

Introduction

The MELC Graduate Handbook supplements the University Graduate School Bulletin and the IU Code of Student Rights, Responsibilities, and Conduct.

The Graduate School Bulletin and the IU Code are the final authority on IU rules and regulations and override any MELC-specific rules or policies that are not consistent with them. Further, they provide more extensive and detailed information on the topic covered in the MELC Graduate Student Handbook. All graduate students should familiarize themselves with these materials and consult them as needed.

University Graduate School Online Bulletin: <http://bulletins.iu.edu/iu/gradschool/2021-2022/index.shtml>

Indiana University Code of Student Rights, Responsibilities, and Conduct:
<https://studentcode.iu.edu/procedures/bloomington/index.html>

Contact Information

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For HLS Graduate Administrative Services contact hlsgrad@indiana.edu or view the HLS Graduate Student Portal <https://hls.indiana.edu/academics/graduate/portal/index.html>

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A Message from the Chair

Welcome to Indiana University and to the Department of Near Eastern Languages and Cultures! 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 what was then called the Department of Middle Eastern Languages and Literatures, 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. Signature strengths of the department are 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, now bolstered by an Arabic Flagship, and courses offered on the literature, history, politics, and anthropology 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 literature as well as on Israeli society and culture, and on the history and archaeology of early Christianity in the Middle East. Our Master's program in Egyptology offers courses in ancient Egyptian language, literature, and history, with special strengths in applying new, digital technology to the study of the ancient world. Persian and Turkish language courses are offered through the Department of Central Eurasian Studies and cross-listed with MELC. Courses in Hebrew are offered through the Jewish Studies Program.

Our graduates from our master's and doctoral programs enter careers in academia, the U.S. government and foreign service, public and business administration, as well as other related fields.

It gives me great pleasure to welcome you all to the department and I look forward to working with you as you achieve new academic milestones in your graduate career at IU.

With best wishes,

Steve Vinson
Professor and Chair

2022–2023 Dates to Remember

Thursday, August 18, 2022	MELC New Graduate Student Orientation
Friday, August 12, 2022	HLS New Graduate Student Orientation
Wednesday, August, 10, 2022	Arabic placement exam
Monday, August 23, 2022	Classes Begin
Monday, September 5, 2022	Labor Day
Friday, October 14–16, 2022	Fall Break
Sun, Nov 20–Sun, Dec 27, 2022	Thanksgiving Break
Saturday, December 10, 2022	Last Day of Classes for Fall 2022
Monday, January 9, 2023	First Day of Classes Spring 2023
Monday, January 16, 2023	Martin Luther King, Jr Day (classes do not meet)
Sun, March 12 – Sun, March 19, 2023	Spring Break
Saturday, April 29, 2023	Last Day of Spring

MELC Graduate Program

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

Master of Arts (MA)

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

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

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

Doctor of Philosophy (Ph.D.)

Doctoral students in Middle Eastern Languages and Cultures pursue an academic discipline grounded in a cultural and linguistic study of the Middle East. The Ph.D. requirements include:

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

In addition, students can acquire a dual Ph.D. in MELC and another department.

Director of Graduate Studies (DGS)

Graduate programs in MELC 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 the MA 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 MELC.

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

Admission to the Graduate Program

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

The University requires a minimum GPA of 3.0 for graduate applicants. Successful applicants usually have at least a 3.5 grade point average in courses for their major.

Applicants for both the MA and Ph.D. should submit the following:

- Completed online admission application
- Application fee: (\$70.00)
- Statement of purpose (1–2 Pages)
- Transcripts from all colleges and universities attended, whether a degree was awarded, in the original language and English translation, where applicable.
- Degree certificates: International students must also submit copies of their degree certificates in the original language and English translation
- 3 letters of recommendation: sent directly to the Department or submitted online by the recommender, not the applicant
- Graduate Record Examination (GRE): Official score reports:
 - optional for all domestic applicants
 - recommended for international applicants
 - GRE scores must have been taken within 5 years
- TOEFL scores for all international applicants. The University requires a minimum score of 79-80 on the computerized TOEFL. The Admissions Committee may also conduct an oral interview by conference call or other means to gauge applicant's English language proficiency and training.
- Writing sample (8–10 pages), normally an academic paper
- Language information: previous language study and other languages known

Official copies of required documents must bear the original seal or stamp of the issuing institution. Uncertified or notarized copies may be submitted during the application process, but certified copies must be received before students will be allowed to matriculate and register for classes. Please note that the registrar's offices of US and Canadian institutions must send their academic records directly to the Department of Middle Eastern Languages and Cultures.

