methods:

1. Complete the Appointment of Advisory Committee, available from the NELC Graduate Secretary. Complete the form, obtain the required signatures, and submit the form to the NELC office, which will then forward it to the College.
2. Go to <https://coas3.coas.indiana.edu/coasadmin/CollegeGrad/College.cfm> and choose "Appointment of Doctoral Advisory Committee."

OUTSIDE PH.D. MINOR

Ph.D. students are required to complete at least one minor in a field outside of NELC but related to their Ph.D. program. Requirements for the outside minor are determined by the department offering the minor. That department has the right to participate in the student's oral exams, to approve of the student's candidacy, and to be represented on the student's dissertation research committee. Students should consult their outside minor advisor or DGS, as well as the UGS Bulletin for additional information.

Ph.D. students in other departments may obtain a Ph.D. minor in NELC by completing at least 12 credit hours of coursework approved by the DGS so as to form a coherent program of study. There is no examination requirement for the NELC outside Ph.D. minor. Up to 12 credits may be transferred toward the NELC outside Ph.D. minor from other institutions, with the approval of the DGS and the Dean of College of Arts and Sciences. However, at least six credit hours toward the outside minor must be completed in the IU NELC department and approved by the DGS.

PHD WRITTEN AND ORAL EXAMINATIONS

NELC requires written and oral qualifying examinations for the Ph.D. These should be taken when the student has completed all coursework and language requirements, but no later than seven years after the earliest coursework the student intends to count towards the degree. Exam dates will not be approved until all graded or Incomplete have been cleared and all transfer credits have been processed.

The written exams consists of one three-hour exam segment in the student's major NELC field, and one two-hour exam segment in each of the student's two minor NELC fields. The exam questions are provided by the NELC faculty members on the student's advisory committee, and no single committee member may provide questions for more than two exam segments. All three written exam segments must be taken during a single two-day exam period.

The oral qualifying examination is to be held not less than one week and not more than four weeks after the written exams. The date of the oral exam is the one used for determining the seven-year periods for currency of courses and for completion of the dissertation. At least three NELC faculty members, including all who have provided written exam questions, must be present and participate in the oral examination. If only two NELC faculty members have served on the advisory committee and provided written exam questions, a third member will be appointed by the DGS or department Chair to read the written exams and participate in the oral examination and assessment.

For the outside minor fields, students should check with the department(s) offering the minor(s) to ascertain whether any examinations or other final projects are required. If there is a written minor field examination in the outside department, NELC does not require that the examination be taken during the same days as the NELC exams. Whether or not there is a written minor field exam, the minor field department may have a representative present at and participating in the oral qualifying exam, if it so desires.

At least one semester prior to taking the exams, students should meet with all members of their advisory committee to confirm which faculty member will provide questions for each of the three exam fields, and to agree on exam dates and reading lists. The NELC Ph.D. Examination Form, available from the NELC Graduate Secretary, must be completed, signed by all examiners, and returned to the NELC office, at least 60 days before the exam dates proposed on the form.

All three NELC faculty members present at the oral exams, as well as any minor field representatives who have participated, shall read all three segments of the written exam and participate in the exam assessment. Faculty members who provided written exam questions will contribute a written evaluation and assign a grade of Pass, High Pass, or Fail for each exam segment they provided. The remaining faculty member(s) will not assign any grades but will read all exams and will submit a brief (one-paragraph) evaluation endorsing the results. All written assessments and exam grades will be submitted to the NELC office no more than seventy-two hours following the oral examination.

PHD CANDIDACY

When all language and course requirements have been fulfilled and after the examiners have certified that the qualifying examinations have been passed, the Department shall submit a Nomination form to the Graduate School. Upon approval of the Dean, the Graduate School will award the student a Certificate of Candidacy. The date of admission to candidacy is the date of completion of the qualifying exams.

CONTINUED ENROLLMENT

Students are required to enroll for at least one hour of credit each fall and spring semester until they complete their degree or until their candidacy expires seven years from the date of their qualifying examination. If students fail to register for one or more semesters, they will be required to register retroactively before their degree will be granted. This involves paying the tuition and a \$250.00 retroactive fee for each semester. If your candidacy expires, student status will be suspended, and registration will not be allowed until candidacy has been reinstated according to the University Graduate School procedures. Once reinstated, the student must again register for each fall and spring semester until completion of the degree or until candidacy lapses after three years. Failure to meet these requirements will automatically terminate the student's enrollment in the degree program. A candidate who will be graduated in June, July, or August of any year must enroll in a minimum of one credit hour as described above in either the current or the immediately preceding summer session. (See the [Graduate School Bulletin](#)).

Ph.D. Research Committee

The Research Committee is appointed after the completion of the qualifying examinations. It may or may not be the same as the Ph.D. Advisory Committee. The Ph.D. advisor assists the student in selecting a dissertation research committee. The committee must include the director (normally the Ph.D. advisor, and the student's primary mentor for the dissertation), two additional members of the NELC faculty, and a representative from each outside Ph.D. minor department. The Nomination of Research Committee for the Ph.D. form must be completed, signed, and submitted to the University Graduate School for approval. Please consult with the NELC Graduate Secretary for information.

LAPSE OF CANDIDACY AND REINSTATEMENT

The student must submit and have received acceptance of his or her dissertation within seven years after passing the qualifying examination. Failure to meet this requirement will result in the termination of candidacy and of the student's enrollment in the degree department. Any student whose candidacy lapses will be required to apply to the Graduate School for reinstatement before further work toward the degree may formally be done. To be reinstated to candidacy in the Graduate School, the student must (1) obtain the permission of his or her departmental chairperson; (2) fulfill the departmental requirements in effect at the time of the application for reinstatement; (3) pass the current Ph.D. Qualifying Examinations or their equivalent (defines in advance); and (4) request that the Dean of the Graduate School reinstate him or her to candidacy. Such reinstatement, if granted, will be valid for a period of three years. (See the [Graduate School Bulletin](#).)

According to the [Graduate School Bulletin](#), "a department must define in advance specifically what is meant if an "equivalent examination is to be used, and that definition must be approved by the Dean of the Graduate School."

THE DISSERTATION

A dissertation is required and is graded under C810 or G901. The number of credits granted under C810 varies since the credits should bring the student's total hours to 90. Only one credit hour of C810 or G901 is required for acceptance of the dissertation; no more than 25 credit hours of dissertation research may be included in the minimum of 90 credit hours required for the doctoral degree. The grade of "R" is automatically awarded for work on the dissertation until it is defended and accepted. To be eligible for enrollment in G901, doctoral student must have accumulated at least 90 credit hours that will count toward the degree and must have completed all graduate degree requirements except for the dissertation. If you have not yet passed your qualifying examination, then you are ineligible for enrollment in G901.

Besides being a contribution to scholarship. The dissertation represents the culmination of the student's course work. Translations are normally not acceptable projects for dissertations. In line with current Graduate School policy, no dissertation may be published prior to its formal acceptance by the committee in charge; however, portions of a dissertation-in-progress may be submitted for publication with the permission of the committee.

Candidates choose their dissertation director and dissertation committee in consultation with the Department chair. The committee is usually composed of four or five faculty members, all of whom must be Full, Associate or Affiliate members of the Graduate faculty and must include a representative from the student's minor (or from each minor if more than one), unless a waiver to that effect has been obtained from the respective department. The membership of the research committee and the dissertation prospectus must be approved by the University Graduate School at least six months before the defense of the dissertation. The [Graduate School Bulletin](#) lists the individuals who have been appointed to membership in the Graduate School faculty; on specific regulations concerning the composition of the dissertation committee, consult the [Graduate School Bulletin](#). Refer to the lists of Near Eastern Languages and Cultures Faculty and Associated Faculty for scholarly resources available for Ph.D. dissertation committees. Committee members who, because of absence or illness, are unable to continue serving on the candidate's committee will inform the director so that a suitable replacement can be named by the Department Chair, after consultation with the candidate. Faculty is asked to accommodate the student's schedule as much as possible. Service on a dissertation committee should be considered comparable to any other teaching requirement and the faculty shouldn't place inordinate constraints on their availability. The student also bears responsibility for considering the time limitation of the faculty. We discourage holding defenses during breaks, when faculty and students would be unable to attend. Similarity, students should plan appropriate if they are aware their committee members have summer research obligations or are on appointments that do not require them to be on campus during the summer. All doctoral defenses should be held on the campus in which the degree is awarded.

A dissertation proposal should be presented to one's dissertation director shortly after admission to candidacy. It should be three to five pages in length (excluding bibliography) and include the following elements:

- (A) Title of dissertation
- (B) Description of topic
- (C) The rationale behind the choice of topic, and the anticipated contribution of the proposed research to knowledge
- (D) Current state of research on the topic and basic bibliography
- (E) Method and plan of work, including the general approach

The above elements should be presented in narrative form. The proposal need not present the actual arrangement of chapters, although in some cases this may be feasible and desirable.

Once the director has signed it, the proposal will be sent to the Department Chair for approval of the topic and the composition of the committee. Upon approving the proposal, the Chair will routinely ask the dissertation director to convene a meeting of the candidate and the dissertation committee for a detailed discussion of the project.

Candidates are advised to consult with their dissertation director concerning all procedures to be followed in preparing the dissertation. Early involvement of all members of the committee in the ongoing work is strongly recommended. All members are required to submit reader's reports.

It is recommended that students use the most recent edition of the [MLA Handbook for Writers of Research Papers](#) unless the dissertation committee suggests the use of another manual because the subject matter involved renders it more appropriate. The following website (Guide to the Preparation of Thesis and Dissertations) will give you additional information: <http://www.indiana.edu/~grdschl/guide.html>. However, students now have the option of submitting their dissertation on-line. If you choose to submit your dissertation on-line, please read the information listed below:

- The web site for information and instructions on how to submit your dissertation electronically: <http://dissertations.umi.com/Indiana/>.
- **VERY IMPORTANT** please go to the web page and read the Frequently Asked Questions and Frequently Asked Questions about PDF Files.

In addition to the on-line submission of the dissertation, the University Graduate School must receive the items listed below in order for the degree to be awarded:

1. Acceptance Page with original signatures
2. Abstract with original signatures
3. Title Page
4. Copyright Page
5. Microfilm and Copyright fee receipt from the Office of the Bursar (Microfilm: Mandatory - \$65.00; Copyright: Optional - \$65.00)
6. **OPTIONAL:** two forms: Survey of Earned Doctorates – this form has a web site: http://www.uic.edu/dept/grad/gcforms/sed04_05.pdf and the Indiana University Exit Survey (if you are on campus,

you may to the University Graduate School, Kirkwood Hall 111, to pick up this form) or phone (812-855-1117) or e-mail (druddick@indiana.edu).

After completing your on-line submission, please deliver a check or money order (payable to the Office of the Bursar); Indiana University, Franklin Hall 011; 601 East Kirkwood Avenue, Bloomington, Indiana 47405. ****Students should note on the check that the payment is for microfilming (required) and copyrighting (optional).***

The above items may be submitted to the University Graduate School in person or by e-mail addressed to: Dana Ruddick Hardin, University Graduate School, Indiana University, Kirkwood Hall, Room 111, Bloomington, Indiana 47405. ****Please Note: The Ph.D. Recorder is available by appointment only.***

Departmental requirements have not changed and we do still require a bound copy of your dissertation. (However, we do not require your dissertation to be printed on 100% cotton.) The only thing that has changed is that students may now submit their dissertation to the University Graduate School electronically.

In order for the University Graduate School to award their degrees, students submitting their dissertation using the traditional method must submit the following:

1. One unbound dissertation printed on 8 1/2" x 11", 100% cotton, watermarked, at least 20 lb. paper. This must be in a box approximately 9" x 11/2" in size.
 2. Two unbound dissertations (The University Graduate School must receive the bound copies before your degree will be awarded.)
 - a. One copy for the library (printed on 8 1/2" x 11", 100% cotton, watermarked, at least 20 lb.
 - b. One copy for your department (NELC does require a bound copy of the dissertation, however, students may choose whether or not they prefer printing the Department's copy on 100% cotton paper.)
 3. Acceptance Paged (signed – mandatory). Information is available at <http://www.indiana.edu/~grdschl/thesesGuide.php#D/>. Place this page in your unbound dissertation (follows the Title Page).
 4. Abstract (signed – mandatory). This document is retained at the University Graduate School.
 5. *UMI Publishing Agreement (complete and signed)
 6. *Dissertation Submissions Form (microfilming – completed)
 - a. Attach an extra Title Page and Abstract
 - b. Attach a personal check or money order payable to ProQuest LLC for the microfilming fee - \$65.00 (mandatory), copyright fee - \$65.00 (if you plan to copyright your dissertation), and the Open Access fee - \$95.00 (if this publishing option is selected).
 7. *Copyright Registration Form (completed and signed). Submit only if you plan to copyright your dissertation.
 8. University Graduate School's Exit Survey (completed and signed). This survey is available only from the University Graduate School.
- *Download these forms from http://www.etsadmin.com/dissertation_publishing_agreement.pdf

If students require assistance with the electronic submission, please contact ProQuest/UMI (800-521-0600 ext. 7020) or disspub@proquest.com.

DISSERTATION DEFENSE

The dissertation defense is an oral examination held after the dissertation has been completed but not bound. The student must arrange the time and date of this defense with the dissertation director and the members of his or her committee at least five weeks in advance. Any member of the Graduate School faculty at Indiana University may attend the defense, but usually only the student's committee is present. A summary of no less than 150 words (maximum: one double-spaced, typed page) must be submitted to Near Eastern Languages and Cultures Office. The announcement should be informative and contain a brief statement of the principal results and conclusions. It must be approved and signed by the dissertation director, and must be submitted to the Graduate School thirty days prior to the defense. It should conform to the approved format. (See "Guidelines and "Sample Announcement, Page).

GRADUATE SCHOOL DISSERTATION REQUIREMENTS

For Graduate School requirements concerning the actual submission of the dissertation, see the current [Graduate School Bulletin](#), or the [Guide to Preparation of Theses and Dissertations](#), a pamphlet available at Kirkwood Hall, Room 111. Effective Fall 2011 semester, the structure of the University Graduate School's dissertation submission deadlines have changed. The initial submission of the electronic dissertation now will be due by the 15th of the month from students wishing to graduate in

that month. As before, submissions will undergo format review within 3-5 business days of receipt. Students will receive an e-mail notifying them of any required formatting corrections, and will be given a period of time to complete these requested changes, as well as to submit required paperwork and ensure R's are removed from their transcripts. Typically, this second deadline will fall around the 27th of the month. Students should be aware that the dissertation submission is not considered final until they receive an e-mail from the doctoral recorder stating that the dissertation has been accepted by the University Graduate School.

Format

The Graduate School has rules concerning the format of the dissertation which is spelled out in the [Guide](#). The pamphlet contains samples of the title page, the acceptance page, the announcement page, and the copyright page. Note that footnotes must appear on the page where the annotation occurs, or at the end of each chapter. [Check the pagination of your dissertation](#). As of 1984/85, the Graduate School requires that copies of the dissertation be duplicated on watermarked 100% cotton paper. See also the sample pages in the appendices of this handbook.

Abstract

The student must prepare (and have approved by the dissertation director) an abstract of 350 words (in duplicate, double-spaced, plain white paper). The original is sent to be microfilmed with the dissertation. The copy is signed by all members of the candidate's committee and is filed with the Graduate School. The abstract should be taken to the defense in order to facilitate obtaining necessary signatures.

Acceptance Page

An acceptance page is placed after the title page in each copy of the dissertation. Spaces should be provided for the signature of each member of the student's committee beneath the following statement: "Accepted by the faculty of the University Graduate School, Indiana University, in partial fulfillment of the requirements for the Degree of Philosophy".

Copyright Page

If copyrighting is desired, a copyright page must be in all copies, including the original, (use small "c" and circle it) year, student's name, (and) ALL RIGHTS RESERVED.

Vita Page

A vita page is placed at the end of each copy of the dissertation. The Graduate School prefers "the standard vita format" but accepts a vita written in paragraph form.

BINDING AND SUBMISSION OF THE DISSERTATION TO THE UNIVERSITY GRADUATE SCHOOL

After the defense and acceptance of the dissertation, the student should:

1. Go to the Bursar's Office, Franklin Hall 101, to pay fees (\$60.00 microfilming, plus an additional \$45.00 if copyrighting (subject to change) keep the fee receipt;
2. Make arrangements to have TWO complete copies bound for submission to the Graduate School. These copies must have produced on 100% cotton paper. Students in Bloomington will probably find it easier to have the dissertation bound at Smith Book Bindery, 112 West 10th Street (812-332-2743); Hours: MTRF 8:00 am – 4:00 pm). For dissertations up to 299 pages, the cost for binding is \$44.00 per copy for dissertation bound in black; for dissertations 300-399 pages, \$50.00 per copy if bound in black; for dissertations 400-499 pages, \$60.00 per copy if bound in black. Dissertations over 500 pages & \$67.50 per copy if bound in black. An additional \$2.50 per copy if in color. (Prices subject to change without notice). Payment of the \$8.50 delivery fee is highly recommended; with a required three weeks' notice. Smith Bindery will then automatically deliver the bound copies to the Graduate School. Keep the bindery receipt, and bring it to the Ph.D. Recorder of the Graduate School, Kirkwood Hall 111.
3. **Please note – for current pricing please contact Smith Book Bindery*

A LIST OF IMPORTANT TIME FRAMES WHICH PERTAIN TO DEGREE COMPLETION

Ph.D. Requirements

If applicable, the student should request the Department to apply for Transfer of Graduate Credit before taking the qualifying examinations. (Please consult the NELC Office for details).

The qualifying examinations must be passed at least 8 months before the degree can be awarded.

The Department will initiate the Nomination to Candidacy form after the student passes the qualifying examination.

The Nomination to Research Committee form must be approved by the University Graduate School at least 6 months before the defense of the dissertation.

At least 30 days prior to the scheduled defense of the dissertation, the candidate must submit to the University Graduate School and the Department a one-page announcement of the final examination. (See the format for the announcement in the "Preparation of Theses and Dissertation Guide," available from the University Graduate School).

Please Note: By this point, students must have completed a total of 90 applicable credit hours (excluding G901) before the degree can be awarded.

The student must defend his/her dissertation and submit the unbound and bound copies to the University Graduate School within 7 years after passing the qualifying examination.

Degrees are granted monthly. If the unbound and bound copies of the dissertation are submitted to the University Graduate School by the 27th of the month, the degree can be awarded the same month; otherwise, it is granted the following month.

Students who have passed the qualifying examination must enroll each semester thereafter (excluding summer sessions unless the student is to graduate in June, July, or August). Candidates graduating during these months must enroll in one hour of credit in the current or immediately preceding summer session.

Students enrolling in G901 must be:

1. Doctoral students who have completed 90 credit hours or more of graduate coursework
2. Doctoral students who have completed all requirements for their degree except the dissertation
3. Doctoral students who have not enrolled in more than 6 semester of G901.

Please Note: Should the Graduate School Recorder discover any problems, degree conferral may be postponed.

If the 27th of the month falls on a weekend, then the deadline will be Friday prior to the weekend. For the month of February the 24th will be the deadline. For the months of December and May: the Thursday prior to the Commencement will be the deadline. Paperwork for the Ph.D. degree received after the 27th will be conferred the following month.

Diplomas are mailed to the student's permanent address by the Office of the Registrar. It is the student's responsibility to verify that the Office of the Registrar has the proper address on file. Diplomas are mailed by the Office of the Registrar two to three months after the degree is conferred.

REQUESTING A GRADE OF INCOMPLETE IN A COURSE

Normally, a student who registers for a course is expected to complete the requirements for that course before grades are due for the semester. Occasionally, however, students confront a serious and unexpected obstacle to completing final required coursework within the semester deadlines. In this case, the student has the option of requesting a grade of Incomplete from the course instructor. A student should make the request for an Incomplete in writing and prior to the end of classes. No professor is under obligation to agree to the request of an Incomplete or to grant an Incomplete without an explicit request from the student. A student who has trouble completing course requirements before midterm should consider withdrawing from the course; (check the academic calendar on the Office of Registrar's website for the deadlines for withdrawing from a course). An Incomplete is not a substitute for completing the requirements of a course or an open-ended deferral of the requirements of the course. Some requirements for a course cannot be completed after the course has stopped meeting.

Student should therefore consult with the professor before the end of classes, in order to determine which work deadlines can be extended and which cannot.

If a student's requests and receives an Incomplete, his or her plan should be to complete the work for the course within the next six months, if not earlier. Staying on schedule to complete the work for a course is the student's responsibility, not the professor's or the department's. A student may not enroll a second time in a course in which he or she has a grade of Incomplete. The Registrar's Office automatically turns Incompletes into F's if twelve months have elapsed and the professor has not turned in a grade. Remember that your professor has other instructional and administrative responsibilities and will need sufficient time to read and grade your late work after it is submitted.

A grade of Incomplete that turns into an F will seriously lower your GPA, which in turn will lower your chances of receiving associate instructorships and fellowships, as well as admission into the doctoral program, since these usually require a GPA of 3.5 or higher. Incompletes can often have the same effect, even before they turn into F's, since they suggest a student has difficulty meeting academic responsibilities. Low GPA or multiple Incompletes can also lead to academic probation and dismissal from the Graduate School.

If you are experiencing difficulty completing work for which you have received an Incomplete, seek advice from your instructor. You may be able to request an extension of an Incomplete, giving you additional time before the I becomes an F. Extensions of the grade of Incomplete beyond the twelve months are not automatic; they require a written request explaining the reason for the extension and must be approved by the Department and the College, as well as by the instructor.

Methods for Removing Incompletes

A grade of Incomplete may be removed in one of the following ways:

1. By the student completing the course within the time limit and the instructor sending the appropriate Removal of Incomplete form to the Office of the Registrar
2. By the Dean of the student's school authorizing the change of Incomplete to W
3. By the Dean of the student's school authorizing the change of Incomplete to F

DIRECTED READINGS AND INDEPENDENT STUDY COURSES

Directed Readings/Independent Study courses (N590-594, N598, and N695) provide an important method for NELC graduate students to explore particular research interests on an individual basis, but there are special advising requirements. Students should adhere to the following guidelines:

1. Discuss with your advisor what directed readings courses may be appropriate for your academic program, and when and with which faculty members they should be taken.
2. During the semester before you intend to take the course, meet with the prospective supervising faculty member to discuss your goals for the course and, if the faculty member agrees, to construct the reading list and project requirements.
3. Before registration for your intended academic term, complete the Directed Readings Course Form (available from the NELC Office), obtain the instructor's signature, and submit it to the NELC Graduate Secretary, along with the reading list and any additional information. The form is used by the NELC office to generate registration permissions, to keep enrollees and instructors matched, and to coordinate grade reporting properly, so be sure the information on the form is clear and complete. Missing or incorrect information may cause registration difficulties, delayed or missing grades, and even more serious problems such as academic progress issues and holds on AI appointments.
4. At the end of the semester, remind your instructor to submit your course grade. Grade reporting procedures are not the same as with normal classroom courses, so advise your instructor to consult the Graduate Secretary or the DGS if there are any questions.

NELC ASSOCIATE INSTRUCTORSHIPS

Aspects of Employment

An AI or GA appointment requires full-time enrollment as a graduate student in the Department of Near Eastern Languages and Cultures. Appointments are normally for one year, but sometimes are granted for one semester and may be renewable.

The time limits below apply to all reappointments. Summer sessions are not included in the time limits. Scholarship awards are counted towards the time limits for financial aid.

Master's Degree	-	4 semesters	
Ph.D. Degree	-	8 semesters	
Combination of two Master's or a Master's Degree with a Double Major	-	6 semesters	

In addition, the student must maintain a cumulative GPA of 3.0 or higher. Failure to meet the GPA requirement will mean termination of financial aid at the end of the semester in which such a failure occurs.

The workload for a 50% FTE appointment is 20 hours per week. (50% FTE appointments include 30 credit hours of fee remission.)

Please Note *The student must pass an AI English exam if required.*

Term of Appointment

Appointments are normally made for one year, although circumstances occasionally lead to appointments for a single semester. Renewals will be considered annually up to the financial aid time limit associated with a student's particular degree program. Usually renewals will be approved if the student is making satisfactory progress on the degree and had performed the duties of a student appointee in a satisfactory manner. Satisfactory progress towards a graduate degree is determined by the Director of Graduate Studies. Probation in any semester will lead to discontinuation of financial aid beginning in the next semester of enrollment.

Duties each semester begin from the first day of orientation period and continue through the examination period. It is the appointee's responsibility to respond immediately to notification of assignments so that the scheduling and implementation of the department's activities can be properly accomplished.

Work Load and Employment Requirements

Workloads for Associate Instructors are determined at the campus level. The workload for a 50% FTE appointment is 20 hours per week.

To receive NELC financial aid, or other employment opportunities are limited by the following regulations:

- You may not hold an AI or GA position if employed by Indiana University 100% FTE in another position.
- You may not hold two Indiana University student academic appointments, including AI or GA positions, if combined they total more than 50% FTE.

For additional information regarding NELC AI Appointments, please refer to *Department of Near Eastern Languages and Cultures Associate Instructor/Graduate Handbook*.

FINANCIAL AID

General Information

Detailed information about financial aid may be obtained from the Office of Research and the University Graduate School, Bryan Hall 104, and from the Graduate School Office, Kirkwood Hall 111.

Other Sources of Financial Aid

Although most of the items listed below are for graduate work, undergraduates who plan to continue their studies in graduate school should carefully consider the list. Fellowships for graduate study for which a senior may apply are marked (**) below. It must be remembered that most of them require formal application early in the senior year.

Student Employment Office

Assists students in locating part-time summer and temporary jobs by making current job vacancies available on a year-round basis. All currently enrolled students and their spouses may use the services. You may contact the Career Development Cent (812-855-1556), 625 N. Jordan Avenue, for further information.

Doctoral Student Grants-In-Aid of Research

(For extraordinary expenses arising from research for the dissertation – travel expenses, purchase of microfilm, computer projects, etc. – in an amount of up to &750.00). Applications are available from the Graduate School Office, Kirkwood Hall 111. Deadlines for applications are September 15, February 1, and June 1. Other competitive awards include Off Campus Research Fellowships to fund a short period of time (off-campus) for required dissertation research; application deadline: September 15, as well as Dissertation Awards (two semesters of support, for advanced candidates from College divisions to help them finish writing their dissertation); application deadline: February 15. Other forms of financial aid may be available depending on the nature of the topic of research. For information, contact the University Graduate School.

****CIC Minorities Fellows Department of the Humanities**

(Full tuition for the academic year plus an annual stipend ranging from \$3,000 - \$8,000): For students pursuing programs of study leading to Ph.D. degrees: applicants must be American Indians, Asian-Americans, Black-Americans, Mexican-Americans, or Puerto Ricans who are U.S. citizens and who hold or will receive a bachelor's degree from a regionally-accredited college or university. Students currently enrolled in graduate study may also apply. Application forms and information concerning deadlines are available at: CIC Minorities Fellowship Department, Kirkwood 111.

Educations Opportunity Fellowships

Contact the Office of Research and Graduate Development.

John H. Edwards Fellowships

Indiana University fellowships to support outstanding student who have completed at least one year of graduate study. Community service is emphasized. The nomination deadline is announced in January of each year.

****Foreign Languages and Area Studies (FLAS Fellowships)**

See NDEA Fellowships.

****Fulbright**

Fulbright and other United States Government Grants (tuition and expenses): for graduate study in specified countries. Applicants must be United States citizens at the time of application. For application and additional information, contact the Dean of International Services, Franklin 306.

Foreign Area Fellowships

(Monthly stipend, plus allowances for dependents, tuition, and transportation): For study and research in culture of foreign countries. Research must focus on the modern period and on problems that reach beyond the limits of a single nation. Students should write directly to the Social Services Research Council, 605 Third Avenue, New York, NY 10016 for application and additional information.

****Marshall Scholarships**

(Stipend plus tuition and transportation, with the possibility of an additional allowance for married students): Two year grants which may be extended to three years of graduate study in the United Kingdom. Applicants must be United States citizens under the age of 26. Candidates are required to be screened by Indiana University. This process takes place during the second half of September. Contact the campus representative (812-855-3126) for more information.

****Mellon Fellowships in the Humanities**

The fellowship is designed to encourage outstanding candidates to prepare for careers in humanistic teaching and research by offering generous, portable fellowships. Candidates will be judged on the basis of both academic excellence and promise of effective teaching. Evidence of the former will be indicated primarily by scholastic records and achievement on the GRE General Test; of the latter, by breadth of interest, liveliness of mind, and ability to communicate as reflected in recommendations, the applicant's statement of intellectual interest (part of application), and the interviews to be scheduled by the regional Mellon committee.

****NDEA Fellowships**

(National Defense Education Act Title VI-Fellowships; also known as Foreign Language and Area Studies (FLAS) Fellowships): these fellowships are available for the study of many modern foreign languages. The Office of Education awards these fellowships to students who intend to make their careers in college or university teaching, government service, or other employment where knowledge of foreign cultures is a prerequisite for success. The award includes a stipend and tuition and is given in one of six area studies Departments. General information is available from the Dean of International Studies or from any area studies office.

****National Graduate Fellowships in the Arts, humanities and Social Services**

Funded by Congress and administered by the Department of Education, the Department is designed to assist "students of superior ability, as demonstrated by their achievement and exceptional promise, to pursue graduate study" leading to the Ph.D. degree. Applicants must be U.S. citizens or permanent residents. The stipend is up to \$10,000.00 a year plus graduate school tuition and fees, and the fellowship may cover up to four years for full-time graduate study. This is a highly competitive fellowship. Application forms are available from the U.S. Department of Education, National Graduate Fellows Department, P.O. Box 44367, L'Enfant Plaza Station, Washington, D.C., 20026-4367, and completed applications must be submitted to the U.S. Department of Education, Application Control Central, Room 3633, and Regional Office Building 3, 7th and D Streets S.W., Washington, D.C. by December 18th.

****Rhodes Scholarships**

(Tuition and maintenance allowance; travel expenses may be provided): Two-year grants for students between the ages of 18 and 24 in all fields, of at least a junior standing, who desire to study at Oxford University. Applicant must be a U.S. citizen and unmarried. Early application if necessary; campus interviews are held during the second half of September. Campus representative can be reached at (812-855-3126).

Charlotte W. Newcombe Doctoral Dissertation Fellowships

Designed to encourage original and significant study of ethical or religious values in all fields of the humanities and social sciences, and particularly help Ph.D. candidates in their fields to complete their dissertation work in a timely manner. Interested students should contact The Woodrow Wilson National Fellowship Foundation, 5 Vaughn Drive, Suite 300, Princeton, NJ 08540; charlotte@woodrow.org or www.woodrow.org/newcombe.

****Rotary Foundation Fellowships for International Understanding**

(Tuition fees, living costs, transportation, and limited educational travel costs): For one year of graduate study abroad in any field. Application is made through the Rotary Club of the applicant's home town or through the club nearest his or her home by April 15th, of the year the fellowship is to be used.

Indiana University Overseas Exchange Fellowships

Graduate fellowships are available for students who wish to study for a year at the following institutions: Shandong University – Nankai; (People's Republic of China); University of Malawi – (Africa); Warsaw University – (Warsaw, Poland); Zagreb University – (Croatia); University of Seville – (Spain); The Chinese University of Hong Kong; Free University of Berlin – (Germany); University of Kiel – (Germany); other institutions in the Federal Republic of Germany under the Deutscher Akademischer Austauschdienst (open to any German University); and Tenri University – (Japan). Stipends, travel grants, and deadlines for application vary. Specific information on overseas fellowships and application forms may be obtained from the Dean of International Services, Franklin Hall 306, (812-855-8669).

****Residence Hall Assistantships**

(Room and board at one of the residence centers plus stipend): Available for juniors, seniors and graduate students. Graduate students must be enrolled in a minimum of six hours and a maximum of twelve hours per semester. The student serves as an advisor to approximately sixty students in his/her living unit. Unmarried students are preferred. Application forms are available from the Department of Residence Life, 801 N. Jordan, (812-855-1764) and should be submitted by March 15th.

STUDENT EMPLOYMENT

In addition to holding appointments as associate instructors, students at the Bloomington campus have many opportunities for part-time employment. Students interested in employment options should consult the lists maintained by the Student Employment Office at the Career Development Center, 625 N. Jordan Avenue, Bloomington, Indiana 47405 (812-855-5234) or access this information through the IUB website (<http://www.indiana/iub/>). The Student Employment Office assists students in locating part-time summer and temporary jobs by making current job vacancies available on a year round basis. All currently enrolled students and their spouses may use the services. Students may also find part-time jobs listed by the Human Resources Management Office under Profession, Support and Service Staff, or Information Technology Opportunities website (<http://www.indiana/iub/>).

Work Study

Opportunities exist for work-study positions on campus. Nearly all departments employ students through work-study programs. Work-study is a federally supported program and students must be assessed for eligibility through the Office of Student Financial Assistance (OSFA).

GradGrants Center

The GradGrants Center provides graduate students or those newly admitted for graduate study with one central location to find available academic vacancies on the Bloomington campus. The URL for the site is <http://www.indiana.edu/~gradgrnt/ssabbs/saa.cgi>. Questions concerning specific vacancies on the site should be directed to the advertising department and not to the GradGrants Center.

IUB ENROLLMENT REQUIREMENTS

To be eligible for certain services and to maintain student status, students should be aware of the following rules set by agencies and institutions on the Bloomington campus. This is of particular interest to students taking their qualifying examinations, who otherwise would not need to be enrolled.

Student Health Services

If a student is enrolled for three or more credits, a health fee is assessed; students enrolled for fewer than three credits are charged for each office call. Students must be enrolled or at least one credit to be eligible for Student Health Services.

University Housing Services

As a rule, a graduate student should be enrolled in at least 10 credit hours to be entitled to accommodation in university housing; however, individual arrangements can be worked out. For students taking qualifying examinations, it is insufficient to submit a memo from the student's department with that information in order to remain eligible for university housing. A variety of housing options, on and off campus, are available in Bloomington. Students interested in living on campus should call, write or visit, the Halls of Residence (812-855-1764). There is a great demand for campus housing. If a student wants to live in the dormitories or campus apartments, it is strongly recommended to apply as soon as possible. The advantages of on-campus housing include a direct connection to the internet through the university network and free university cable television. Most utilities are also included in the price of rent. Students interested in living off campus are advised to visit Bloomington personally to find accommodation. For fall leasing it is best to search during late spring. The University owns a number of off campus properties, but the availability of these for fall is usually unknown until late April or early May. For more details contact the Hall of Residence, Indiana University Real Estate or consult the Bloomington Herald-Times web page. (<http://www.hearldtimesonline.com>).

Library Services

Indiana residents may check out materials from the Main Library as well as from departmental and school libraries by showing their driver's license (or other approved I.D. proving their residency status). A valid Indiana University I.D. likewise entitles its holder to check out materials for two weeks. Students who are enrolled while taking qualifying exams and who are not Indiana residents will usually be allowed to check out books by showing their I.U. I.D. card, if they were enrolled within the last year. If difficulties arise, a memo from the Department should solve them.

International Students: Visa Status

International students staying in this country with a student visa must ordinarily be enrolled for at least twelve credit hours as undergraduates, or eight credit hours as graduates, to maintain their visa status; they need not be registered during the summer. Students taking their qualifying examinations must be enrolled for at least one credit hour and must in addition provide International Services with a written notice informing them about that fact and of the expected length of the examination period.

IU CODE OF STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

All new students should take time to read the [IU Code of Student Rights, Responsibilities, and Conduct](http://campuslife.indiana.edu/Code/index.html). Each student is given a copy of this booklet when he or she enrolls in the university. Additional copies may be downloaded from the IUB website <http://campuslife.indiana.edu/Code/index.html>

The booklet contains very important information that will help students avoid serious problems in their academic work and in living and working with other members of the university. The booklet also provides information about what students should do if they need help with problems in their academic work or in interacting with other members of the university.

Students will find chapters in the booklet on student rights and responsibilities, student complaint procedures, student academic and personal misconduct, and student disciplinary procedures. Students should pay special attention to the section on academic misconduct, which covers the following topics: (1) cheating (2) fabrication (3) plagiarism (4) interface (5) violation of course rules (6) facilitating academic dishonesty.

Please contact the NELC Director of Graduate Studies or the Student's Ethic Office <http://www.campuslife.inidana.edu> if you have any questions.

COLLEGE OF ARTS AND SCIENCES FAMILY AND MEDICAL LEAVES FOR GRADUATE STUDENTS

Purpose The purpose of this policy is to provide continuing support of graduate students in the College who need temporary relief from duties because of a medical or family situation.

Eligibility To be eligible for leave a student must be facing one of the following situations:

- A serious health condition requiring the absence of 3 weeks or more
- Care of a child within 12 months of birth or adoption
- The serious health condition of a spouse, domestic partner, child or parent when the student is the primary or co-primary caregiver and the absence is anticipated to continue for at least three weeks
- Death of a spouse, domestic partner, child, or parent

Leave Frequency Graduate students may take family or medical leave up to two terms of every five calendar years, but must be enrolled full-time for at least one fall or spring term between leaves. Family leave for birth or adoption of a child must be concluded with 12 months of birth of the child or the date on which the child is placed for adoption with the academic appointee.

Terms and Conditions Students on family or medical leave who are on Student Academic Appointments for the entire fall or spring shall receive continuing full support including stipend, health insurance, and any fee remission for up to 6 consecutive weeks of leave or to the end of the semester, whichever occurs first. Student on eligible summer appointments shall receive continuing full support for up to 2 consecutive weeks; students on other eligible appointments shall receive a number of leave days proportionate to the total duration of their appointment. During the time of leave, the student's duties and responsibilities will be reduced to providing information related to current students or research projects, as requested by the hiring department or research group.

Students approved for a family or medical leave under this administrative practice will be entitled to one-term extension of all major degree milestones and time limits such as qualifying exam deadlines and the number of years between advancing to candidacy and obtaining the degree. Students who are enrolled in G901 during the leave or who have incomplete grades from previous terms may also be eligible for extensions of the standard limits. Current enrollment status will not be automatically affected by leaves under this administrative practice. The student should discuss their options with faculty advisors and make individual arrangements with course instructors for any necessary accommodations to enrolled course. If the leave is formally approved, these options may include:

1. A waiver of drop/add fees so that they can transfer to regular courses to research credits during the period of leave.
2. Complete withdrawal from current coursework, but processing the withdrawal at the very end of the semester to avoid terminating the SAA and associated benefits.

If at all possible, such requests should be made as part of the initial request for a leave, and should be accompanied by a written recommendation from a faculty advisor. Such requests are likely to be denied if made more than one week after leave has begun.

Responsibility of Student It is the responsibility of the student:

- To request the leave as soon as possible. If the leave is anticipated this could occur prior to the beginning of the semester. If the leave is unanticipated, the request should be made no more than one week after the need for the leave occurs. Leaves may be denied because of failure of the student to provide adequate notice of the request for leave.
- To provide any necessary medical certification or other verification of the reason for the leave.
- To discuss with faculty advisors the impact of the leave on course and degree progress and to make any necessary special arrangements. Requests should be made as part of the initial request for leave whenever possible, and may be denied if made more than one week after the leave has begun.
- For Student Academic Appointees: to provide certification of ability to return to duties, where appropriate.
- For Student Academic Appointees: to provide information related to current students or research projects, as requested by the hiring department or research group. It shall be the responsibility of the hiring unit to arrange for covering the student's remaining duties during the time of the leave.

Procedure Requests for a leave under this administrative practice should be made by the student to any faculty advisor or directly to the College Graduate Office by completing the appropriate form. Any request received by faculty members should be forwarded to the College Graduate Office. Final approval of family and medical leaves will be made by the College, after consultation with the department. Leaves will be considered only for current or future terms, and will not be granted retroactively.

Return from Leave Requesting a leave under this administrative practice shall not negatively affect evaluation of a graduate student's academic progress and performance. Upon return from the leave, Student Academic Appointees will be assigned the same or similar duties as determined by the needs of the department.

INTEGRITY IN GRADUATE STUDY

A Graduate School Guide

Integrity in scholarly work has received considerable attention in recent years both in academic circles and in the news. Some notorious cases of fraud have made those in higher education sensitive to this issue. Some of these cases, especially in the sciences, have surfaced when attempts to replicate work have failed. In the humanities and social sciences plagiarism assumes greater prominence. Cheating, the bane of many high school and undergraduate teachers, surfaces as well at the graduate level. Moreover, in our ever more complex professional works, graduate students may find themselves embroiled in abuses of confidentiality or conflicts of interest. All of these problems are of major concern to graduate students, faculty, and other graduate educators.

Fraud

Fraud usually involves the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results may take one of two forms: (1) fabrication of data, or (2) omission or concealment of conflicting data for the purpose of misleading other scholars. Any intermediate form, difficult to detect especially in quantitative analysis, occurs when students are sloppy about categorization. All researchers, irrespective of discipline, can agree the fabrication of data is fraudulent, and most will agree that conflicting data is another person's irrelevant data. In general, the best researchers are those who come to terms with any piece of evidence which others may regard as conflicting. Strong support for a given hypothesis involves disposing of or dealing with alternative hypotheses.

The best insurance against fraud in graduate student research is the careful and close supervision by the faculty advisor as well as the examples other members of the academic community provide. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways – by submitting laboratory notebooks for frequent faculty review, by having faculty monitor the student’s reading in the field, regular progress reports to the faculty advisor. Faculty should normally expect such communication, and in the absence of faculty initiative graduate students should instigate dialogues with faculty. Such communication will help the student develop intellectually and lessen the probability of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly with a clear regard to the rights of the graduate student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student fraud is verified it must be adjudicated in accordance with University procedures. The Graduate School will provide information on those procedures to any interested party.

Plagiarism

Unlike fraud, which is usually the deliberate creation of false data or results, plagiarism is the use of another’s words, ideas or creative productions without proper attribution, i.e., without giving due credit to the original source. Flagrant cases of plagiarism may involve extensive borrowing of other’s material from articles, books, or creative productions with perhaps only slight modifications. In such cases penalties are usually very severe for the student and would likely result in expulsion from Graduate School, or, if a degree has already been earned, in rescinding of that degree. Less extensive cases of plagiarism may be either intentional or unintentional (carelessness or ignorance of the commonly accepted rules) but may also have severe repercussions. In using other people’s work, one must cite that work in the texts or, more commonly, in footnotes and use either direct quotations or skillful paraphrasing for all ideas that are not one’s own. Since most of the basic information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is unnecessary to footnote those facts and ideas which are, so to speak, in the common domain of the discipline. Otherwise, we would be footnoting everything we know. But an intimate familiarity with the literature of the discipline, or a sub discipline thereof, lets one know when the distinctive works or ideas of another research should be given proper attribution. The fairly common practice among scientists of citing the previous significant literature relating to the subject of their articles or books, serves as something of a safeguard against plagiarism, but such reviews of the pertinent literature are less usual in the humanities.

Every graduate student should have a comprehensive knowledge of what constitutes plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse for resorting to it at the graduate level, if indeed ignorance is an excuse at the undergraduate level. Graduate students, if in any doubt about this concept, should discuss plagiarism with faculty members. Students should expect faculty members to demand that they know what constitutes plagiarism.

There are problems, however, not always associated with traditional perceptions of plagiarism. One of these is the danger, when borrowing from the works of others, of quoting, or paraphrasing, or summarizing the material in such a way to misrepresent what the author is trying to say. A second problem arises when a student is overly depended on the work of another, even if the other is cited meticulously. Still another problem is plagiarizing oneself by submitting the same data or findings in more than one article or by reviewing the same book in two different journals. And, finally, there is the problem of a graduate student’s finding being used by his or her mentor with proper attribution to the student either in the article or book, indeed if not giving credit for joint or co-authorship in articles or books where a substantial amount of the work is done by the student. The student should discuss any perceived problem of this nature with the faculty member involved, the chair of the department, or, if need be, the Graduate School.

Cheating

Cheating at the graduate level may not differ morally from the same action on the undergraduate level, but many find graduate cheating more reprehensible and consequences, understandably, more severe. Academic dishonesty for one whose presence in graduate school declares he or she has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is governed by regulation emanating from other parts of the University, cheating on qualifying or preliminary examinations is not. Such dishonesty, once proven, will at the very least result in failure of the examination and may mean termination of the student’s enrollment.

Abuses of Confidentiality

Abuses of confidentiality by graduate students can take various forms. Students often have access to thesis and grant proposals, data, or unpublished papers of other graduate students or faculty members. Some students use this privileged

material in their own research without permission, even though proper attribution may be made. Such an abuse of confidentiality would include the adaptation into one's own research of a thesis or dissertation proposal or any unpublished work that one has opportunity to read or indeed of adopting ideas first floated, and not yet relinquished, by someone else. Another example of the abuse of confidentiality is that in which the graduate student gains archival or library materials about living or recently living subjects and uses them in his or her research without permission from the library or archive or in some cases from the individual. Any research on live subjects can present similar dilemmas.

In some ways confidentiality is one of the forms of integrity which is relatively easy to abuse and relatively difficult to detect. Once again, as with fraud and plagiarism, the example of the graduate student's mentor and that of the rest of the academic community is the best preventative.

Conflicts of Interest

Conflicts of interest between graduate students and faculty members may arise in a variety of ways. We have already alluded to the problems which can occur when the research of a graduate student is inadequately acknowledged by faculty either by failure to footnote properly or to give co-authorship credit. But another set of professional interpersonal relationships must be handled with great care if the integrity of graduate study is to be preserved. As continuing formal education becomes more common and as academics begin to become involved in the world of business, the possibility of a business relationship between student and teacher becomes greater. All of us are familiar with the kind of conflict of interest which may arise through nepotism, that is, when a person serves in an administrative or supervisory relationship to those who are related to him or her by blood or marriage. Most universities have rules which try to regulate professional relationships in such cases. Many faculty members are reluctant to have their own sons, daughters, or spouses take their courses for credit on grounds that such students may be perceived by others to have an unfair advantage. A business relationship including consulting one must evoke the same kind of caution. And a student should be careful about working for a company owned or administered by faculty involved in the student's degree work.

Similarly, a student should not date an instructor while the student is enrolled in the instructor's course. And a student should not ask any instructor to serve as his or her thesis or dissertation director (or research committee member) if the student is having or has had an intimate personal relation, a family relationship, or a business relationship with that instructor. If such a relationship should develop after a professional one has been established, the student should expect the instructor to remove him or herself from the professional role. Such a relationship, whether between a graduate student and a faculty member or between a graduate student acting as an associate instructor and an undergraduate, constitutes a potential conflict of interest, especially as perceived by other students and faculty members. Both because of perceptions and because of possibilities for exploitation, such relationships should be scrupulously avoided.

NEAR EASTERN LANGUAGES AND CULTURES FACULTY

CHAIR

Asma Afsaruddin	Chair and Professor, Department of Near Eastern Languages and Cultures Adjunct Professor, Department of Religious Studies
Research Area(s)	Pre-modern and modern Islamic religious and political thought; Qur'anic hermeneutics; Hadith criticism; Exegetical, legal, and ethical perspectives on jihad and martyrdom; Gender roles

CORE FACULTY

Al-Ani, Salman	Professor, Department of Near Eastern Languages and Cultures
Research Area(s)	Arabic linguistics with a special emphasis on phonetics, phonology, morphology and syntax
Balim, Harding, Cigdem	Senior Lecturer, Department of Near Eastern Languages and Cultures
Research Area(s)	Linguistics, Languages and cultures in contact, Migration and transnational communities, Contemporary Turkic languages, peoples, and communities
El-Shamy, Hassan	Professor, Department of Near Eastern Languages and Cultures and Department of Folklore and Ethnomusicology
Research Area(s)	Folklore, folktale, ballad; Psychological approaches; Africa, the Middle East
Istrabadi, Zaineb	Senior Lecturer, Department of Near Eastern Languages and Cultures

Research Area(s)	Teaching Arabic as a Second Language, Interfaith dialogues, Community Outreach, Sufism
Katz, Stephen	Professor, Department of Near Eastern Languages and Cultures, and Director of Undergraduate Studies
Research Area(s)	Modern Hebrew Language and Literature, Fiction of S.Y. Agnon, American experience of Jews and Hebrew writers, Hebrew poetry
Khazoom, Aziza Research Area(s)	Associate Professor, Department of Near Eastern Languages and Cultures
Martin, Kevin Research Area(s)	Assistant Professor, Department of Near Eastern Languages and Cultures Modern Middle East, the Modern Islamic World, the Modern Levant (Syria, Lebanon, and Iraq), Cultural history of the Modern Arab world
Morkus, Nader Research Area(s)	Assistant Professor, Department of Near Eastern Languages and Cultures, Director of Arabic Language Study
Shahrani, Nazif Research Area(s)	Professor, Department of Near Eastern Languages and Cultures Cultural ecology of nomadic pastoralism, State and society Islamic movements, Identity politics, Social change and modernization, Muslim family and gender dynamics in Soviet and post-Soviet Central Asia
Sinno, Abdulkader Research Area(s)	Associate Professor, Department of Near Eastern Languages and Cultures Civil wars, Ethnic strife and other Territorial conflicts, Muslims in Western politics, Political Islam
Stetkevych, Suzanne Research Area(s)	Professor, Department of Near Eastern Languages and Cultures Classical Arabic Poetry, Ritual, performance, and Historicist approaches to the <i>qasidah</i> , Praise Poetry to the Prophet
Vinson, Stephen Research Area(s)	Associate Professor, Department of Near Eastern Languages and Cultures and Director of Graduate Studies Ancient Egyptian language and literature; History of Graeco-Roman Egypt Ancient Egyptian transportation and trade, especially boats and ships
Walbridge, John Research Area(s)	Professor, Department of Near Eastern Languages and Cultures Islamic Philosophy and Islamic intellectual history, emphasis on the cultural role of philosophy and science, Baha'i studies, Islamic Studies, Islamic History

ADJUNCT PROFESSORS

Istrabadi, Feisal Research Area(s)	University Scholar in International Law and Diplomacy Constitutional Diplomacy, Iraqi politics, Processes of building legal and political institutions in countries in transition from dictatorship to democracy
Jaques, Kevin Research Area(s)	Associate Professor, Department of Near Eastern Languages and Cultures Islamic legal history, Islam in Southeast Asia and Indian Ocean communities, Islam in the United States, Religious authority in times of social and cultural upheaval, Methods and methodologies in the academic study of religion, Ethnography
McDonald, David Research Area(s)	Adjunct Assistant Professor, Department of Near Eastern Languages and Cultures Israel/Palestine; performance ethnography; social theory; ethnomusicological study of violence and socio-cultural trauma
Losensky, Paul	Adjunct Associate Professor, Department of Near Eastern Languages and Cultures, Department of Comparative Literature and Department of Central Eurasian and Uralic Studies

Research Area(s) Iranian Studies, Persian literature and literary history (in particular the literature of the 16th and 17th centuries in Iran), India, and Central Asia, Literature, architecture, and topography, Sufism and literature, Comparative studies in the Baroque, Translation and translation studies

EMERITUS FACULTY

Altoma, Salih
Research Area(s) Professor Emeritus, Department of Near Eastern Languages and Cultures
Arabic Linguistics, Teaching Arabic as a second language

Bayerle, Gustav
Research Area(s) Professor Emeritus, Department of Near Eastern Languages and Cultures
Sixteenth and seventeenth century Ottoman history, Hungarian history, Ottoman philology

Day, Mark
Research Area(s) Librarian Emeritus, Department of Near Eastern Languages and Cultures, Islamic, and Department
of Central Eurasian and Uralic Studies
Ancient Near East, Islamic Civilization

Glassie, Henry
Research Area(s) Adjunct Professor Emeritus, Department of Near Eastern Languages and Cultures
Folk art and material culture; Historical approaches; the United States, Turkey, Bangladesh

Kleinbauer, Eugene
Research Area(s) Professor Emeritus, Department of Near Eastern Languages and Cultures
Early Christian, Byzantine and Carolingian art and architecture

Lopez-Morillas, Consuelo
Research Area(s) Adjunct Professor Emerita
Hispano-Arabic language and literature, Aljamiado language and literature, History of the Spanish
language, Peninsular dialectology, Romance linguistics

Ogan, Christine
Research Area(s) Affiliated Professor Emerita, Department of Near Eastern Languages and Cultures
International communications, Information and communication technology issues, Social
informatics, Middle East and Western Europe

Mailing Address

Department of Near Eastern Languages and Cultures
Goodbody Hall Room 219
Indiana University
1011 East Third Street
Bloomington, Indiana 47405
Attention: Graduate Studies / Connie Sue May

Email

csmay@indiana.edu

Telephone

Main Office: 812-855-5993
Graduate Studies: 812-856-4819

Or you may visit our homepage:

<http://www.indiana.edu/~nelc>

Homepage maintained by: Department of Near Eastern Languages and Cultures
Send homepage comments to:

nelc@indiana.edu

STUDENT SUPPORT AND COMMUNITY EDUCATION AND CONTACT INFORMATION

Academic Support and Diversity, Office of
<http://www.indiana.edu/~asd/>
812-856-5700

African American Affairs
<http://www.indiana.edu/~iuasa>
812-855-9632

Alcohol-Drug Information Center
<http://www.indiana.edu/adic.html>
812-855-5414

Asian Culture Center
<http://www.indiana.edu/~acc/>
812-855-5361

Black Culture Center
<http://www.indiana.edu/~nmbcc>
812-855-9271

Gay, Lesbian, Bisexual Anti-Harassment Team
812-855-4463

Gay, Lesbian, Bisexual, Transgender Student Services
<http://www.indiana.edu/~glbt>
812-855-4252

International Center
<http://www.indiana.edu/~intlerv/>
812-855-7133

Latino Cultural Center (La Casa) – 855-0174
<http://www.indiana.edu/~lacasa/>
Latino Affairs – 855-0452
Racial Incidents Team – 855-4463
Student Activities – 855-4311
[Http://www.indiana.edu/~sao/new/index.html](http://www.indiana.edu/~sao/new/index.html)

Student Advocates
<http://www.indiana.edu/~adv.html>
812-855-0761

Student Ethics and Anti-Harassment Programs
<http://www.indiana.edu/~ethics.html>
812-855-5419

Student Legal Services
<http://www.indiana.edu/~sis/>
812-855-7867

ACADEMIC SUPPORT SERVICES

Academic Support Centers
Briscoe – 855-6391
Forest – 856-3060

Teter – 856-4457
Career Development Center
812-855-5234

University Information Technology Services (UITs)
812-855-6789

Disability Services for Students and Veterans Affairs
812-855-7578

Exploratory Student Services
812-855-7046

Groups Student Support Services
812-855-0507

Health Professions and Prelaw Center
812-855-1873

Hutton Honors College
812-855-3555

International Services
812-855-9086

Main Library
812-855-0100

Overseas Study
812-855-9304

Office of the Registrar
812-855-0121
Transcripts – 812-855-7505

Student Academic Center
812-855-7313

Writing Tutorial Services
812-855-6738

MISCELLANEOUS SERVICES

Copies & More
812-855-1711

TRANSPORTATION

Campus Bus Service – 812-855-8384
<http://www.iubus.indiana.edu/>
City Bus Service – 812-332-5688
Greyhound – 812-332-1522

Airport Shuttle
812-332-6004

Campus Parking Operations

<http://www.indiana.edu/>

812-855-9848

Residence Hall Parking

<http://www.indian.edu/parking.html>

812-855-9840

BLOOMINGTON VISITOR INFORMATION

Bloomington Convention & Visitors Bureau

1-800-800-0037 / 812-334-8900

IU Visitor Information Center

812-856-GOIU (4648)

WEB SITES

IU Bookstore

www.iubookstore.com

IU Credit Union

www.iucu.org

IU Cable TV

www.indiana/~iutv

**Department of Near Eastern Languages and Cultures
MA Examinations**

Name of Student _____

Date of MA Exam _____

1. Language Examination: _____

Examiner Responsible (Name and Signature): _____

The examiner's signature confirms that he/she has approved the field and will provide the student with a reading list for the exam.

2. Topic/Field: _____

Examiner Responsible (Name and Signature): _____

The examiner's signature confirms that he/she has approved the field and will provide the student with a reading list for the exam.

3. Paper Topic/Field: _____

The examiner's signature confirms that he/she has approved the field and will provide the student with a reading list for the exam.

I, _____, Director of Graduate Studies, verify that the student has passed all required courses and is permitted to take the M.A. Exams.

Date _____

APPOINTMENT OF ADVISORY COMMITTEE

College of Arts And Sciences, Graduate Division

Date _____

(PLEASE TYPE)

Name of Student _____

Student Number _____ Department _____

Date of Admission to the COLL, Graduate Division _____

Major _____ Minor _____

ADVISORY COMMITTEE

NAME	DISCIPLINE	SIGNATURE
_____ 1 ST INSIDE MEMBER	_____	_____
_____ 2 ND INSIDE MEMBER	_____	_____
_____	_____	_____
_____ 1 ST OUTSIDE MEMBER	_____	_____
_____	_____	_____

SIGNED _____
Chairperson of Major Department or Graduate Adviser

SIGNED _____
Associate Dean for Graduate Education COLL, Graduate Division

NOTE: The student's major department shall assign every Ph.D. student admitted to a degree program to an advisory committee not later than one year after admission to the Ph.D. program. The names of faculty on the advisory committee shall be forwarded, also not later than one year after admission, to the College of Arts and Sciences, Graduate Division for approval.

11/90

A27

REQUEST FOR CHANGE OF ADVISORY COMMITTEE

COLLEGE OF ARTS AND SCIENCES, GRADUATE DIVISION

DATE _____

(PLEASE TYPE)

Name of Student _____

Student Number _____ Department _____

Current Address _____

Major _____ Minor(s) _____

Dissertation Title _____

Please Type Name(s) Of Committee Members(s) To Be Deleted

Reason(s) For Change(s) _____

Please Type Name(s) Of New Committee Member(s)

NAME	DISCIPLINE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed _____
Chairperson of Major Department or Graduate Adviser

Signed _____
Associate Dean for Graduate Education
College, Graduate Division

APPOINTMENT OF ADVISORY COMMITTEE
For the Ph.D. Degree with a Double Major
(To be submitted with the application for a double major program)

College of Arts and Sciences, Graduate Division

Date _____

(PLEASE TYPE)

Name of Student _____

Student Number _____ Department _____

PROPOSED ADVISORY COMMITTEE

NAME	DISCIPLINE	SIGNATURE
<u>FIRST MAJOR</u>		
_____	_____	_____
_____	_____	_____
<u>SECOND MAJOR</u>		
_____	_____	_____
_____	_____	_____
<u>OUTSIDE MINOR</u>		
_____	_____	_____
_____	_____	_____

First Major recommendation by: SIGNED _____ Date _____
Chairperson or Graduate Adviser of Department

Second Major recommendation by: SIGNED _____ Date _____
Chairperson or Graduate Adviser of Department

APPROVAL: _____ Date _____
Associate Dean for Graduate Education
College, Graduate Division

INDIANA UNIVERSITY GRADUATE SCHOOL

Application to change from a Single to a Double Major (For the Ph.D. Degree)

Name in Full _____ ID# _____
 (Last) (First) (Initial)

Current Address _____

Telephone: Home _____ Office _____

Current Major _____ Minor _____ Degree Sought _____

Second Major Sought _____

Educational background (Attach all relevant transcripts)

Bachelor's degree

Institution _____ Major _____ Degree _____

Year Awarded _____

Graduate Study at I.U.

Graduate hours completed _____ ; hours incomplete _____

Qualifying Examination in current major:

Date passed _____ or date expect to schedule _____

Graduate study elsewhere

Institution _____ dates attended _____ major _____

Hours completed _____ degree obtained _____

Applicant's signature _____ Date _____

APPLICATION APPROVAL

1. For the current major, permission to seek a second major.

Granted by _____ Date _____

Department Chairperson or Graduate Adviser

2. For second major, admission with double major status.

Recommended by _____ Date _____

Department Chairperson or Graduate Adviser

3. For the School of Education (when appropriate)

Recommended by _____ Date _____

Director of Student Services

4. For the Graduate School

Approved by _____ Date _____

06/82

The University Graduate School
 NOMINATION TO CANDIDACY FOR THE PH.D. DEGREE

Name of Student _____ Univ ID _____

Current Mailing Address _____

Department _____ Date of Enrollment/Univ Graduate School _____ Birthdate _____

Date of Qualifying Exam _____ (mo/day/yr) Date Candidacy Expires _____

Total Graduate Credits Earned (Including Transfer Credit*) _____

REQUIREMENT COMPLETION DATES

Major _____

Minor _____ Date ____/____/____

Minor _____ Date ____/____/____

Language Proficiency (If student is using research skill, please list courses)

_____ Date ____/____/____

_____ Date ____/____/____

_____ Date ____/____/____

This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the Ph.D. degree.

Advisory Committee Signatures _____

Outside Minor OR _____
 (Outside Minor Examination Passed)

 (Outside Minor Examination Waived)

Chair or Graduate Advisor/Major Dept. _____ Date _____

Information Verified/Ph.D. Recorder _____ Date _____

Approved/Dean University Graduate School _____ Date _____

*Do not submit this form to the University Graduate School until the transfer of all credits from other institutions has been approved.

The University Graduate School
NOMINATION TO CANDIDACY FOR THE PH.D. DEGREE WITH A DOUBLE MAJOR

Name of Student _____ Univ ID _____

Current Mailing Address _____

Department _____ Date of Enrollment/Univ Graduate School _____ Birthdate _____

Date of First Qualifying Exam _____ (Mo/Day/Yr)

Date of Second Qualifying Exam _____ (Mo/Day/Yr) Date Candidacy Expires _____

Total Graduate Credits Earned (Including Transferred Credits*) _____

REQUIREMENT COMPLETION DATES

First Major _____ Date _____ / _____ / _____

Minor _____ Date _____ / _____ / _____

Second Major _____ Date _____ / _____ / _____

Minor _____ Date _____ / _____ / _____

Language Proficiency (If student is using research skill, please list courses)

_____ Date _____ / _____ / _____

_____ Date _____ / _____ / _____

_____ Date _____ / _____ / _____

This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the Ph.D. degree.

	First Major	_____
Advisory Committee Signatures	First Major	_____
	Second Major	_____
	Second Major	_____
	Outside Minor	_____
		(Outside Minor Examination Passed)
	OR	_____
		(Outside Minor Examination Waived)

Chair or Graduate Advisor/First Major _____ Date _____

Chair or Graduate Advisor/Second Major _____ Date _____

Information Verified/Ph.D. Recorder _____ Date _____

Approved/Dean _____ Date _____

University Graduate School

*Do not submit this form to the University Graduate School until the transfer of all credits from other institutions has been approved.

The University Graduate School
NOMINATION OF RESEARCH COMMITTEE FOR PHD

Name of Student _____ Univ ID _____

Department _____ Birth Date _____

Major _____ Minor(s) _____

Date of Qualifying Exam _____

Date of Enrollment in the University Graduate School _____

Proposed Dissertation Title _____

Dissertation Prospectus: Please attach a one-to-two page summary of the proposed research. If the research involves human subjects, animals, biohazards, or radiation, please also attach an approval from the appropriate committee.

Note: Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.

NAME	SIGNATURE	DEPARTMENT	UNIV ID
_____	_____	_____	_____
(Chair of Committee)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Minor Representative)			

All committee members must be members of the University Graduate School Faculty and at least half must be full members.

I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.

Signature/Departmental Chairperson _____ Date _____

Approval/Dean _____ Date _____
 University Graduate School

*To be used only by students who have passed the qualifying examination and who have previously been admitted to candidacy.

06/04

The University Graduate School
NOMINATION OF RESEARCH COMMITTEE FOR THE PHD WITH A DOUBLE MAJOR

Name of Student _____ Univ ID _____

Department _____ Birth Date _____

FIELDS OF STUDY First Major _____ Second Major _____

Minor(s) _____ Minor(s) _____

Date of Qualifying Exam _____ Second Qualifying Exam _____

Date of Enrollment in the University Graduate School _____

Proposed Dissertation Title _____

Dissertation Prospectus: Please attach a one-to-two page summary of the proposed research. If the research involves human subjects, animals, biohazards, biosafety, or radiation, please also attach an approval from the appropriate committee.

NOTE: Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.

NAME (Please Type)	SIGNATURE	DEPARTMENT	UNIV ID
_____	_____	_____	_____
(Co-Chairperson for First Major-Full Member)			
_____	_____	_____	_____
(Member for First Major)			
_____	_____	_____	_____
(Co-Chairperson for Second Major-Full Member)			
_____	_____	_____	_____
(Member for Second Major)			
_____	_____	_____	_____
(Member for Outside Minor-One Member Per Minor)			
_____	_____	_____	_____
(Member for Outside Minor- One Member Per Minor)			

All committee members must be members of the Graduate Faculty and at least half must have the endorsement to direct doctoral dissertation committees.

I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.

Signature/Dept Chairperson (1st Major) _____ Date _____

Signature/Dept Chairperson (2nd Major) _____ Date _____



Approval/Dean University Graduate School _____ Date _____

The University Graduate School
REQUEST FOR CHANGE OF RESEARCH COMMITTEE MEMBER(S)

Name of Student _____ Univ ID _____

Department _____ Birth Date _____

Current Mailing Address _____

Major _____ Minor(s) _____

Dissertation Title _____

Name(s) of committee member(s) to be deleted (Please Type)

Reason(s) for the requested change(s)

Information pertaining to the new member(s)

NAME (Please Type)	SIGNATURE	DEPARTMENT	UNIV ID
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature/Departmental Chairperson _____ Date _____



Approval/Dean
University Graduate School _____ Date _____

DEPARTMENT OF NEAR EASTERN LANGUAGES AND CULTURES
ARABIC LANGUAGE PROFICIENCY FORM

A minimum of 12 credit hours beyond the 18 required for the M.A. for students continuing from the NELC M.A. program, or a minimum of 12 credit hours above the third-year level for incoming Ph.D. students in courses approved by the NELC Director of Graduate Studies.

This form certifies that _____ has completed the following courses/hours in fulfillment of the requirements for language proficiency in Arabic.

<u>SEMESTER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>GRADE</u>
-----------------	---------------------	---------------------	--------------

If you have questions or require additional information please contact me.

 NELC, Director of Graduate Studies

 Date

cc: RUGS
 DEPT/Student File

NAME	OFFICE	PHONE	E-MAIL
Afsaruddin, Asma Chair/Professor/NELC	Memorial M17	855-4323	aafsarud
Alani, Salman, Professor	Goodbody Hall 204	855-8555	alani
Altoma, Salih, Prof/Emeritus	Goodbody Hall 102	855-5993	salih
Balim-Harding, Cigdem, Senior Lecturer	Goodbody Hall 208	855-9483	cbalim
Bayerle, Gustav, Prof/Emeritus	Goodbody 102	855-5993	bayerle
El-Shamy, Hassan, Professor	506 N Fess 101	855-4124	elshamy
Glassie, Henry, Adjunct Prof/Emeritus			
Istrabadi, Feisal A.R.	Law School 243	856-2987	fistraba
Istrabadi, Zaineb, Senior Lecturer	Goodbody Hall 302	856-0372	zistraba
Jaques, Kevin, Assoc Prof	Sycamore 223	855-6907	rjaques
Katz, Stephen, Prof/Dir of Undergrad Studies	Goodbody 206	855-4744	katz
Khazoom, Aziza, Assoc Prof	TBA	TBA	TBA
Losensky, Paul, Adjunct Assoc Prof	Goodbody 207	855-9665	plosensk
Martin, Kevin W, Asst Prof	Goodbody 241	856-6861	km66
Morkus, Nader, Asst Prof/Dir of Arabic Lang	TBA	TBA	TBA
Morillas-Lopez, Consuelo, Adjunct Prof/Emerita	Ballantine Hall 871	855-1157	lopez
Ogan, Christine, Affiliated Prof/Emerita	Ernie Pyle 206	855-1699	ogan
Shahrani, Nazif, Prof	Goodbody 236	855-4858	shahrani
Stetkevych, Suzanne, Prof	Goodbody 319	855-8722	stetkevy
Vinson, Stephen, Assoc Prof/Dir of Grad Studies	Memorial 019	856-6736	vinsons
Walbridge, John, Prof	Goodbody 222	855-8689	jwalbrid