Introduction

The NELC Graduate Handbook supplements 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 final 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 topic covered in the NELC Graduate Student Handbook. All graduate students should familiarize themselves with these materials and consult them as needed.


Indiana University Code of Student Rights, Responsibilities, and Conduct:
www.indiana.edu/~code/index.shtml

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Alternatively, you may visit our homepage: www.indiana.edu/~nelc
Homepage maintained by: Department of Near Eastern Languages and Cultures

Send homepage comments to nelc@indiana.edu
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A Message from the Chair

Welcome to NELC! The department was founded half a century ago, making it one of the oldest such departments in the nation. Its founding father was Professor Wadie Elias Jwaideh, a native of Iraq and an expert on the modern history of the Kurds who joined the faculty of IU in 1960. He served as chair of the Department of Near Eastern Languages and Cultures with exemplary dedication for over two decades, building a department with strengths in Arabic language and linguistics, Hebrew and Jewish studies, and Middle Eastern and Islamic history, culture, and religions. We are thus justifiably proud of belonging to one of the oldest and most venerable departments of its kind in the nation.

The members of the NELC faculty have been trained at top universities, have studied and done research in countries all over the Middle East and Islamic world, and among them have published dozens of books and innumerable articles. In addition, NELC students have access to professors affiliated with NELC or working related areas in departments such as History, Jewish Studies, Political Science, Religious Studies, Central Eurasian Studies, Anthropology, and Ethnomusicology, as well as the professional schools.

NELC has strengths in Arabic literature and linguistics, classical and modern Islam, Middle Eastern history and politics, and Jewish and Israeli culture and literature. The language program includes five years of modern standard Arabic, as well as Hebrew language and literature and ancient Egyptian language and literature. Courses in Persian and Turkish, offered through the Department of Central Eurasian Studies, also satisfy NELC language requirements, as do new courses in Kurdish.

Graduates from the master’s and doctoral programs enter careers in universities, the Foreign Service, public and business administration, as well as other fields.

We hope that you will find NELC an exciting and intellectually challenging home during your studies at Indiana University.

With best wishes for your success in your studies,

Stephen Katz
Departmental Chair
Professor of Near Eastern Languages and Cultures
Adjunct Professor, Robert and Sandra S. Borns Jewish Studies Program
2018–19 Dates to Remember

Monday, 13 August
New graduate student orientation

Monday, 13 August
Arabic placement exam

Friday, 17 August
Late Registration begins (fee assessed)

Monday, 20 August
Classes Begin

Friday, 24 August
SAA Registration Deadline

Sunday, 26 August
100% Refund Deadline

Monday, 27 August – Sunday, 2 September
Graduate “Even Exchange” Policy in Effect

Sunday, 21 October
Last day to drop with an automatic W

Saturday, 18 November – Sunday, 25 November
Thanksgiving Break

Monday 10 December
Final Exam week Begins

Friday 14 December
Last Day of Classes for fall 2018

*Friday, 4 January
Late Registration Begins for spring 2019 (fee assessed)

*Monday, 8 January
First Day of Classes Spring 2019

*Monday, 15 January
Martin Luther King, Jr Day (classes do not meet)

*Saturday, 11 March – Sunday, 18 March
Spring Break

*Tuesday, 30 April
Final Exam Week Begins

*Saturday, 28 April
Last Day of spring classes

*Dates subject to change
1. NELC Graduate Program

The Department of Near Eastern Languages and Cultures offers students the opportunity to earn a Master of Arts degree, a Ph.D., or a PhD Minor.

Master of Arts (MA)

The Department of Near Eastern Languages and Cultures currently has four tracks from which MA students may choose:

- a terminal master’s degree for students who do not intend to pursue the PhD, which requires only a single major Near Eastern language;
- a track for those who do intend to pursue the PhD, which requires a major and a minor Near Eastern language;
- a track for those who wish to complete an MA in Egyptology, which requires special requirements;
- a separate dual Master’s degree, through which students earn a Master of Arts degree in NELC and a Master of Public Policy (M.P.A.) in the School of Public and Environmental Affairs (SPEA).

In addition, students can earn a dual MA degree with other departments of the COLL Graduate Division. Students must apply to both programs and be accepted to pursue the Dual Master’s Degree.

Doctor of Philosophy (PhD)

The goal of a PhD in Near Eastern Languages and Cultures is to acquire an academic discipline with a strong basis of cultural and linguistic background about the Middle East. The PhD requires three languages:

- five years of a Middle Eastern language;
- three years of a second Middle Eastern language;
- a European research language, usually French or German; and
- a minor in another department, usually a disciplinary field.

In addition, students can acquire a dual PhD in NELC and another department.

Director of Graduate Studies (DGS)

Graduate programs in NELC are supervised by the Director of Graduate Studies (DGS), who 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 PhD qualifying exams, approves nominations to MA degree and to PhD candidacy, and generally oversees the academic progress of every student. The DGS will serve as principal academic advisor to all students pursuing an MA in NELC.

Students must bear in mind that the ultimate responsibility for making satisfactory progress lies with them. Specifically, it is the student’s responsibility, and not that of the faculty mentor, Director of Graduate Studies, or the NELC graduate office to keep track of all deadlines and to see that all requirements set by NELC and the Graduate School are met.

2. 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 PhD program should hold a Masters of Arts degree or its equivalent from an accredited college or university.

The University requires a minimum GPA of 3.0 for graduate applicants. Successful applicants usually have at least a 3.5 grade point average in courses for their major.
Applicants for both the MA and PhD should submit the following:

- Completed online application form.
- Application fee: ($60.00 for domestic; $65.00 for international)
- Statement of purpose (1–2 Pages)
- Transcripts from all colleges and universities attended, whether or not a degree was awarded, in the original language and English translation, where applicable.
- Degree certificates: International students must also submit copies of their degree certificates in the original language and English translation
- 3 letters of recommendation: sent directly to the Department or submitted online by the recommender, not the applicant
- Graduate Record Examination (GRE): Official score reports:
  - required for all domestic applicants
  - strongly recommended for international applicants
  - GRE scores must be within the 5 year limit
- TOEFL scores for all international applicants. The University requires a minimum score of 79-80 on the computerized TOEFL. The Admissions Committee may also conduct an oral interview by conference call or other means to gauge applicant’s English language proficiency and training.
- Writing sample (8–10 pages), normally an academic paper
- Language information: previous language study and other languages known

Official copies of required documents must bear the original seal or stamp of the issuing institution. Uncertified or notarized copies are not acceptable. Please note that the registrar’s offices of US and Canadian institutions must send their academic records directly to the Department of Near Eastern Languages and Cultures.

Domestic applicants should apply online:

www.graduate.indiana.edu/admissions/apply.shtml

Applicants who are not U.S. citizens should submit the international application online:

www.gradapp.indiana.edu/

Applications from U.S. citizens or permanent residents who have completed all or part of their education outside the U.S., the records will need to be evaluated by the Office of International Services. When the Office of International Services has completed its review of the record, that office will contact the NELC Graduate Secretary.

No domestic application for admission with fellowship can be considered unless complete by January 15th. The 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.

IMPORTANT: Students who are applying for outside funding for their graduate work at IU, and who expect a decision on the financial-aid application(s) after the NELC application deadline, should not wait for their financial-aid decisions before applying to IU, since NO application will be accepted after admission decisions have been made.
For domestic applicants all application materials should be sent to:

- Department of Near Eastern Languages and Cultures
- Global and International Studies Building/Room 3050A
- 355 North Jordan Avenue
- Bloomington IN 47405
- Attn: NELC Graduate Studies Administrative Assistant

For international applicants (except Canadian applicants) all official transcripts should be sent to the following:

- Office of International Services, International Admissions
- Indiana University
- 400 E Seventh Street, Poplars 221
- Bloomington, IN 47405

3. Registration and Starting the Year

The beginning of the academic year is a busy and exciting time. It is also full of deadlines, most of which are rigid, come sooner than you would think, and cannot be waived. The significant deadlines that we are aware of as this handbook goes to press are listed above on p. 5.

Missing a deadline can cost you significant amounts of money and may lengthen the time you will need to earn your degree. It is your responsibility, not the Department’s, to know these deadlines and to meet them.

**New Graduate Student Orientation**

A required orientation for all new graduate students will be held the week before Fall semester begins. The orientation will include introduction to the department faculty and staff, Arabic placement exam, advising, and a group activity.

**Registration Dates and Fees, Fall 2018**

It is important to register for classes as soon as possible. Classes often fill, and late registration can result in substantial fees.

The information provided below regarding dates and fees represents information available when this handbook was compiled. The Bursar’s and Registrar’s offices are the final authorities. See the Registrar and Bursar websites for the most up-to-date information.

- registrar.indiana.edu
- bursar.indiana.edu

A complete list of registration dates and policies for upcoming semesters can be found at:

- studentcentral.indiana.edu/index.shtml

**Schedule Adjustment**

If it is necessary to change classes, graduate students should adjust their schedules online as soon as possible but no later than the first week of classes. Classes dropped during the first week of classes will not appear on transcripts. Students who drop classes during the first week of classes will receive a 100% refund.

For information regarding the specific deadlines, please visit the website for Student Central on Union.
Late Drop/Add

The late drop and add periods begin in the second week of classes. Students who drop classes during partial (<100%) refund period forfeit a portion of the graduate tuition fees paid, even if the class was covered by a fee remission. Classes dropped after the 100% refund period will be assigned a grade of W ("withdrawn"), which will appear on transcripts.

For information regarding the specific deadlines, please visit the website for Student Central on Union (studentcentral.indiana.edu/index.shtml).

Even Exchange

The even exchange period occurs during the second week of classes. The policy permits a graduate student to exchange one class for one other class of equal credit hours without any net tuition charge as long as the dropped and added classes are submitted in the same transaction during the second week of classes. There will still be a $23 Late Schedule Change Fee, and the dropped course will still carry a grade of W on your transcript.

Language Placement Exams

For fall 2017, the Arabic placement exam will be conducted during New Graduate Student Orientation on Tuesday August 15, 2017.

Other language placement exams are normally handled by other units. For example, the
- Persian and Turkish: Department of Central Eurasian Studies,
- Hebrew: Borns Jewish Studies Program.
- French: French and Italian
- German: Germanic Studies

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.

4. Coursework Issues and Academic Standards

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. 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 indiana.edu/~code/code/index.shtml.

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) interference, (5) violation of course rules, (6) facilitating academic dishonesty.
Incompletes 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, 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 any 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 the 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. Students should 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 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 students' 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. Students should bear in mind that professors have other instructional and administrative responsibilities and will need sufficient time to read and grade late work after it is submitted.

A grade of Incomplete that turns into an F will drastically lower the student’s GPA, which in turn will all but eliminate the student’s chance 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.

Students who are experiencing difficulty completing work for which they have received an incomplete should seek advice from their instructor. Professors may grant an extension of an incomplete, giving the student additional time before the Incomplete 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.

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 course (N590, N593, N594, AND N598) 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. Faculty are under no obligation to grant requests for such courses.
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 member agrees, construct a reading list and project requirements.
3. Before registration for your intended academic term, complete the Directed Readings Course Form (available from the Graduate Secretary), obtain the instructor’s signature, the Director of Graduate Studies signature, and submit it to the Graduate Secretary along with the reading list and project requirements. The form is used by the NELC office to generate registration permissions, to keep enrollees and instructors matched, and to coordinate grade reporting properly. 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.

IUB Enrollment Requirements

To be eligible for certain services and to maintain student status, students should be aware of the 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.

Transfer of Credit

Eight credits may be transferred from another institution and counted towards a NELC MA. Thirty credits may be transferred and counted towards the PhD. Such transfers are dependent on approval by NELC and the College of Arts and Sciences Graduate Division and are not automatic.

Courses counted towards the fulfillment of the requirements of one advanced/graduate degree may not also be counted towards 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.

Probation / Dismissal

The College requires a minimum of a B average (3.0) in graduate work for continuance in graduate study and for the awarding of all degrees. A student will be placed on academic probation automatically for a GPA below the expected minimum, the accumulation of three or more Incompletes, or a failed first attempt of the qualifying examination. A student will also be placed on academic probation at the recommendation of the Department for insufficient progress or upon review of the student’s academic record by the Dean. A student must be placed on probation and given an opportunity to demonstrate improved progress for at least one full semester before the student may be dismissed from the graduate degree program. Once placed, a student will remain on probation for one full academic semester. The College expects students to remain on probation for no longer than one academic year.

5. Master of Arts in NELC

Coursework

Students must take a minimum of 36 credit hours of graduate courses in Near Eastern Studies. 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, normally the Director of Graduate Studies.

For Students majoring in Arabic, Hebrew, Persian or Turkish (for ancient Egyptian, see special requirements below):

1. Six credits of the required course work must be fulfilled by courses in two of the following fields: 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 three credit hours of the coursework 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. At least twelve credit hours of coursework in Arabic, Hebrew, Persian, or Turkish language(s). Students will choose one of the following options:

   a. “One major language” track: In this option, students are required to complete twelve credits in their chosen Middle Eastern language. Out of these twelve credits, at least six 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 the DGS, count non-language courses in which they use their major NELC language towards the twelve 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. The combination of courses and required levels must be approved by the Director of Hebrew Language Program housed in Borns Jewish Studies Program.

   b. “Two languages” track: In this option, in addition to a major Middle Eastern language as described above, the student also chooses a second Middle Eastern language and is required to fulfill six credits at the Intermediate (2nd year) level or above.

Students majoring in Arabic, Persian, Hebrew, or Turkish who intend to continue to the PhD program are required to follow the (b) track with two Middle Eastern languages.

**MA Qualifying Examinations and Paper**

At the conclusion of their coursework, the following additional requirements must be met by students majoring in Arabic, Persian, Hebrew or Turkish:

1) For students who are not native speakers of their major language, take a two-hour comprehensive exam in their major language, which will (a) test all four language skills (reading, writing, listening comprehension, and speaking) and (b) include a translation exercise. Students who are native speakers of their major language will normally take a comprehensive language exam in their minor language at the highest level attained, but at least Intermediate II. Students who are native speakers of their major language and who are following the “one major language” (terminal MA) track, and who have not studied a minor language, will take a two-hour written examination in a subject area to be agreed upon with the DGS.

2) Take a two-hour comprehensive exam in history 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, which must demonstrate the following:

   (a) A clear understanding of the chosen topic;
   (b) The 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 academic English;
   (e) Competence in the proper use of research and bibliographic tools.

The paper must be modeled, both in format and in intellectual substance, on articles that would be acceptable for publication in a scholarly journal of an appropriate sub-discipline of Near Eastern Studies.
Special requirements for the MA track in Egyptology:

1) The MA requires a minimum of 36 graduate-level credits in ancient Egyptian language, civilization, and appropriate electives, including six credits of MA thesis research.

2) An MA thesis is required.

3) Students will demonstrate reading proficiency in scholarly French or German by the end of the first year, either by completing a 492-level course, or by passing the proficiency examination administered by the Bloomington Evaluation Services and Testing office. Note that 400-level language courses taken to acquire and demonstrate modern-language proficiency do not count towards the required 36 graduate credits.

4) At the conclusion of their course work, students will take written examinations in Egyptian history (two hours) and in Egyptian religion (two hours), and take a translation examination in Middle Egyptian (two hours).

A student may request a waiver of one, two, or all three of the required final examinations if s/he earned an A in the relevant courses and if s/he has a cumulative GPA of 3.5 or better in the program as of the end of the semester before graduation is expected. This request will be considered at the end of the fourth week of the student’s final semester, and may be approved if the student’s MA thesis is well in hand and if s/he is performing at a high level in all current classes.

Model two-year curriculum (substitutions based on previous coursework or student interest must approved by the track advisor):

Year 1:
Fall:  
NELC-E500: Elementary Middle Egyptian I (3 credits).
NELC-E601: Seminar in History of Ancient Egypt (3 credits).
Elective chosen in consultation with program advisor. Recommended subjects include Coptic; Classical Greek; Biblical Hebrew; Arabic; anthropology/archaeology; historical linguistics; ancient history; art history (3 credits).

Spring:  
NELC-E550: Elementary Middle Egyptian II (3 credits).
NELC-E661: Seminar in Religions of Ancient Egypt (3 credits).
Elective chosen in consultation with program advisor. Recommended subjects include Coptic; Ancient Greek; Biblical Hebrew; Arabic; anthropology/archaeology; historical linguistics; ancient history; art history (3 credits).

Year 2:
Fall:  
NELC-E 600: Intermediate Middle Egyptian (3 credits).
NELC-E 660: Demotic I: Grammar and Script (3 credits).
NELC-N 710: Thesis research (3 credits).

Spring:  
NELC-E 650: Late Egyptian: Grammar and Texts (3 credits).
NELC-E 670: Demotic II: Persian and Ptolemaic Texts (3 credits).
NELC-N 710: Thesis research (3 credits).

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 another department. 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.). Dual MA
degrees in the College of Arts and Sciences require a minimum of 50 credits, with at least 21 credits earned in each of the programs.

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

Dual MA students who are subsequently admitted to the PhD program can count the work done to satisfy the second MA degree towards an intensive minor.

Applying for a Double MA or PhD Major in NELC

Current graduate students in the 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 PhD, you should discuss the matter with your PhD advisor.

2. Meet with the NELC DGS.

3. Submit online e-application; 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 e-application.

4. Include in the statement of purpose your reasons for pursuing a double degree, and for PhD students, indicate 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 valid, 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 PhD students must complete an Advisory Committee form (for the double PhD) and a Double PhD form. Please consult the NELC graduate secretary for information.

Requirements

The Dual MPA/MA Degree in NELC

Students pursuing a dual Master’s of Public Affairs (through the School of Public and Environmental Affairs/SPEA)/Master of Arts in Near Eastern Languages and Cultures will complete a total of 66 credit hours: 36 credit hours in the Master of Public Affairs program, plus 30 credit hours in Near Eastern Languages and Culture

MPA Core (18 credits)

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 credits)

Students will complete eighteen credit hours pertaining to one of the specialized concentration areas of the M.P.A., with courses to be chosen in consultation with a SPEA faculty advisor.

MA in Near Eastern Languages and Cultures (30 credits)

Students will complete 12-18 credits in graduate-level courses on the culture, history, politics, and religious traditions of the Middle East.

Students will complete 12-18 credit hours of graduate level courses in an appropriate Middle Eastern language. Students should complete their language to at least the third year level (i.e., in the case of Arabic, to the level of A670, Advanced Arabic II), and must take no fewer than 12 credits of language courses. For students who begin their program with a high level of proficiency in their major language (whether attained through previous instruction or because they are native speakers), the 12-hour minimum in language can include seminars or research courses with substantial content in the major language, to be approved by the NELC Director of Graduate Studies.

Students will submit a term or seminar paper (i.e., a paper originally written in one of their courses) substantially revised and expanded, and meeting the following criteria:

- A clear understanding of a chosen topic
- 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
- An advanced level of critical or theoretical insight
- Command of expository English
- Competence in the proper use of research and bibliographic tools
- The paper should be suitable in form and content for publication in a professional journal in a recognized sub-field of Middle Eastern Studies.

Students will undergo two, two-hour comprehensive examinations in Middle Eastern language, history and culture. Students who are not native-speakers of their major language will undergo a four-skill language examination, along with a two-hour written examination in Middle Eastern history. Students who are native speakers of their major language will undergo a two-hour history examination and a second two-hour examination in a field to be determined in consultation with Near Eastern Languages and Cultures Director of Graduate Studies.

Select List of Representative NELC Courses that may Count towards the Dual Degree:

- Arabic 600 Intermediate Arabic I
- Arabic 660 Advanced Arabic I
- 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 Muslims in Ethnographic Literature of Central Asia and the Middle East
- Islam and Modernity
- African and Middle Eastern Narratives

MA Qualifying Exams and Graduation (All Students)

Scheduling MA Exams

Because of the number of students involved, MA examinations are held only on specified days. The 2017-2019 examination dates are:
Preparation for Graduation

MA Students must notify the Director of Graduate Studies of their intention to take the MA examinations before the end of the semester BEFORE they plan to take their exams. To obtain approval to be examined, students must complete the MA Exam Form, available from the NELC graduate office, and have it 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 student and the examiner 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 will have an examining committee composed of three faculty members, including the faculty members responsible for the language exam, history and other required exams if and as applicable, and the individual research paper or MA thesis. 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 or thesis submitted in the final semester of the student’s coursework or shortly thereafter, in accordance with the University Graduate School rules.

Students who fail an exam may be offered one opportunity to re-take it. Those who do not successfully pass the exams by the end of their sixth semester may be placed on probation and subsequently dismissed from the program for lack of progress as described in the “Academic Regulations” section of the Graduate Bulletin.

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

A recommended reading list for the MA Exam is located on page 36.

In case of need for special accommodations for disabilities, the student is responsible for notifying the DGS or Graduate Secretary and furnishing appropriate paperwork in time for the Department to make appropriate arrangements.

Policy on Computer Testing

Due to lack of appropriate computer facilities, the NELC MA exams must be handwritten. Students will be supplied with bluebooks for this purpose.

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. Grade assessments will need to be submitted to the Graduate Secretary a week after the final day of testing.
MA Thesis

The MA thesis is optional except for students doing the Ancient Egyptian track. Students who wish to write a thesis may count six credit hours of thesis research (N710) towards their required 36 graduate credits. The DGS will help interested students find an appropriate MA thesis advisor. Students who write a thesis must still take the MA exams. For details about the requirements regarding the MA thesis, refer to the University Graduate School Bulletin.

Important Deadlines Pertaining to Degree Completion

Master’s Requirements

The Application for Advanced Degree form should be submitted by the student at least six weeks before the date of graduation. The form can be found on the University Graduate School’s ONE.IU page.

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 graduate 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.

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 the deadline. For the months of December and May the Thursday prior to Commencement will be the deadline. If paperwork for the MA degree is received after the 27th, the degree will be conferred the following month.

Please see page 35 for a checklist of important milestones for the MA.

6. Doctor of Philosophy in NELC

Transition to PhD

Please be aware that admission to the NELC MA program and its successful completion does not guarantee acceptance into the department’s PhD program. MA students who are interested in continuing study for the PhD, whether in NELC, in another department at IU, or at another university, should begin exploring appropriate PhD programs, at the latest, during the fall semester prior to their anticipated matriculation. PhD programs are more specialized and focused than the MA, so interested students should contact specialists at IU or elsewhere in the field, they intend to pursue to determine appropriate programs.

Internal PhD Applications

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

Internal applicants are required to submit BOTH an online application via One (application only) AND a paper application (which may be downloaded from the University Graduate School’s website). Paper applications, in addition to other required materials, should be submitted to the NELC graduate office ONLY. Internal applicants are not required to pay another application fee.

Internal applicants should also submit:

1. An IU transcript (original; self-printed copies are not accepted)
2. Two letters of recommendation, normally from NELC or IU faculty, including one faculty member who
agrees to serve as the student’s PhD advisor.

3. A statement of purpose consisting of 1-2 typed pages. This should explain the student’s field of specialization for the PhD, how training up to this point has prepared him/her for advanced study, and what program of study he/she intends to pursue.

The deadline for internal PhD applications for fall 2019 is January 15, 2019.

The PhD in NELC

The IU University Graduate School (UGS) maintains requirements and rules for all PhD 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.

Students should be aware that the regulations governing the PhD—deadlines, format for dissertation submissions, etc.—are exceptionally specific and rigorous. It is VERY important to carefully follow these regulations.

NELC Coursework

A total of 75 credit hours of qualified coursework (including up to 30 hours of MA transferred coursework) in NELC and related departments approved by the student’s PhD advisor and the NELC DGS are required for the PhD 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 PhD qualifying examination.

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

Language Requirements

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

1. Major NELC Language: A minimum of 12 credit hours beyond the 18 required for the MA for students continuing from the NELC MA program, or a minimum of 12 credit hours above the third-year level for incoming PhD students, in courses approved by the DGS.

2. 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.

3. 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 PhD advisor and the DGS. As per the UGS Bulletin general requirements, students may fulfill this requirement by passing IU-administered exams or courses.

Please Note — Graduate language reading course in French, German, Spanish, etc., do not count towards the credit hours required for a NELC graduate degree.

For students who begin their program with a high level of proficiency in their major or minor language (whether attained through previous instruction or because they are native speakers), the 6 or 12-hour minimum in the language can be satisfied by seminars or research courses with substantial content in the major language, to be approved by the NELC Director of Graduate Studies and documented in writing by the course instructor.
PhD Advisory Committee

In consultation with his/her PhD advisor, each student should form a PhD Advisory Committee by the end of the first year of PhD study. This committee consists of the PhD 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). In no case shall the committee consist of fewer than two different NELC faculty members in addition to the minor field representatives. Once the student has formed the committee, the committee members must be approved by the College of Arts and Sciences Graduate Division. Students may obtain this approval by going to the College of Arts and Sciences Student Portal website and choosing “Appointment of Doctoral Advisory Committee” at the link below.

https://college.indiana.edu/student-portal/graduate-students/academic-procedures/index.html

Outside PhD Minor

PhD students are required to complete at least one minor in a field outside of NELC but related to their PhD program, usually in order to acquire disciplinary credentials. 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 University Graduate School Bulletin for additional information.

PhD Written and Oral Examinations

NELC requires written and oral qualifying examinations for the PhD. 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 grades of incomplete have been cleared and all transfer credits have been processed.

The written exams consist 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 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 examinations. 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. Exam dates and reading lists must be turned in to the NELC Graduate Secretary at least 60 days prior to the exam dates proposed.
All three NELC faculty members present at the oral exams, as well as any minor field representatives who have participated, shall read all 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 High, Pass, 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 graduate office no more than 72 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 to Candidacy 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.

The Nomination to Candidacy form can be found at the University Graduate School’s ONE page. The edoc can be found searching the ONE.IU portal. The student will need to initiate the document for the department to submit to the UGS for approval.

**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 University Graduate School Bulletin).

**Qualifications for registering in G901**

G901 allows a student who has completed his required ninety credits to maintain his enrolled status at minimal cost. Its conditions are:

1. Student must have completed 90 credit hours or more of graduate coursework.
2. Student must have attained candidacy.
3. Student must not be enrolled in any other classes.
4. Student must not have internal or external funding.
5. Student must not have already enrolled in six semesters of G901.

**PhD Research Committee**

The Research Committee is appointed after the completion of the qualifying examinations. It may or may not be the same as the PhD Advisory Committee. The PhD advisor assists the student in selecting a dissertation research committee. The committee must include the director (normally the PhD Advisor, and the student’s primary mentor for the dissertation), two additional members of the NELC faculty, and a representative from each outside PhD minor department. Occasionally, an appropriate specialist from outside the University can be included in the committee.

Candidates choose their dissertation director and dissertation committee in consultation with the Director of Graduate Studies. The committee is usually composed of four or five faculty members, all of whom must be
members of the Graduate Faculty with the endorsement to direct dissertation and the rest must be regular members. The committee 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 University Graduate School Bulletin. Refer to the lists of Near Eastern Languages and Cultures Faculty and Adjunct Faculty for scholarly resources available for PhD 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.

The Nomination of Research Committee for the PhD form must be completed, signed, and submitted to the University Graduate School for approval. The Nomination of Research Committee for the PhD can be found on the UGS ONE page. The edoc can be found searching the ONE.IU portal.

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 PhD qualifying examinations or their equivalent; 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 University 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.”

Termination of Enrollment in the Doctoral Program

If a doctoral student fails the written qualifying examinations twice, fails the oral qualifying exam twice, falls below a 3.5 average, or fails to complete the written and oral examinations by the end of the approved length of time, the director of graduate studies, in consultation with the research committee, can initiate steps to terminate the student’s enrollment in the program.

The Dissertation

A dissertation is required and is graded under N810 and G901. The number of credits granted under N810 often varies since the credits should bring the student’s total hours to 90. Only one credit hour of N810 or G901 is required for acceptance of the dissertation; no more than 15 credits 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 students 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. Students who have not yet passed their qualifying examination 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 dissertation. 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.

A dissertation proposal should be presented to the student’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. Students doing a dual PhD with another department should be aware that that department may have specific requirements for the format and/or defense of the dissertation proposal.

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 student use the most recent edition of the MLA Handbook for Writers of Research Papers unless the dissertation committee suggests the use of another manual more appropriate to the subject matter. The following website (Guide to Preparation of Thesis and Dissertations) will provide additional information:

graduate.indiana.edu/theses-dissertations/formatting/doctoral.shtml

Dissertation Defense

The dissertation defense is an oral examination held after the dissertation has been completed but before it has been 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, as well as interested graduate students. An announcement of the defense of no less than 150 words must be submitted to the University Graduate School. The Dissertation Defense Announcement is submitted through the UGS ONE page. The edoc can be found searching the ONE.IU portal. The announcement should be informative and contain a brief statement of the principal results and conclusions. It must be completed 30 days prior to the defense.

While committee members should not 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. Similarly, students should plan appropriately 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.

**Submitting the Dissertation**

All candidates must fulfill the following requirements, regardless of the chosen submission method.

- You must defend your dissertation.
- You’ll need to decide if you want to register your copyright. Copyright registration is optional, and the fee is $55 through ProQuest. You should pay the fee directly to ProQuest either electronically or, if submitting using the unbound method, to the University Graduate School by attaching a postal money order to the dissertation submission form. The money order should be payable to ProQuest LLC.
- You’ll need to decide whether you want Traditional Publishing or Open Access Publishing. There is no fee for Traditional Publishing if you submit using the electronic method. The Traditional Publishing fee for the unbound paper method is $65. The fee for Open Access Publishing is $95, regardless of submission method. Please visit the ProQuest LLC website for more information. You should pay the fee directly to ProQuest either electronically or, if submitting using the unbound method, via the University Graduate School by attaching a postal money order to the dissertation submission form. Order should be payable to ProQuest LLC.
- You may also make your dissertation available via open access for free through IU Libraries’ IUScholarWorks site.

Doctoral degree candidates have two options for submitting theses: electronic submission or unbound paper submission.

**Electronic Method**

You may submit your dissertation online through ProQuest. Make sure you read all submission instructions before attempting to submit through ProQuest. The link to the submission page can be found on the University Graduate School website.

Once at the site, select “Submit my dissertation/thesis,” and follow the instructions. When creating your account, enter the email address you use most. Once you've completed the final step, you will receive an email confirming your submission. You’ll learn by email whether your dissertation requires any formatting changes within about a week. If so, the email you receive will contain instructions for making these.

You must also bring the following items to the University Graduate School in Wells Library Room E546:

- A signed acceptance page.
- A signed abstract. The signed abstract does not have to be on the same paper used for your unbound dissertation—it can be on copy paper. If your original abstract is not in English, please also turn in an English version. No proxy signatures are allowed.

**Unbound Paper Method**

You must bring the following items to the University Graduate School in Wells Library Room E546:

- A final copy of your dissertation in a box approximately 9”x11½”.
- Doctoral dissertation publishing agreement form, with a copy of your title page and unsigned abstract attached.
- Payment for the publishing option you selected and, if applicable, your copyright registration. For Traditional Publishing the fee is $65 while Open Access Publishing is $160. Please refer to the doctoral publishing agreement form for more information about the difference between the two publishing options. Copyright registration is an additional $55. Payment is accepted as a postal money order and should be made payable to ProQuest LLC.
A signed abstract. The signed abstract does not have to be on the same paper used for your unbound dissertation—it can be on copy paper. If your original abstract is not in English, please also turn in an English version as well.

The University Graduate School must also receive at least one bound copy—two if required by your department—of your dissertation before your degree can be certified or awarded. The bound copy should be on 8 1/2 X 11 inch, watermarked, 100% cotton bond. The first copy is for the library, and the second is for your department, if required. Check with your school/department to see if it requires a second bound copy.

Bindery Options:

• Thesis On Demand
  (800) 334-3628

An online option for IU graduate students. Cost is based on the number of pages and other factors.

For more information regarding submitting your dissertation and formatting requirements, please visit the University Graduate School page on Submitting Dissertations.

http://graduate.indiana.edu/theses-dissertations/submission/doctoral.shtml

Important Deadlines for Degree Completion

PhD Requirements

If applicable, the student should request the Department to apply for Transfer of Graduate Credit before taking the qualifying examinations. (Please consult with the NELC Graduate Secretary for details.) The qualifying examinations must be passed at least 8 months before the degree can be awarded. The student must initiate the Nomination to Candidacy form after the student passes the qualifying examination. The department will submit the form to the University Graduate School for approval.

The Nomination to Research Committee for 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 defense announcement using the UGS ONE page or following the link provided.

Please Note: By this point, student 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 signed abstract and acceptance page to the UGS office and submit the completed dissertation to ProQuest within exactly seven years of passing the qualifying examination. Any formatting changes, grade changes, etc. can be completed after the candidacy expires. This requirement is rigorously enforced.

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.

Please see page 35 for a checklist of important milestones for the PhD.

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, the deadline will be the Friday prior to the weekend of the 27th. For the month of February, the 24th will be the deadline. For the months of December and May, the Thursday prior to commencement will be the deadline. Paperwork for the PhD degree received after the 27th will be conferred the following month.

Two to three months after the degree is conferred, 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.

7. Additional Options for Graduate Study in NELC

NELC PhD Minor

PhD students in other departments may obtain a PhD minor in NELC by completing at least twelve 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 PhD. Up to twelve credits may be transferred toward the NELC outside PhD minor from other institutions with the approval of the DGS and the Dean of the College of Arts and Sciences. However, at least six credit hours towards the outside minor must be completed in the IU NELC department and approved by the DGS.

Graduate Arabic Proficiency Certification

The Graduate Arabic Proficiency Certification can be granted to students in other departments based on the successful (B+ or better) completion of Advanced Arabic 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 NELC DGS or the NELC 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 courses appear on the IU transcript, no transfer of graduate credit is required.

8. NELC Assistantships (AI, GA)

An AI (associate instructor) or GA (graduate assistant) appointment requires full-time enrollment as a graduate student in the Department of Near Eastern Languages and Cultures. The student must maintain a cumulative GPA of 3.5 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 student also may not have any Incompletes to be considered for such an appointment.

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

Prospective international AIs must pass the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC) to be eligible to teach. https://dls.indiana.edu/programs/tepaic.html

Appointment Terms

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, including the removal of any grade of Incomplete before the next appointment period begins, and has performed the duties of a student appointee in a satisfactory manner (as reflected in satisfactory evaluations of teaching by students and supervisors). 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.

The following time limits apply to all assistantships; summer sessions are not included in the limits. Scholarship awards count towards the time limits for financial aid.

- Master’s Degree: 4 Semesters
- PhD Degree: 8 Semesters
- Combination of two Master’s or a Master’s Degree with a Double Major: 6 semesters

**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. Please also consult AI Handbook for further information. 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 at 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.
- All Associate Instructors who are listed as instructors of record in class rosters are required to hold three office hours per week.

**Email for graduate SAAs**

If you are a graduate student at Indiana University who is also a Student Academic Appointee (SAA (eg. an Associate Instructor, Graduate Assistant, Research Assistant, or Faculty Assistant), you may have multiple email accounts to reflect your multiple roles. Due to FERPA concerns, departments prefer Exchange accounts for mail containing confidential student data and other correspondence related to your role as a teaching assistant, instructor, or grader. These accounts will be disabled and the content unavailable when you are no longer affiliated with IU.

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

9. **Other Financial Aid**

**General Information**

Detailed information about financial aid may be obtained from the Office of Research and the University Graduate School, Wells Library E546.

**Scholarships and Fellowships**

**Internal Awards**

Graduate students at IU find support through internal fellowships and awards, which is money that comes directly from IU.

Decisions regarding most awards are made by individual graduate programs and can involve a stipend plus tuition and health insurance. The amount and length of these awards varies according to the award and the graduate program.

You will need to apply to be considered for the awards. Submit your application directly to the department. Similarly, you may need to be nominated by a faculty member or department for consideration. Make sure you’re in communication with your department about all fellowship opportunities.
Recruitment

- **Educational Opportunity Fellowship (EOF)**
  - The Educational Opportunity Fellowship (EOF) is designed to enable promising students who are first generation college graduates and who do not fare well in conventional competition for graduate fellowships. Students who have attended marginally adequate or inadequate schools; who have been required to work excessively while attending school; or whose social and economic background made acquiring education an unreasonably difficult enterprise are encouraged to apply.

- **Graduate Scholars Fellowship**
  - The Graduate Scholars Fellowship is a multi-year award designed to guarantee that the student receives full stipend, tuition and health insurance throughout the time they are working towards the Ph.D. or M.F.A. degree. At least one year is a pure graduate fellowship with no duties beyond continued progress towards the degree. During that year, the stipend level is $19,000-$25,000 depending on the discipline. The fellowship year stipend and subsidized health insurance are provided by the University Graduate School. Tuition is funded by the department, College or School. For the remaining 2-4 years, funding is the responsibility of the Department, and is derived from a combination of awards, scholarships, research and/or teaching assistantships.

- **Ronald E. McNair Graduate Fellowship**
  - The McNair Graduate Fellowship is designed to encourage more underrepresented students to complete a Ph.D. degree. The fellowship is offered to outstanding first-generation, low-income, or minority college graduates with the goal of increasing the pool of underrepresented students pursuing careers in post-secondary education and establishing role models for future minority students.

- **President's Diversity Initiative Recruitment Fellowship**
  - The President’s Diversity Initiative Recruitment Fellowship program was established in 2014 to attract outstanding underrepresented students to pursue a PhD degree at Indiana University. The program offers a multi-year funding package, professional development and mentoring support to outstanding scholars in all fields. In joining the IU academic community these scholars, through their research, teaching and service, will enhance scholarship through the numerous benefits that diversity confers.

Leadership and Service

- **John H. Edwards Fellowship**
  - Good citizenship, character, especially attitude toward public service and the likelihood of future usefulness to society, scholastic ability, intellectual capacity, and upon such other bases and qualifications, and in such manner, as the Trustees of Indiana University in their discretion and judgment may determine from time to time, but always without regard to consideration of religion, creed, race, national origin, color, sex, or political affiliation.

- **Santosh Jain Endowed Memorial Scholarship**
  - The scholarship offers financial support to a current international graduate student who has demonstrated commitment to service and education and plans to pursue a service-oriented career and demonstrates financial need. The recipient will possess a track record of service to underserved or rural communities, humanitarian causes, or educational organizations in activities that support an improvement in the lives and opportunities to those in impoverished communities. Preference will be given to graduate students from South Asia, in particular those hailing from India, Pakistan, Nepal, Sri Lanka, Bangladesh, and Bhutan.

Research

- **Grant-in-Aid of Doctoral Research**
  - These awards provide funding for Bloomington graduate students for unusual expenses incurred in connection with doctoral dissertation research, such as travel to special libraries or laboratories, payments to consultants, specialized equipment, and duplication of vital materials needed for writing the dissertation. Expenses that are not supported include typing and duplicating of dissertations, normal living expenses, routine laboratory supplies, and computers.
President's Diversity Dissertation Fellowship
- The President’s Diversity Dissertation Fellowship was established in 2014 to provide one year of support to advanced doctoral students who are completing Ph.D. dissertations. These are one time fellowships meant to offset a scholar’s living expenses while completing the dissertation. This competition is specifically aimed at graduate students who are underrepresented minorities (URMs) in their field. The URM designation applies to racial, ethnic, gender and disability classification. Graduate students in the natural, physical and life sciences, technology, and math fields, are especially encouraged to apply. In order to apply for this award, applicants must have been admitted to candidacy and receive PhD recorder approval at least one month prior to the application deadline.

Career Development
- Future Faculty Teaching Fellowships (FFTF)
  - Provides the opportunity to teach for an entire academic year at Butler University or one of the Indiana University branch campuses
- Travel Award to Institute on Teaching and Mentoring
  - The goal of the Travel Award to Institute on Teaching and Mentoring is to prepare more minority Ph.D. students who seek careers as college faculty. The Travel Award provides multiple layers of support including career counseling, job postings, counseling and advocacy, a scholar directory for networking and recruiting, invitation to attend the Institute on Teaching and Mentoring and early career support for pre-candidacy doctoral students. Ph.D. students who: apply to, are selected for, and accept the Doctoral Scholars Program (DSP) Award will receive an invitation to attend the institute up to three years, whereas Ph.D. students who: apply to, are selected for, and accept the Dissertation Year Award will be invited to attend the Institute on Teaching and Mentoring for one year.

Merit and Achievement
- Esther Kinsley Ph.D. Dissertation Award
  - The Esther L. Kinsley Award was established through a bequest to the Indiana University Foundation by Esther L. Kinsley, a Phi Beta Kappa graduate of Indiana University. She taught civics, history, and economics at Shelbyville High School for 40 years. According to plans developed by faculty committees and approved by the Graduate Council, each degree granting program of The University Graduate School may nominate one "truly outstanding" Ph.D. dissertation for consideration by the Awards and Financial Aid Committee of the Graduate Council. The committee will consider such criteria as originality, documentation, significance, accuracy, organization, and style.

Discipline-Specific
- Irving and Shirley Brand Graduate Fellowship
  - The Irving and Shirley Brand Graduate Fellowship was created to honor President Myles Brand’s parents, Irving and Shirley Brand. The fellowship is an annual fellowship for IUB incoming or current graduate students in the Humanities, with preference given to students of Philosophy.

External Awards

External fellowships and awards are also available, which can come from organizations and corporations unaffiliated with the university.
- Andrew W. Mellon Fellowships
- Council on Graduate Schools
- Critical Language Scholarship Program
• Dolores Zohrab Liebmann Fund Fellowship
  o Dolores Zohrab Liebmann Fund Fellowship-Conditions
  o Dolores Zohrab Liebmann Fund Fellowship-Application
• Environmental Public Policy & Conflict Resolution Ph.D. Fellowship
• Ford Foundation Predoctoral, Dissertation and Postdoctoral Fellowships
• Fulbright Program
• Gates Cambridge Scholarships
• George J. Mitchell Scholarship
• Harriett G. Jenkins Pre-doctoral Fellowship Program (JPPF)
• Harry Frank Guggenheim Foundation—Dissertation Fellowships
• Hertz Foundation
• International Dissertation Research Fellowship (IDRF) Program
• Jack Kent Cooke Foundation
• Jacob K. Javits Fellowships Program
• James Madison Graduate Fellowships
• John Carter Brown Library Research Fellowships
• Josephine De Karman Fellowship Trust—Graduate Fellowships
• New York State Assembly Internships
• Newberry Library Fellowships in the Humanities
• Paul & Daisy Soros Fellowships for New Americans
• Public Policy & International Affairs (PPIA) Fellowship Program
• Ralph E. Powe Junior Faculty Enhancement Awards
• Research and Evaluation on Education in Science and Engineering
• Rhodes Scholarship
• Ronald E. McNair Post-Baccalaureate Achievement (McNair) Program
• Ruth L. Kirschstein National Research Service Awards for Individual Pre-Doctoral Fellowships
• Teach for America
• Thomas R. Pickering Graduate Foreign Affairs Fellowship
• Winston Churchill Foundation
• Woodrow Wilson Dissertation Fellowships in Women’s Studies
• Woodrow Wilson Indiana Teaching Fellowship
• **NDEA Fellowships (FLAS)
  o (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.

Additional information including detailed description, requirements, eligibility, and award values for the different awards listed above can be found on the University Graduate Page.

Website:  http://graduate.indiana.edu/admissions/financial-support/fellowships-awards/index.shtml

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 (www.indiana.edu/~career/).
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 Student Central.

Grad Grants Center

The Grad Grants 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 www.indiana.edu/~gradgrnt/category/saa-vacancies/
Questions concerning specific vacancies on the site should be directed to the advertising department and not to the Grad Grants Center.

10. Services for Students

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 well-known lecturers in the field of Near Eastern languages, culture, and politics. In addition, the Association promotes awareness of Middle Eastern cultures on the IU campus and in the greater Bloomington community.

Student Health Services

Students must be enrolled or at least one credit to be eligible for Student Health Services.

If a student is enrolled for three or more credits during the fall or spring semester or six or more credits in the summer, a health fee is assessed. Students enrolled in fewer than three credits are charged for each office call.

To learn more about the services offered, please visit the IU Health Center webpage at:
http://healthcenter.indiana.edu/

University Housing Services

As a rule, a graduate student should be enrolled in at least ten credit hours to be entitled to accommodation in university housing; however, individual arrangements can be worked out. For students taking qualifying examinations, it is sufficient 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 (812-855-1764), email, or visit Residential Programs and Services at http://www.rps.indiana.edu.

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 accommodations. 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 Residential Programs and Services, Indiana University Real Estate, or consult the Bloomington Herald-Times web page (www.hearldtimesonline.com).
Library Services

The Indiana University Libraries are one of the major academic library systems in the United States. In addition, IU is a member of the Committee on Institutional Cooperation (otherwise known as “the Big Ten”), a coalition of fifteen research universities. This gives IU faculty and graduate students access to the libraries of the other members, including such major research libraries as the Universities of Chicago and Michigan. Materials not held by IU can usually be obtained through interlibrary loan within a few days. Finally, IU Libraries subscribe to almost all major academic databases.

Graduate students are entitled to use all the University library facilities and resources. Most library materials can be checked out for 120 days.

The library offers orientations for students.

The bibliographer concerned with Middle Eastern materials is Akram Khabibalaev (akkhabib@indiana.edu, Wells Library E960).

11. College Of Arts and Sciences Leave of Absence and Parental Accommodation for Graduate Students

Leave of Absence

Leaves of absence allow graduate students in the College of Arts and Sciences to deal with unforeseen events that interfere with their academic progress. During a leave you are not expected to make progress toward your degree. Although you may complete coursework from previous terms during a leave, you may not attend class or use the leave to catch up on current coursework, prepare for exams, or write your dissertation. 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.

The information provided here is intended to serve as a general guide to graduate student leaves of absence in the College. All leave requests are reviewed and granted on a case-by-case basis.

Eligibility

To be eligible for a leave, you must be enrolled full time in a College graduate program and have completed at least one semester (a minimum of nine credits) in the program. You also must be in good academic standing—if you are on academic probation, you are not eligible for a leave.

Leaves of absence may be granted under the following circumstances:

- For medical hardship (physical or mental illness, chronic conditions, conditions requiring multiple treatments, overnight hospitalizations)
- To provide care for family members (spouse, dependent children under age 18, domestic partner, child of a domestic partner, or parent)
- For military service. Leaves for military service are coordinated with IU Veteran Support Services and the College Graduate Office. International students who are called to military service are encouraged to contact the Office of International Services to determine how such service affects their academic and visa status.
- For other personal reasons, in exceptional circumstances

Applying for a leave of absence

Before requesting a leave of absence, you should first discuss the leave and possible alternatives with your department. If you decide to proceed with your leave request, you must follow these steps:

- Fill out a leave of absence request and submit it to your department.
- If the leave is for medical reasons, fill out a medical certification form. Leaves for medical reasons cannot be approved until the medical certification form is received by the College
Graduate Office.

- Meet with your program’s director of graduate studies to create a leave of absence return plan.
- Submit your leave of absence request, your leave of absence return plan, and, if applicable, your medical certification form to the College Graduate Office.

The College Graduate Office will review your request and make a formal decision. You and your department will receive official notification of the decision by email.

For more information, visit the College of Arts and Sciences Leave of Absence page:
https://college.indiana.edu/student-portal/graduate-students/leaves-absence.html

Parental Accommodation

The College of Arts and Sciences is committed to accommodating the needs of graduate students who are new parents. If you hold a College-funded student academic appointment (SAA) of at least 37.5 percent FTE and have completed a minimum of one semester (a minimum of nine credits) in the College, you are eligible for a parental accommodation period up to six weeks once in your academic career.

You must complete this accommodation period within six weeks of the birth or adoption of a child. During the accommodation period, you will continue to receive full support from the College, including the SAA stipend, health insurance, and fee remission.

Because summer appointments are discretionary, parental accommodations are not available during summer sessions.

The accommodation period

Academic accommodations

A parental accommodation is not a leave of absence, as you must remain enrolled in at least six credit hours during the accommodation period. However, the accommodation period allows academic flexibility, including extended deadlines and the ability to postpone coursework, exams, and other academic duties. It is your responsibility to work with faculty in your department to determine what academic accommodations can be made.

The College will not cover the cost of replacements for non-instructional SAAs.

Applying for parental accommodation

To request a parental accommodation, you must follow these steps:

- Contact your department to request academic accommodations and to notify your department’s director of graduate studies of the expected timeframe for your absence from SAA duties.
- Fill out the parental accommodation request and the medical certification form and submit them to the College Graduate Office. Your department may ask to review the medical certification form prior to submission to the College Graduate Office.
- Please note that your parental accommodation cannot be approved until your medical certification form is received by the College Graduate Office.

The College Graduate Office will review your request and make a formal decision. You and your department will be notified of the decision.

For more information, visit the College of Arts and Sciences Parental Accommodation page:
https://college.indiana.edu/student-portal/graduate-students/parental-accommodation.html
12. *Near Eastern Languages and Cultures Faculty*

**Chair**

**Stephen Katz**, Professor of Near Eastern Languages and Cultures, Adjunct Professor of Jewish studies. Research: Modern Hebrew language and literature, fiction of S.Y. Agnon, American experience of Jews and Hebrew writers, Hebrew poetry

**Director of Graduate Studies**

**John Walbridge**, Professor of Near Eastern Languages and Cultures, Adjunct Professor of Philosophy and History of Science. Research: Islamic philosophy, Islamic intellectual history with emphasis on the cultural role of philosophy and science, Graeco-Arabic medicine

**Director of Undergraduate Studies**

**Aziza Khazzoom**, Associate Professor of Near Eastern Languages and Cultures. Research: Israeli identity and multiculturalism, stratification, gender, race/ethnicity/nation, immigration

**Core Faculty**

**Asma Afsaruddin**, Professor of Near Eastern Languages and Cultures, Adjunct Professor of Religious Studies. Research: 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

**Salman Al-Ani**, Professor of Near Eastern Languages and Cultures. Program Director of the Arabic Flagship. Research: Arabic linguistics with a special emphasis on phonetics, phonology, morphology and syntax

**Iman Alramadan**, Lecturer, Near Eastern Languages and Cultures. Teaching Arabic as a second language.

**Asaad Al-Saleh**, Assistant Professor of Near Eastern Languages and Cultures. Modern Arabic Literature and Cultures; Comparative literature and cultural studies; Arab Spring, Autobiography; Literary Theory

**Daniel Caner**, Associate Professor of Near Eastern Languages and Cultures. Late Roman/Early Church History; Classicism, Asceticism; Hagiography

**Joshua Georgy**, Visiting Assistant Professor, Near Eastern Languages and Cultures.

**Zaineb Istrabadi**, Senior Lecturer, Near Eastern Languages and Cultures. Research and service: Teaching Arabic as a second language, interfaith dialogue, community outreach, Sufism

**Nader Morkus**, Assistant Professor of Near Eastern Languages and Cultures. Academic Director of the Arabic Flagship. Director of Language Instruction of Near Eastern Languages and Cultures. Research: Second language acquisition, discourse level analysis in Egyptian Arabic, intercultural pragmatics and communication

**Nazif Shahranri**, Professor of Near Eastern Languages and Cultures. Professor of Anthropology, Professor of Central Eurasian Studies. Research: 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
Abdulkader Sinno, Associate Professor of Near Eastern Languages and Cultures, Associate Professor of Political Science. Research: Civil wars, ethnic strife and other territorial conflicts, Muslims in Western politics, political Islam

Stephen Vinson, Associate Professor of Near Eastern Languages and Cultures. Research: Ancient Egyptian language and literature; history of Graeco-Roman Egypt; ancient Egyptian transportation and trade, especially boats and ships

Adjunct Professors

Heather Akou, Associate Professor of Apparel Merchandising and Interior Design. Research: Islamic dress in Africa and North America, Somali dress, identity formation and transformation, aesthetics of textiles, dress, and the body

Devin DeWeese, Associate Professor of Central Eurasian Studies. Islamic Central Asia; Soviet Central Asia; Sufism; Islamization; Religions and Inner Asia; Islamic hagiography

Jane Goodman, Associate Professor of Communication and Culture. Research: Berber studies; language, performance, and identity; textuality and discourse

John Hanson, Associate Professor of History. Research: West African history; Muslim communities; social/cultural history

Feisal Istrabadi, Director, Center for the Study of the Middle East, Professor of Practice of International Studies. Research: Constitutional diplomacy, Iraqi politics, processes of building legal and political institutions in countries in transition from dictatorship to democracy

Paul Losensky, Associate Professor of Comparative Literature and of Central Eurasian Studies. Research: Iranian studies; Persian literature and literary history; India; Central Asia; literature, architecture, and topography; Sufism and literature; comparative studies in the Baroque; translation and translation studies

David McDonald, Associate Professor of Folklore and Ethnomusicology. Research: Israel/Palestine; performance ethnography; social theory; ethnomusicological study of violence and socio-cultural trauma

Karen Rasler, Professor of Political Science. Research: International conflict and cooperation; relative decline of world powers

Kaya Sahin, Associate Professor of History. Research: Institutional and ideological foundations of the Ottoman imperial praxis; comparative studies of early modern Eurasian empires; Ottoman and modern Turkish historiography; Ottoman-Safavid rivalry; inter-cultural and inter-religious exchanges in early modern Eurasia

Ruth M. Stone, Professor of Folklore and Ethnomusicology. Research: Music as culture and performance; theory of ethnomusicology

Tim Waters, Professor of Law. Research: Structure of the inter-state system, ethnic conflict, human rights, transitional justice, and comparative law, especially in European and Islamic contexts.

Staff

Connie Sue May, NELC Program Specialist, Fiscal and Administrative

TBA, NELC Graduate Studies Administrative Associate

Feier Gao, NELC Graduate Assistant

Amin Sophiamehr, NELC Graduate Work-study
## Academic Progress/Major Milestones and Expectations

### Master of Arts in Near Eastern Languages and Cultures Checklist

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Average Time/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA coursework</td>
<td>4th year language, history and methodology courses, and 2nd language if track 2.</td>
<td>2-3 years</td>
</tr>
<tr>
<td>MA exam</td>
<td>Major language exam, and 2 history exams. Student must submit completed form to NELC Graduate Secretary with names of exam members.</td>
<td>Form submitted at the end of the semester BEFORE taking exams. Dates of scheduled exams are listed on page 20</td>
</tr>
<tr>
<td>MA paper</td>
<td>Student will revise and submit a paper for a previous course with an agreed Professor.</td>
<td>Submitted before graduation.</td>
</tr>
<tr>
<td>Master’s application for advanced Degree (edoc)</td>
<td>The electronic document can be found on the UGS ONE page. The Graduate Secretary will not submit the document until the MA paper is submitted and the exams are passed.</td>
<td>All documents will need to be submitted to the UGS no later than the 15th of the intended graduation month.</td>
</tr>
</tbody>
</table>

### PhD in Near Eastern Languages and Cultures Checklist

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Average Time/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD coursework</td>
<td>Language requirements, NELC course requirements, outside PhD courses</td>
<td>2-3 years</td>
</tr>
<tr>
<td>PhD advisory committee</td>
<td>Committee consisting of at least 2 NELC faculty and outside minor representative. Form can be found on COAS website.</td>
<td>Must be submitted by the end of 1st year of study. Usually end of spring semester</td>
</tr>
<tr>
<td>PhD Qualifying Exams</td>
<td>Meet with members of Advisory Committee to discuss reading lists and exam formats at least one semester before taking exams. Consists of 1 Major NELC, and 2 Minor NELC exams. May include outside PhD minor exam.</td>
<td>Reading lists and exam dates must be submitted 60 days in advance to the NELC Graduate Secretary. The exam must be passed at least 8 months before the degree is awarded.</td>
</tr>
<tr>
<td>Continued enrollment</td>
<td>After passing the qualifying exams, students must enroll in at least 1 credit hour of a Thesis Course each semester until they graduate.</td>
<td>Must register for N810 or G901 by Registrar’s deadlines each semester.</td>
</tr>
<tr>
<td>PhD Nomination to candidacy (edoc)</td>
<td>Student must initiate edoc after all coursework, requirements, and passing the qualifying exams.</td>
<td>Completed after passing qualifying Exams in a timely manner.</td>
</tr>
<tr>
<td>PhD research committee (edoc)</td>
<td>The Research Committee consists of at least 3 NELC faculty members and the outside minor representative. The dissertation prospectus that has been approved by the committee will also be attached to the edoc for approval.</td>
<td>The edoc must be initiated and approved by the UGS 6 months in advance of the dissertation defense.</td>
</tr>
<tr>
<td>Dissertation</td>
<td>The student will work on their research and dissertation with advising from their Research Committee.</td>
<td>2-4 years</td>
</tr>
<tr>
<td>Dissertation defense (edoc)</td>
<td>The defense occurs after the completion of the dissertation but before it has been bound. The student will need to have properly formatted Acceptance and Abstract pages for committee members to sign after a successful defense.</td>
<td>The document must be completed 30 days in advance of the proposed dissertation defense date.</td>
</tr>
<tr>
<td>Submit dissertation</td>
<td>The dissertation can be submitted online and the specific requirements can be found on the UGS website. The abstract and acceptance pages must be original signed documents. Thesis course letter grades need to be submitted to the Graduate Secretary after the dissertation is submitted.</td>
<td>The dissertation should be submitted before the 27th of the intended graduation month.</td>
</tr>
</tbody>
</table>
NELC Suggested Reading List for M.A. Exams in Middle East History

The exact reading lists are to be worked out between the student and the professor giving the exam.

**Ancient Near East/Egypt**


**Classical and Medieval Periods**


**Modern Middle East**


STUDENT SUPPORT AND COMMUNITY EDUCATION AND CONTACT INFORMATION

Academic Support Centers
Briscoe — 812-855-6391
Forest — 812-856-3060
Teter — 812-856-4457

African Students’ Association
www.indiana.edu/~iuasa
812-855-9632
iuasa@indiana.edu

Office of Alternative Screening and Intervention Services (OASIS)
studentaffairs.iub.edu/oasis/
812-856-3898

Asian Culture Center www.indiana.edu/~acc/
812-855-5361
acc@indiana.edu

Black Culture Center www.indiana.edu/~nmbcc
812-855-9271
nmbcc@indiana.edu

Bloomington Convention and Visitors Bureau
800-800-0037, 812-334-8900

IU Bookstore
www.iubookstore.com

Career Development Center
812-855-5234

Copies and More
812-855-1711

IU Credit Union
www.iucu.org

Disability Services for Students
812-855-7578

Vice President for Diversity, Equity, and Multicultural Affairs
www.indiana.edu/~dema/
812-856-5700

Exploratory Student Services
812-855-2736

Gay, Lesbian, Bisexual, Transgender Student Services
www.indiana.edu/~glbt
812-855-4252
glbtserv@indiana.edu

Groups Student Support Services
812-855-0507

Health Professions and Prelaw Center
812-855-1873

Hutton Honors College
812-855-3555

Incident Teams
Disability Team
GLBT Anti-Harassment Team
Gender Team;
Racial and Religious Bias Team
studentaffairs.iub.edu/incident
812-855-8188
incident@indiana.edu

Office of International Services
www.ois.indiana.edu 812-855-9086
newtoiu@indiana.edu

Latino Cultural Center (La Casa)
www.indiana.edu/~lacasa/
812-855-0174
lacasa@indiana.edu

Herman B Wells Library
812-855-0100

Overseas Study
812-855-9304

Office of the Registrar
812-855-0121

Student Advocates Office
studentaffairs.iub.edu/advocates/
812-855-0761
advocate@indiana.edu

Office of Student Ethics
studentaffairs.iub.edu/ethics/
812-855-5419
ethics@indiana.edu
Student Legal Services
www.indiana.edu/~sls/
812-855-7867

Student Life and Learning
studentaffairs.iub.edu/sll/
812-855-4311
iusll@indiana.edu

IU Cable Television
iutv.indiana.edu

University Information Technology Services
(UIITS)
812-855-9255

Veterans Support Services
812-856-1985

Student Academic Center
812-855-7313

Writing Tutorial Services
812-855-673

Transportation

Campus Bus Service
812-855-8384
www.iubus.indiana.edu

City Bus Service
812-332-7433

Greyhound
812-332-1522

Campus Parking Operations
www.parking.indiana.edu
812-855-9848

Airport Shuttles
GoExpress
www.goexpresstravel.com
800-589-6004

Star of America
www.soashuttle.com
1-800-228-0814
Indiana University
Classroom Emergency Preparedness

Course Name: _________________________  Room Number: _________________________

On the first day of every semester:
- Know the emergency exits and evacuation areas for every classroom.
- Devise "buddy systems" so that everyone is accounted for in an evacuation.
- Evaluate the challenges that you might face during an evacuation.
- Be personally prepared for an emergency: http://protect.iu.edu/emergency

Emergency Communication
Campus emergency communication is done via a voice message, text and/or an email through IU Notify. Go to One to review your contact information. See more information about IU Notify at: http://protect.iu.edu/emergency/iunotify

Faculty – designate IU Notify monitor for each class. Self/Student

Fire
- When you see smoke or fire, immediately evacuate the building.
- If not already activated, pull the fire alarm switch to alert others of the situation.
- Use a fire extinguisher only if you know how to use it and the fire is small.

Evacuations – Drills or real
- You may not know if this is a drill or not, so take every call to evacuate seriously.
- Take your personal belongings and immediately leave the building.
- Know where the evacuation area is for every building you are in.
- Leave the campus only if instructed.

FOR THIS CLASS, the closest exit is:

We will meet at:

Earthquake
If it is severe enough to move furniture, DROP, COVER and HOLD ON: Immediately seek shelter (under a desk or table, if possible) cover your head and hold on. Evacuate if directed, or you feel it is safe to do so.
Severe Weather
Thunderstorms are the most common type of severe weather in the Bloomington area. However, winter storms, extreme hot/cold temperatures, flooding, and tornadoes can occur.

- Seek shelter indoors in a low part of the building (Maps with shelter locations are located throughout the building)
- Move to a windowless interior room away from hazardous materials
- Monitor http://iub.edu/ and local media
- Take cover under a sturdy object or against an interior wall
- Wait for the all clear before leaving your safe space

FOR THIS CLASS, the closest shelter location is:

Violence/Active Shooter
There may be situations where it is imperative that you seek shelter and not leave the building.

- RUN — if a safe path is available. Always try to escape or evacuate if possible.
- Call IUPD (812-855-4111) or 911 when it is safe to do so
- If evacuation is not possible, HIDE in a concealed location, Lock and/or barricade the door, Turn off the lights, stay quiet and silence your cell phone
- FIGHT — as a last resort, working together or alone, act with aggression; use improvised weapons to disarm the shooter. Commit to taking the shooter down.
- See the video at http://protect.iu.edu/police/active-shooter

Additional course-specific safety information:

For more information, ask your instructor, and go to http://protect.iu.edu
Faculty quick guide – IU Bloomington

Know what to do during emergencies

Experience around the country has shown that during a campus emergency students will look to the faculty member for leadership and guidance. IU Emergency Management and Continuity offers the following guidance.

### For starters

- **Review this guide and the Emergency Procedures grid.**
- **Emergency procedures also can be found at:**
  - https://protect.iu.edu/emergency-planning/procedures/index.html

- **Learn about your building incident management team and the building’s evacuation/emergency action plan so you know where to direct students during evacuations.**

- **Include emergency information on fires, evacuations, earthquakes, severe weather, and violence/active shooters in your syllabus for each class.**

- **See template for your classroom at:**
  - https://protect.iu.edu/about/educational-materials/index.html

### Emergency alerts

- **Emergency alerts are sent primarily through the IU-Notify system via phones (voice/text), email, Facebook, Twitter, and Alertus desktop alerts (Alertus software is available for personal computers from IUware.)**

- **Your classroom cell phone policy should require at least one person, such as a T.A., to leave a cell phone turned on to receive IU-Notify alerts.**

- **Make sure to update your information on one.iu.edu (search for IU-Notify). "Text alerts are the quickest method!"**

- **Know where the weather radio for your building is located and what the alerts mean.**

- **Understand why the Monroe County sirens go off by visiting this site:**

### Emergency numbers

- **Program IUPD-Bloomington into your phone:**
  - 812-855-4111

- **Record your emergency contacts on paper in case your cell phone becomes unavailable.**

- **Emergency contacts can be found online at:**
  - https://protect.iu.edu/emergency-planning/emergency-contact/index.html

- **If you see something, say something:**

  - **Report all emergencies and suspicious activity to IUPD-Bloomington at 911 or 812-855-4111**

  - **Report any concerns you have about students, faculty, or staff to the Dean of Student’s Office, Student Affairs, or the Behavioral Consultation Team.**

### Shelter-in-place

- **Shelter-in-place is a request made by campus authorities when moving around campus puts your safety in jeopardy – possibly due to violent acts on campus, hazardous material spills, or other situations.**

- **Know your classroom:**
  - **Where are the exits?**
  - **Does the door lock?**

- **Depending on the situation, consider these actions while sheltering:**
  - **Lock doors**
  - **Turn out lights**
  - **Stay quiet**
  - **Silence your cell phone**
  - **Get informed about the situation**
  - **Check in with others via text or email**

### Additional emergency preparations

- **Buy or assemble an emergency preparedness kit for home AND work.**

- **Encourage your students to do the same.**

- ** Bookmark https://protect.iu.edu to have quick access to emergency information and procedures.**

- **Get a Campus Emergency Preparedness Certificate (CEPC) for IU employees offered through IU Emergency Management and Continuity in cooperation with University Human Resources.**

- **Participate in an on-campus emergency preparedness exercise (email IUEM@iu.edu)**

- **For more preparedness tips, check out:**

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**INDIANA UNIVERSITY**

**OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR UNIVERSITY ACADEMIC AFFAIRS**

University Emergency Management and Continuity