Online application and instructions can be found:

<https://hls.indiana.edu/apply/index>

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

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

IMPORTANT: Students who are applying for outside funding for their graduate work at IU, and who expect a decision on the financial-aid application(s) after the MELC 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.

Domestic applicants submit all application and support materials to:

Hamilton Lugar School of International and Global Studies
355 North Eagleson Avenue
Bloomington IN 47405

International applicants (except Canadian applicants) must submit all official transcripts to:

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

Registration and Starting the Year

The beginning of the academic year is a busy and exciting time. There are multiple deadlines, which are rigid, come sooner than you would think, and cannot be waived. Consult page 5 for a list of significant dates.

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

New Graduate Student Orientation

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

Advising

New students will meet with the Director of Graduate Studies (DGS) to review their course schedule by initiating the HLS Advising form. The DGS will serve as Advisor to all MA students (except Egyptology MA students) and to first year Ph.D. students. By the end of their first year, Ph.D. students must select an Advisory Committee, the Chair of the committee will then act as the doctoral student's Advisor. In all cases, the Advisor lists the approved courses for the upcoming semester and approves the form which routes to HLS Graduate Services for final permissions. Students then register for courses. Continuing students initiate the HLS Advising form each semester and send their advisor an email with their proposed course list for the upcoming semester. The Advisor completes the form, which is then reviewed and approved by the DGS. HLS Graduate Services then lifts the advising hold and emails the student that they have permission to enroll for the semester.

Registration Dates and Fees

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

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

Student Central provides a complete list of registration dates and policies for upcoming semesters.

Schedule Adjustment

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

For information regarding the specific deadlines, please visit the website for Student Central.

Late Drop/Add

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

For information regarding the specific deadlines see Student Central.

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

Language Placement Exams

For Fall 2022, the Arabic placement exam will be conducted August 10, 2022.

Other language placement exams are normally handled by other units. For example, the
Hebrew: Borns Jewish Studies Program
French: French and Italian
German: Germanic Studies

International Students: Visa Status

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

Coursework Issues and Academic Standards

IU Code of Student Rights, Responsibilities, and Conduct

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

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

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

Incompletes in a Course

Normally, a student who registers for a course is expected to complete the requirements for that course before grades are due for the semester. Occasionally, students confront a serious and unexpected obstacle to completing final required coursework within the semester deadlines. In this case, the student has the option of requesting a grade of Incomplete from the course instructor. A student should make the request for an Incomplete in writing and prior to the end of classes. No professor is under any obligation to agree to the request of an Incomplete or to grant an Incomplete without an explicit request from the student. A student who has trouble completing course requirements before midterm should consider withdrawing from the course. (Check the academic calendar on the Office of the Registrar's website for the deadlines for withdrawing from a course). An Incomplete is not a substitute for completing the requirements of a course or an open-ended deferral of the requirements of the course. Some requirements for a course cannot be completed after the course has stopped meeting. Students should consult with the professor before the end of classes 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. Staying on schedule to complete the work for a course is the student's responsibility, not the professor's or the department. 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 instructor has not turned in a grade. Students should bear in mind that instructors 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. A 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. Instructors may grant an extension of an incomplete, giving the student additional time before the Incomplete becomes an F. Extensions of the grade of incomplete beyond the twelve months are not automatic. They require a written request explaining the reason for the extension and must be approved by the Department and the College, as well as by the instructor.

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

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

Directed Readings and Independent Study Courses

Directed Readings/Independent Study course (M590, M593, M594, AND M598) provide an important method for MELC graduate students to explore particular research interests on an individual basis, but there are special advising requirements. Students should adhere to the following guidelines:

1. Discuss with your advisor what directed readings courses may be appropriate for your academic program and when and with which faculty members they should be taken. Faculty are under no obligation to grant requests for such courses.
2. During the semester before you intend to take the course, meet with the prospective supervising faculty member to discuss your goals for the course, and if the member agrees, construct a reading list and project requirements.

3. Before registration for your intended academic term, complete the Directed Readings Course Form (available from the Department), obtain the instructor's signature, the Director of Graduate Studies signature, and submit it to the Department along with the reading list and project requirements. The form is used by the MELC office to generate registration permissions, to keep enrollees and instructors matched, and to coordinate grade reporting properly. Be sure the information on the form is clear and complete. Missing or incorrect information may cause registration difficulties, delayed or missing grades, and even more serious problems such as academic progress issues and holds on AI appointments.
4. At the end of the semester, remind your instructor to submit your course grade. Grade reporting procedures are not the same as with normal classroom courses, so advise your instructor to consult the Department or the DGS if there are any questions.

IUB Enrollment Requirements

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

Transfer of Credit

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

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

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 so 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.

MA in MELC

Coursework

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

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

1. Six credits of the required course work must be fulfilled by courses in two of the following fields: ancient (pre-Islamic), pre-modern (medieval), or modern (1500 CE to present) history of the Middle East, chosen with the approval of the Director of Graduate Studies.

2. At least three credit hours of the 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 twelve credit hours of coursework in Arabic, Hebrew, Persian, or Turkish language(s). Students will choose one of the following options:

a. "One major language" track: In this option, students are required to complete twelve credits in their chosen Middle Eastern language. Out of these twelve credits, at least six credits must be obtained through language study at the 4th year Advanced Level. In the case of Arabic, this is Advanced Arabic III (3 cr hrs) and Advanced Arabic IV (3 cr hrs), and in the case of other major MELC languages, the equivalent must be completed. Students who begin their MA entering at the 4th year level or above may with the prior approval of the course instructor and the DGS, count non-language courses in which they use their major MELC language towards the twelve credits. These are courses where the student reads primary sources in the chosen language. For Hebrew, language credits can be fulfilled with a combination of Modern and Biblical Hebrew courses. The combination of courses and required levels must be approved by the Director of Hebrew Language Program housed in Borns Jewish Studies Program.

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

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

MA Qualifying Examinations and Paper

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

1) For students who are not native speakers of their major language, there will be 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 Middle Eastern Studie

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: MELC-E500: Elementary Middle Egyptian I (3 credits).
 MELC-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:

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

Year 2:

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

Spring:

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

The Dual Master's Degree Program in the Graduate School

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

1. The student must be formally admitted by both departments and by the Graduate School.
2. The student must meet fully all degree requirements of both departments (course credits, research and foreign language skills, examination, and essay or thesis or preparation of portfolio, etc.). Dual MA

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

3. Where both departments require a thesis, the student will be allowed to write a single thesis that meets the standards and requirements for both fields with equal representation for both departments on the thesis committee and the thesis credit split between both.
4. The dual degree program must be completed within six years from the semester in which the student first enrolled in courses counting toward a dual degree.
5. The student must complete the requirements for both departments at the same time (i.e., not receive the degree in one department before the other)

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

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

Applying for a Double MA or Ph.D. Major in MELC

Current graduate students in the College of Arts and Sciences departments at IU who want to pursue a double major in MELC 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 MELC DGS.
3. Submit online e-application; All IU students, including international students, applying to another department at IU are considered domestic applicants for admissions purposes and therefore must complete a domestic e-application.
4. Include in the statement of purpose your reasons for pursuing a double degree, and for Ph.D. students, indicate which MELC faculty member(s) would serve as your MELC 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 MELC faculty member if you have taken MELC 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.

The Dual MPA/MA Degree in MELC

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

MPA Core (18 credits)

SPEA V502	Public Management
SPEA V506	Statistical Analysis for Effective Decision Making
SPEA V517	Public Management Economics
SPEA V540	Law and Public Affairs
SPEA V560	Public Finance and Budgeting
SPEA V600	Capstone in Public and Environmental Affairs

MPA Concentration (18 credits)

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

MA in Middle Eastern Languages and Cultures (30 credits)

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

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

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

- A clear understanding of a chosen topic
- Demonstrated ability to conceive and carry out an original project of a scholarly nature, including the use of primary and secondary texts in the original language, where appropriate
- An advanced level of critical or theoretical insight
- Command of expository English
- Competence in the proper use of research and bibliographic tools
- The paper should be suitable in form and content for publication in a professional journal in a recognized sub-field of Middle Eastern Studies.

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

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

Arabic 600 Intermediate Arabic I

Arabic 660 Advanced Arabic I

Researching Politics of Muslim Countries

States and Societies in Muslim Central Asia and the Middle East

Islam and Politics in Muslim Central Asia & Middle East

Representations of Islam and Muslims in Ethnographic Literature of Central Asia and the Middle East

Islam and Modernity

African and Middle Eastern Narratives

Preparation for Graduation

MA Students must notify the Director of Graduate Studies of their intention to take the MA examinations before the end of the semester BEFORE they plan to take their exams.

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 MELC 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 HLS Graduate Affairs Office the week prior to the exams to make sure the examiners have turned in the exam questions to the HLS Graduate Office. The room and proctor are arranged by the HLS Graduate Affairs Office.

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

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

Policy on Computer Testing

Each examiner grades his/her own exam or paper on a scale of High Pass, Pass, or Fail. The examiner also reads the other exams/paper. In case of disagreement as to the student's grade, the case will be referred to the Chair or DGS. Grade assessments will need to be submitted to the Graduate Secretary a week after the final day of testing.

MA Thesis

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

Important Deadlines Pertaining to Degree Completion

Master's Requirements

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

All necessary paperwork required to finalize the Master's Degree should be submitted to the University Graduate School no later than the 27th of each month. Master's Degree must be completed within 5 years of the last month of the first semester.

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

Degrees are granted monthly. If a Master's Thesis is required, two bound copies must be received by the University Graduate School by the 27th of the month in which the student wishes to graduate. If the 27th of the month falls on a weekend, then the deadline will be the Friday prior to the weekend. For the month of February, the 24th will be the deadline.

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

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

Doctor of Philosophy in MELC

Transition to Ph.D.

Please be aware that admission to the MELC MA program and its successful completion does not guarantee acceptance into the department's Ph.D. program. MA students who are interested in continuing study for the Ph.D., whether in MELC, 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 MA, so interested students should contact specialists at IU or elsewhere in the field they intend to pursue to determine appropriate programs.

Internal Ph.D. Applications

MELC MA students wishing to apply for the MELC 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 One (application only) AND a paper application (which may be downloaded from the University Graduate School's website). Paper applications, in addition to other required materials, should be submitted to the HLS graduate office ONLY. Internal applicants are not required to pay another application fee.

Internal applicants should also submit:

1. An IU transcript (original; self-printed copies are not accepted)
2. Two letters of recommendation, normally from MELC 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 2022 is December 15, 2022.

The Ph.D. in MELC

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.

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

MELC Coursework

A total of 75 credit hours of qualified coursework (including up to 30 hours of MA transferred coursework) in MELC and related departments approved by the student's Ph.D. advisor and the MELC DGS are required for the Ph.D. in MELC. The student's curriculum should focus on a major disciplinary field and two minor MELC 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 (M810).

Language Requirements

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

1. Major MELC Language: A minimum of 12 credit hours beyond the 18 required for the MA for students continuing from the MELC MA 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 MELC 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 MELC graduate degree.

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

Applying for a Double MA or Ph.D. Major in MELC

Current graduate students in the College of Arts & Sciences departments at IU who want to pursue a double major in MELC are required to:

- Meet with the DGS of your current department to discuss the feasibility/advisability of a double major degree
- Meet with the MELC DGS
- Submit online admission application. All IU students, including international students, applying to another department at IU are considered domestic applicants for admission purposes and therefore must complete a new application for admission to the second degree program.

- Include in the statement of purpose your reasons for pursuing a double degree, and for Ph.D. students, indicate which MELC faculty member(s) would serve as your MELC advisor and committee members.
- 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 MELC faculty member if you have taken MELC courses.
- Applications submitted by December 15th are guaranteed to receive full consideration for financial aid in the coming fall semester.
- Once admitted, double Ph.D. students must complete an Advisory Committee form for the double Ph.D. Please consult the HLS Graduate Office for information.

Ph.D. Advisory Committee

In consultation with his/her Ph.D. advisor, each student should form a Ph.D. Advisory Committee by the end of the first year of Ph.D. study. This committee consists of the Ph.D. advisor (normally responsible for the student's major MELC field), two other MELC faculty members (corresponding to the student's two minor MELC 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 MELC faculty members in addition to the minor field representatives. Once the student has formed the committee, the committee members must be approved by the College of Arts and Sciences Graduate Division. Students may obtain this approval by going to the College of Arts and Sciences Student Portal website and choosing "Appointment of Doctoral Advisory Committee" at the link below.

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

Outside Ph.D. Minor

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

Ph.D. Written and Oral Examinations

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

The oral qualifying examination is to be held not less than one week and not more than four weeks after the written exams. The date of the oral exam is the one used for determining the seven-year periods for currency of courses and for completion of the dissertation. At least three MELC faculty members, including all who have provided written exam questions, must be present and participate in the oral examinations. If only two MELC 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, MELC does not require that the examination be taken during the same days as the MELC exams. Whether or not there is a written minor field exam, the minor field department may have a

representative present at and participating in the oral qualifying exam if it so desires.

At least one semester prior to taking the exams, students should meet with all members of their advisory committee to confirm which faculty member will provide questions for each of the three exam fields, and to agree on exam dates and reading lists. Exam dates and reading lists must be turned in to the HLS Graduate Office at least 60 days prior to the exam dates proposed.

All three MELC faculty members present at the oral exams, as well as any minor field representatives who have participated, shall read all segments of the written exam, and participate in the exam assessment. Faculty members who provided written exam questions will contribute a written evaluation and assign a grade of High Pass, Pass, or Fail for each exam segment they provided. The remaining faculty member(s) will not assign any grades but will read all exams and will submit a brief (one- paragraph) evaluation endorsing the results.

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

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

Continued Enrollment

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

Qualifications for registering in G901

G901 fulfills the continuous enrollment requirement at a minimal cost. These conditions apply :

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 already enrolled in six semesters of G901.

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 MELC faculty, and a representative from each outside Ph.D. minor department. Occasionally, an appropriate specialist from outside the University can be included in the committee.

Candidates choose their dissertation director and dissertation committee in consultation with the Director of Graduate Studies. The committee is usually composed of four or five faculty members, all of whom must be members of the Graduate Faculty. The dissertation director must also have the endorsement to direct dissertation, and the rest of the committee must be regular graduate faculty members. The committee must include a representative from the student's minor (or from each minor if more than one) unless a waiver to that effect has been obtained from the respective department. The membership of the research committee and the dissertation prospectus must be approved by the University Graduate School at least six months before the defense of the dissertation. The Graduate School Bulletin lists the individuals who have been appointed to membership in the Graduate School faculty; on specific regulations concerning the composition of the dissertation committee, consult the University Graduate School Bulletin. Refer to the lists of Near Eastern Languages and Cultures Faculty and Adjunct Faculty for scholarly resources available for 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.

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 found on the UGS ONE page. The edoc can be found searching the ONE.IU portal.

Lapse of Candidacy and Reinstatement

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

1. Obtain the permission of his or her departmental chairperson.
 2. Fulfill the departmental requirements in effect at the time of the application for reinstatement.
 3. Pass the current Ph.D. qualifying examinations or their equivalent; and
 4. Request that the Dean of the Graduate School reinstate him or her to candidacy.
- Such reinstatement, if granted, will be valid for a period of three years. (See the University Graduate School Bulletin).

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

Termination of Enrollment in the Doctoral Program

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

The Dissertation

A dissertation is required and is graded under M810 and G901. The number of credits granted under M810 often varies since the credits should bring the student's total hours to 90. Only one credit hour of M810 or

G901 is required for acceptance of the dissertation; no more than 15 credits hours of dissertation research may be included in the minimum of 90 credit hours required for the doctoral degree. The grade of "R" is automatically awarded for work on the dissertation until it is defended and accepted.

To be eligible for enrollment in G901, doctoral students must have accumulated at least 90 credit hours that will count toward the degree and must have completed all graduate degree requirements except for the dissertation. Students who have not yet passed their qualifying examination are ineligible for enrollment in G901.

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

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

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

The above elements should be presented in narrative form. The proposal need not present the actual arrangement of chapters, although in some cases this may be feasible and desirable. