Introduction .................................................................Page 2
Message from the Chair .........................................................Page 2
NELC Student Association .......................................................Page 2
Placement Examinations ..........................................................Page 2
Registration Dates and Fees for Fall 2014 ..................................Page 2
Admission to the Graduate Program ..........................................Page 2
NELC Graduate Program .......................................................Page 4
The Master’s Degree in NELC ..................................................Page 5
Master’s Qualifying Exams and Paper .........................................Page 5
The Dual Master’s Degree in the Graduate School ......................Page 6
The Dual M.P.A/M.A. Degree in NELC ......................................Page 7
Important Information for All Master’s Students .........................Page 8
Additional Options for Graduate Study in NELC .........................Page 9
Important Deadlines – M.A. Degree Completion ........................Page 9
Transition to Ph.D. Applicants ..................................................Page 10
Ph.D. in NELC .................................................................Page 10
Ph.D. Advisory Committee .....................................................Page 11
Outside Ph.D. Minor .............................................................Page 11
Ph.D. Written and Oral Examinations .......................................Page 11
Ph.D. Candidacy ...............................................................Page 12
Continued Enrollment – Ph.D. ................................................Page 12
Ph.D. Research Committee ....................................................Page 12
Lapse of Candidacy and Reinstatement .....................................Page 12
The Dissertation ...............................................................Page 13
Submitting the Dissertation ....................................................Page 13
Dissertation Defense ..........................................................Page 14
Important Deadlines – Ph.D. Degree Completion .......................Page 14
Requesting a Grade of Incomplete in a Course .........................Page 15
Directed Readings and Independent Study Courses .................Page 16
NELC Associate Instructorships .............................................Page 17
Financial Aid .................................................................Page 17
Student Employment ..........................................................Page 19
International Students: Visa Status .........................................Page 20
IU Code of Student Rights, Responsibilities, and Conduct ..........Page 20
College of Arts and Sciences FMLA for Graduate Students .......Page 22
NELC Faculty ...............................................................Page 23
Student Support and Community Education ............................Page 25
NELC Contact Information ..................................................Page 27
Form Samples ...............................................................Page 28
INTRODUCTION

The NELC Graduate Handbook is intended to serve as a supplement to the University Graduate School Bulletin and the IU Code of Student Rights, Responsibilities, and Conduct. The Graduate School Bulletin and the IU Code are the 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.


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

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

Signature strengths of the department remain in the classical and medieval periods of Islam – in classical Arabic cultures and language, Islamic studies, philosophical and religious thought, and intellectual history. The thriving language program with its focus on modern standard Arabic and courses offered in the department on the history and politics of the modern Middle East add a vital and critical modern dimension to the traditional departmental areas of strength. The department also offers courses in Hebrew language and literature as well as ancient Egyptian language and literature. Most recently, it has added courses on Israeli society and medieval Jewish history.

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.

PLACEMENT EXAMINATIONS

For Fall 2014, the Arabic placement exam will be conducted during New Graduate Student Orientation on Wednesday August 20, 2014.

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

REGISTRATION DATES AND FEES FOR FALL 2014

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

A complete list of registration dates and policies for upcoming semesters can be found at: http://studentcentral.indiana.edu/index.shtml

ADMISSION TO THE GRADUATE PROGRAM

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

- Completed application form – must be completed online
- Application fee – ($55.00 for domestic; $65.00 for international)
- Statement of Purpose (1 – 2 Pages)
- Transcripts from all colleges and universities attended, regardless if a degree was awarded or not, in the original language and English translation, where applicable
  - International students must also submit copies of their degree certificates in the original language and English translation
- 3 letters of recommendation
- Official score reports from the Graduate Record Examination (GRE) – 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.
- Writing Sample (8 – 10 Pages)
- Information about linguistic preparation

Official copies of required documents are those that bear the original seal or stamp of the issuing institution. Uncertified or notarized copies are not acceptable. Please note that academic records from U.S. and Canadian institutions must be sent directly to the Department of Near Eastern Languages and Cultures from their Registrar’s Office.

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

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

Domestic applicants may apply online [http://www.graduate.indiana.edu/admissions/apply.shtml](http://www.graduate.indiana.edu/admissions/apply.shtml)

Applicants who are not U.S. citizens should submit the international application online [http://www.gradapp.indiana.edu/](http://www.gradapp.indiana.edu/)

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

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

Graduate Admissions/ Arin Pritchard
Indiana University
1011 E Third Street
Goodbody Hall, Room 219
Bloomington, IN 47405

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, Poppers 221
Bloomington, IN 47405
**NELC GRADUATE PROGRAM**

The Department of Near Eastern Languages and Cultures offers students the opportunity to earn a Master of Arts degree or a Ph.D. 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 Ph.D. qualifying exams, approves nominations to M.A. degree and to Ph.D. 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.

The Department of Near Eastern Languages and Cultures currently has three tracks from which MA students may choose: a terminal master’s degree for students who do not intend to pursue the Ph.D., which requires only a single major Near Eastern language; a track for those who do intend to pursue the Ph.D., which requires a major Near Eastern language and a minor Near Eastern language; and 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).

**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 or Director of Graduate Studies, to keep track of all deadlines and to see that all requirements set by NELC and the Graduate School are met.**

**Schedule Adjustment**

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 ([http://studentcentral.indiana.edu/index.shtml](http://studentcentral.indiana.edu/index.shtml)).

**Late Drop / Add**

Late Drop / Add begin 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. For information regarding the specific deadlines, please visit the website for Student Central on Union ([http://studentcentral.indiana.edu/index.shtml](http://studentcentral.indiana.edu/index.shtml)).

**Even Exchange**

Even Exchange policy occurs during the 2nd week of classes. The policy permits a graduate student to exchange one class for another 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 2nd 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.

**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.
Master of Arts in Near Eastern Languages and Cultures (NELC)

Course Requirements

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 and Chair, courses offered by other departments or schools appropriate to the course of study of the student. Each student’s curriculum must be approved by his/her academic advisor (the Director of Graduate Studies).

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

1. 6 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 3 credit hours of the course work must be fulfilled by a methodology/theory course from a discipline in the student’s personal academic interest, selected with the approval of the DGS.

3. At least 12 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 12 credits in their chosen Middle Eastern (ME) Languages. Out of these 12 credits, at least 6 credits must be obtained through language study at the 4th year Advanced Level. In the case of Arabic, this is Advanced Arabic III (3 cr hrs) and Advanced Arabic IV (3 cr hrs), and in the case of other major NELC languages, the equivalent must be completed. Students who begin their M.A. entering at the 4th year level or above, 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 12 credits. These are courses where the student reads primary sources in the chosen language. For Hebrew, language credits can be fulfilled with a combination of Modern and Biblical Hebrew courses. The combination of courses and required levels must be approved by the Director of Hebrew Language Program housed in NELC.

   b. “Two languages” track: In this option, in addition to a major ME language as described above, the student also chooses a second ME language and is required to fulfill 6 credits at the Intermediate (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 ME 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) Students who are not native speakers of their major language will 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; Classical 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).

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

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

Procedure for Applying for a Double Graduate Major in NELC

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

1. Meet with the DGS of your current department to discuss the feasibility/advisability of a double degree. If you are applying for a double Ph.D., you should discuss the matter with your Ph.D. advisor. 
2. Meet with the NELC DGS. 
3. Submit a paper application; you may download the application form from the University Graduate School’s website. All IU students, including international students, applying to another department at IU are considered domestic applicants for admissions purposes and therefore must complete a domestic paper application. 
4. Include in the Statement of Purpose your reasons for pursuing a double degree, and for Ph.D. students, 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 Ph.D. students must complete an Advisory Committee form (for the double Ph.D.) and a Double Ph.D. form. Please consult the NELC graduate secretary for the forms.

THE DUAL M.P.A./M.A. DEGREE IN NEAR EASTERN LANGUAGES AND CULTURES

Requirements

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

M.P.A. 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

M.P.A. Concentration (18 credits)

Students will complete 18 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.

M.A. in Near Eastern Languages and Cultures (30 credits)

Students will complete 12 - 18 credit 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 A 670, 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 courses can include seminars or research courses with substantial content in the major language, to be approved by the NELC DGS.
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) Students who are not native speakers of their major language will 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.

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

IMPORTANT INFORMATION FOR ALL M.A. STUDENTS

Additional Details Regarding M.A. Qualifying Exams

Scheduling

The 2014-2015 examination dates are:

Wednesday, December 3, 2014
Thursday, December 4, 2014
Wednesday, April 15, 2015
Thursday, April 16, 2015
Thursday, August 13, 2015
Friday, August 14, 2015

Preparation for Graduation (all students)

M.A. 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 M.A. Exam Form, available for the NELC 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 office the week prior to the exams to make sure the examiners have turned in the exam questions to the NELC office. The room and proctor is arranged by the Graduate Secretary.

Policy of Computer Testing

Due to lack of appropriate computer facilities, the NELC M.A. 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.

M.A. Thesis

The M.A. thesis is optional for students whose primary language is Arabic, Hebrew, Persian or Turkish. 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 M.A. thesis advisor. Students who write a thesis must still take the M.A. exams. For details about the requirements regarding the M.A. thesis, refer to the University Graduate School Bulletin.

ADDITIONAL OPTIONS FOR GRADUATE STUDY IN NELC

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 DGS or the Director of Language Instruction for information.

Continuing/Special Non-Degree Students

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

Policies Relating to Transfer of Credit

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

A LIST OF IMPORTANT DEADLINES WHICH PERTAIN 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 OneStart under University Graduate School forms of Group Quick Links.

All necessary paperwork required to finalize the Master’s Degree should be submitted to the University Graduate School no later than the 27th of each month. (Please consult the NELC Office for details).
Master's Degree must be completed within 5 years of the last month of the first semester. *

Dual Master’s Degree must be completed within 6 years of the last month of the first semester. *

*Please note, in order for NELC graduate students to be making satisfactory progress, they must follow the guidelines established by the Department. (See section on “Progress towards the Degree”.)

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

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

If paperwork for the M.A. degree is received after the 27th, the degree will be conferred the following month.

TRANSITION TO PH.D.

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

INTERNAL PH.D. APPLICATIONS

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

Internal applicants are required to submit BOTH an online application via OneStart (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 office ONLY. Internal applicants are not required to pay another application fee.

Internal applicants should also submit:

1. An IU transcript (original, no self-printed copies are accepted)
2. Two letters of recommendation, normally from NELC or IU faculty, including one faculty member who agrees to serve as the student’s Ph.D. advisor.
3. A statement of purpose consisting of 1-2 typed pages. This should explain the student’s field of specialization for the Ph.D., how training up to this point has prepared him/her for advanced study, and what program of study he/she intends to pursue.

The deadline for internal Ph.D. applications for fall 2014 is January 15, 2014.

THE PH.D. IN NELC

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

NELC Coursework

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

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

Language Requirement

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

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

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

**PH.D. ADVISORY COMMITTEE**

By the end of the first year of Ph.D. study, in consultation with his/her Ph.D. advisor, each student should form a Ph.D. Advisory Committee. This committee consists of the Ph.D. advisor (normally responsible for the student’s major NELC field), two other NELC faculty member (corresponding to the student’s two minor NELC fields), and a representative from the student’s outside Ph.D. 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 using either of the following methods:

1. Go to https://cid.indiana.edu/coasadmin/CollegeGrad/College.cfm and choose “Appointment of Doctoral Advisory Committee”.

2. Complete the Appointment of Advisory Committee form, available from the NELC Graduate Secretary. Complete the form, obtain the required signatures, and submit the form to the NELC office. The NELC office will then submit the form to the College of Arts and Sciences, Graduate Division.

**OUTSIDE PH.D. MINOR**

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

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

**PH.D. WRITTEN AND ORAL EXAMINATIONS**

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

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

The oral qualifying examination is to be held not less than one week and not more than four weeks after the written exams. The date of the oral exam is the one used for determining the seven-year periods for currency of courses and for completion of the dissertation. At least three NELC faculty members, including all who have provided written exam questions, must be present and participate in the oral 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 the 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 three segments of the written exam and participate in the exam assessment. Faculty members who provided written exam questions will contribute a written evaluation and assign a grade of 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 office no more than 72 hours following the oral examination.

PH.D. 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 the Graduate School. Upon approval of the Dean, the Graduate School will award the student a Certificate of Candidacy. The date of admission to candidacy is the date of completion of the qualifying exams.

CONTINUED ENROLLMENT

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

PH.D. RESEARCH COMMITTEE

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

1. Go to University Graduate School under Quick Links in OneStart, and complete the “Ph.D. Nomination of Research Committee” form.
2. Complete the Nomination of Research Committee form, available from the NELC Graduate Secretary. Complete the form, obtain the required signatures, and submit the form to the NELC office. The NELC office will then submit the form to the University Graduate School.

LAPSE OF CANDIDACY AND REINSTATEMENT

The student must submit and have received acceptance of his or her dissertation within seven years after passing the qualifying examination. Failure to meet this requirement will result in the termination of candidacy and of the student’s enrollment in the degree department. Any student whose candidacy lapses will be required to apply to the Graduate School for reinstatement before further work toward the degree may formally be done. To be reinstated to candidacy in the Graduate School, the student must:

1. Obtain the permission of his or her departmental chairperson
2. Fulfill the departmental requirements in effect at the time of the application for reinstatement
3. Pass the current Ph.D. Qualifying Examinations or their equivalent
4. Request that the Dean of the Graduate School reinstate him or her to candidacy.

Such reinstatement, if granted, will be valid for a period of three years. (See the Graduate School Bulletin).

According to the Graduate School Bulletin, “a department must define in advance specifically what is meant if an “equivalent” examination is to be used, and that definition must be approved by the Dean of the Graduate School.”

THE DISSERTATION

A dissertation is required and is graded under 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.

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 Full, Associate, or Affiliate members of the Graduate faculty and must include a representative from the student’s minor (or from each minor if more than one), unless a waiver to that effect has been obtained from the respective department. The membership of the research committee and the dissertation prospectus must be approved by the University Graduate School at least six months before the defense of the dissertation. The Graduate School Bulletin lists the individuals who have been appointed to membership in the Graduate School faculty; on specific regulations concerning the composition of the dissertation committee, consults the Graduate School Bulletin. Refer to the lists of Near Eastern Languages and Cultures Faculty and Associated Faculty for scholarly resources available for Ph.D. dissertation committees. Committee members who, because of absence or illness, are unable to continue serving on the candidate’s committee will inform the director so that a suitable replacement can be named by the Department Chair, after consultation with the candidate. Faculties are asked to accommodate the student’s schedule as much as possible. Service on a dissertation committee should be considered comparable to any other teaching requirement and the faculty 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.

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.

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:
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, but usually, only the student’s committee is present. 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 OneStart under University Graduate School in the Quick Links section. 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.

SUBMITTING THE DISSERTATION

Online

Students now have the option of submitting their dissertation on-line. Students who intend to exercise this option should read the information listed below:

- The web site for information and instruction on how to submit the dissertation electronically: https://dissertations.umi.com/indiana/
- VERY IMPORTANT! Please go to the web page and read the Frequently Asked Questions about PDF files

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

1. Acceptance Page with original signatures
2. Abstract with original signatures
3. Survey of Earned Doctorates – this form has a website: https://sed.norc.org/doctorate/showRegister.do

Please refer to the University Graduate School website on Preparing Theses and Dissertations for complete specifications on submitting your thesis or dissertation.

Even if the dissertation is submitted electronically to the Graduate School, the Department still requires a book bound copy of each dissertation. Please see the specifications below.

Hard Copy

Students submitting their dissertation in hard copy using the traditional method should follow the guidelines below:

1. One unbound dissertation printed on watermarked, 100% cotton bond 8-1/2” by 11” paper of 20 or 24 lbs. This MUST be in a box approximately 9” by 11-1/2”. For complete information regarding page ordering, please see the University Graduate School website on Preparing Theses and Dissertations.
2. Two bound dissertations (The University Graduate School must receive the bound copy before your degree is awarded.)
   a. One copy for the library
   b. One copy for the Department (see NELC requirements below)
4. Abstract (signed – mandatory). This document is retained at the University Graduate School.
5. *UMI Publishing Agreement, completed and signed
6. *Dissertation Submission Form (microfilming – completed)
   a. Attach a copy of your Title Page and an Unsigned Abstract to this form.
   b. Attach a personal check or postal money order payable to ProQuest LLC for microfilming fee – $65 (required), copyright registration fee – $55 (optional, if you plan to copyright your dissertation), and Open Access fee – $95 (optional, if this publishing option is selected).
7. *Copyright Registration Form – completed and signed. Submit only if you place to copyright your dissertation.
9. Survey of Earned Doctorates – this form has a website: https://sed.norc.org/doctorate/showRegister.do

* Download these forms from http://www.etdadmin.com/dissertation_publishing_agreement.pdf

These items should be submitted to the University Graduate School in person or by mail addressed to:
Shelly Gerber-Sparks
Indiana University Graduate School
Kirkwood Hall 114
130 S. Woodlawn Avenue Bloomington, IN 47405-7104

For questions regarding the submission of your dissertation to the University Graduate School, please call (812)855-1117 or e-mail grdschl@indiana.edu. *Please Note: The Ph.D. Recorder is available by appointment only.

NELC Copy

The NELC bound copy of the dissertation should be submitted with the same specifications as the bound copy that the University Graduate School receives. There are a few exceptions listed below:

• Black, book bound copy
• NOT necessary to submit on 100% cotton paper
• Must include an original, signed Acceptance Page and Abstract

The removal of R forms will not be submitted until the Department receives their copy of the dissertation with the above specifications.

A LIST OF IMPORTANT DEADLINES WHICH PERTAIN TO DEGREE COMPLETION

Ph.D. Requirements

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

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

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

The Nomination to Research Committee 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 schedule defense of the dissertation, the candidate must submit to the University Graduate School and the Department a defense announcement using OneStart. It is the student’s responsibility to initiate the electronic document.

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 unbound and bound copies to the University Graduate School within 7 years after passing the qualifying examination.

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

Student who have pass 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.

Qualifications for registering in G901 are below:

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 enrolled in 6 semester of G901 (Only 6 semesters are allowed.)

Please Note: Should the Graduate School Recorder discover any problems, degree conferral may be postponed.
REQUESTING A GRADE OF INCOMPLETE IN A COURSE

Normally, a student who registers for a course is expected to complete the requirements for that course before grades are due for the semester. Occasionally, 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 student’s responsibility, not the professor’s or the department’s. A student may not enroll a second time in a course in which he or she has a grade of Incomplete. The Registrar’s Office automatically turns Incompletes into F’s if twelve months have elapsed and the professor has not turned in a grade. 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.

Methods for Removing Incompletes

A grade of Incomplete may be removed in one of the following ways:
1. By the student completing the course within the time limit and the instructor sending the appropriate Removal of Incomplete form to the Office of the Registrar.
2. By the Dean of the student’s school authorizing the change of Incomplete to W
3. By the Dean of the student’s school authorizing the change of Incomplete to F

DIRECTED READINGS AND INDEPENDENT STUDY COURSES

Directed Readings/Independent Study course (N560, N591, and N592) provide an important method for NELC graduate students to explore particular research interests on an individual basis, but there are special advising requirements. Students should adhere to the following guidelines:

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

NELC ASSOCIATE INSTRUCTORSHIPS (AIships)

Aspects of Employment

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

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

Master’s Degree — 4 Semesters Ph.D. Degree — 8 Semesters
Combination of two Master’s or a Master’s Degree with a Double Major — 6 semesters

In addition, the student must maintain a cumulative GPA of 3.0 or higher. Failure to meet the GPA requirement will mean termination of financial aid at the end of the semester in which such a failure occurs. The 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. (50% FTE appointments include 30 credit hours of fee remission.)

*Please Note* Prospective AIs must pass an AI English exam if required.

Term of Appointment

Appointments are normally made for one year; although, circumstances occasionally lead to appointments for a single semester. Renewals will be considered annually up to the financial aid time limit associated with a student’s particular degree program. Usually renewals will be approved if the student is making satisfactory progress on the degree, 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.

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.

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

FINANCIAL AID

General Information

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

Other Sources of Financial Aid

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

Student Employment Office

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

Doctoral Student Grants-In-Aid of Research

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

**CIC Minorities Fellows Department of the Humanities

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

Educations Opportunity Fellowships

Contact the Office of Research and Graduate Development.

John H. Edwards Fellowships

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

**Foreign Languages and Area Studies (FLAS Fellowships)

See NDEA Fellowships.

**Fulbright

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

Foreign Area Fellowships

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

**Marshall Scholarships

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

**Mellon Fellowships in the Humanities

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

**NDEA Fellowships**

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

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

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

**Rhodes Scholarships**

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

Charlotte W. Newcombe Doctoral Dissertation Fellowships

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

**Rotary Foundation Fellowships for International Understanding**

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

Indiana University Overseas Exchange Fellowships

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

**Residence Hall Assistantships**

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

**STUDENT EMPLOYMENT**

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

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.

GradGrants Center

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

IUB ENROLLMENT REQUIREMENTS

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

Student Health Services

If a student is enrolled for three or more credits during the fall or spring semester or six more credits in the summer, a health fee is assessed. Students enrolled in fewer than three credits are charged for each office call. Students must be enrolled or at least one credit to be eligible for Student Health Services.

University Housing Services

As a rule, a graduate student should be enrolled in at least 10 credit hours to be entitled to accommodation in university housing; however, individual arrangements can be worked out. For students taking qualifying examinations, it is insufficient to submit a memo from the student’s department with that information in order to remain eligible for university housing. A variety of housing options, on and off campus, are available in Bloomington. Students interested in living on campus should call, email, or visit Residential Programs and Services (812-855-1764). There is a great demand for campus housing. If a student wants to live in the dormitories or campus apartments, it is strongly recommended to apply as soon as possible. The advantages of on-campus housing include a direct connection to the internet through the university network and free university cable television. Most utilities are also included in the price of rent. Students interested in living off campus are advised to visit Bloomington personally to find 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. (http://www.hearldtimesonline.com).

Library Services

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

INTERNATIONAL STUDENTS: VISA STATUS

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

IU CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

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

**Student Responsibilities**

Uphold and maintain academic and professional honesty and integrity.

Academic misconduct – is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course, department, school, and university related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master’s exams, and doctoral qualifying exams and dissertations), research work outside of a specific course structure (such as lab experiments, data collection, service learning, and a collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but not limited to, the following:

1. **Cheating**

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.

   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.

   c. A student must not use materials from a commercial term paper company; files of papers prepared by other persons, or submit documents found on the internet.

   d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.

   e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

   f. A student must not steal examinations or other course material, including but not limited to, physical copies and photographic or electronic images.

   g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to which the work is being submitted.

   h. A student must not, without authorization, alter a grade or score in any way, nor alter the answers on a returned exam or assignment for credit.

2. **Fabrication**

A student must not falsify or invent information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. **Plagiarism**

Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgement.

   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
a. Directly quoting another person’s actual words, whether oral or written;
b. Using another person’s ideas, opinions, or theories;
c. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
d. Borrowing facts, statistics, or illustrative material;
e. Offering materials assembled or collected by others in the form of projects or collections without

4. Interference acknowledgement
   A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft defacement, or mutilation of resources so as to deprive others of the information they contain.

5. Violation of Course Rules
   A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty
   A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

Please contact the NECS Director of Graduate Studies or the Office of Student Ethics (http://studentaffairs.iub.edu/ethics/) if you have any questions.

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

Purpose

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

Eligibility

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

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

Leave Frequency

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

Terms and Conditions

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

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

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

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

Responsibility of Student

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

Procedure

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

Return from Leave

Requesting a leave under this administrative practice shall not negatively affect evaluation of a graduate student’s academic progress and performance. Upon return from the leave, Student Academic Appointees will be assigned the same or similar duties as determined by the needs of the department.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Research Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katz, Stephen</td>
<td>Professor</td>
<td>Modern Hebrew Language and Literature, Fiction of S.Y. Agnon, American experience of Jews and Hebrew writers, Hebrew poetry</td>
</tr>
<tr>
<td>Khazzoom, Aziza</td>
<td>Associate Professor</td>
<td>Israeli Identity and multiculturalism, Stratification, Gender, Race/ethnicity/nation</td>
</tr>
<tr>
<td>Martin, Kevin</td>
<td>Assistant Professor</td>
<td>Modern Middle East, the Modern Islamic World, the Modern Levant (Syria, Lebanon, and Iraq), Cultural history of the Modern Arab world</td>
</tr>
<tr>
<td>Morkus, Nader</td>
<td>Assistant Professor</td>
<td>Second Language Acquisition, Discourse Level Analysis of the Speech Act of Refusal in Egyptian Arabic, Intercultural Pragmatics and Communication</td>
</tr>
<tr>
<td>Shahrani, Nazif</td>
<td>Professor</td>
<td>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</td>
</tr>
<tr>
<td>Sinno, Abdulkader</td>
<td>Associate Professor</td>
<td>Civil wars, Ethnic strife and other Territorial conflicts, Muslims in Western politics, Political Islam</td>
</tr>
<tr>
<td>Vinson, Stephen</td>
<td>Associate Professor</td>
<td>Ancient Egyptian language and literature; History of Graeco-Roman Egypt; Ancient Egyptian transportation and trade, especially boats and ships</td>
</tr>
<tr>
<td>Walbridge, John</td>
<td>Professor</td>
<td>Islamic Philosophy and Islamic intellectual history, emphasis on the cultural role of philosophy and science, Baha’i studies, Islamic Studies, Islamic History</td>
</tr>
</tbody>
</table>

**ADJUNCT PROFESSORS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Research Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goodman, Jane</td>
<td>Adjunct Associate Professor</td>
<td>Berber studies; Language, performance, and identity; Textuality and discourse</td>
</tr>
<tr>
<td>Hanson, John</td>
<td>Adjunct Associate Professor</td>
<td>West African history; Muslim communities; Social/cultural history</td>
</tr>
<tr>
<td>Istrabadi, Feisal</td>
<td>University Scholar</td>
<td>Constitutional Diplomacy, Iraqi politics, Processes of building legal and political institutions in countries in transition from dictatorship to democracy</td>
</tr>
<tr>
<td>Jaques, Kevin</td>
<td>Associate Professor</td>
<td>Islamic legal history, Islam in Southeast Asia and Indian Ocean communities, Islam in the United States, Religious authority in times of social and cultural upheaval, Methods and methodologies in the academic study of religion, Ethnography</td>
</tr>
<tr>
<td>Losensky, Paul</td>
<td>Adjunct Associate Professor</td>
<td>Iranian Studies; Persian literature and literary history (in particular the literature of the 16th and 17th centuries in Iran); India; Central Asia; Literature, architecture, and topography; Sufism and literature; Comparative studies in the Baroque; Translation and translation studies</td>
</tr>
<tr>
<td>McDonald, David</td>
<td>Adjunct Assistant Professor</td>
<td>Israel/Palestine; performance ethnography; social theory; ethnomusicological study of Violence and socio-cultural trauma</td>
</tr>
<tr>
<td>Rasler, Karen</td>
<td>Adjunct Assistant Professor</td>
<td>International conflict and cooperation; Relative decline of world powers</td>
</tr>
</tbody>
</table>
Sahin, Kaya  
Adjunct Assistant Professor, Department of Near Eastern Languages and Cultures  
Research Area(s)  
The 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

Stone, Ruth M.  
Adjunct Professor, Department of Near Eastern Languages and Cultures  
Research Area(s)  
Music as culture and performance; Theory of ethnomusicology

Mailing Address

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

Email

Graduate Secretary – arinprit@indiana.edu

Main Office – nelc@indiana.edu

Telephone

Main Office: 812-855-5993

Graduate Studies: 812-855-1793

Or you may visit our homepage: http://www.indiana.edu/~nelc

Homepage maintained by: Department of Near Eastern Languages and Cultures

Send homepage comments to:

nelc@indiana.edu

STUDENT SUPPORT AND COMMUNITY EDUCATION AND CONTACT INFORMATION

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

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

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

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

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

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

Gay, Lesbian, Bisexual, Transgender Student Services http://www.indiana.edu/~glbt
812-855-4252
glbtser@indiana.edu
Office of International Services  http://www.ois.indiana.edu 812-855-9086
newtoiu@indiana.edu

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

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

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

The Office of Student Ethics  http://studentaffairs.iub.edu/ethics/ 812-855-5419
ethics@indiana.edu

Student Legal Services  http://www.indiana.edu/~sls/ 812-855-7867

ACADEMIC SUPPORT SERVICES

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

Career Development Center 812-855-5234

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

Disability Services for Students 812-855-7578

Veterans Support Services 812-855-1985

Exploratory Student Services 812-855-2736

Groups Student Support Services 812-855-0507

Health Professions and Prelaw Center 812-855-1873

Hutton Honors College 812-855-3555

Office of International Services 812-855-9086

Herman B Wells Library 812-855-0100

Overseas Study 812-855-9304

Office of the Registrar 812-855-0121

Student Academic Center 812-855-7313

Writing Tutorial Services 812-855-6738
MISCELLANEOUS SERVICES

Copies & More
812-855-1711

TRANSPORTATION

Campus Bus Service – 812-855-8384
http://www.iubus.indiana.edu/

City Bus Service – 812-332-7433

Greyhound – 812-332-1522

Airport Shuttle
812-332-6004

Campus Parking Operations
http://parking.indiana.edu/parking_operations/default.aspx
812-855-9848

Residence Hall Parking
http://www.rps.indiana.edu/parking.cfml
812-855-7454

BLOOMINGTON VISITOR INFORMATION

Bloomington Convention & Visitors Bureau
1-800-800-0037 / 812-334-8900

IU Visitor Information Center
812-856-GOIU (4648)

WEB SITES

IU Bookstore
www.iubookstore.com

IU Credit Union
https://www.iucu.org

IU Cable TV
http://iutv.indiana.edu/iut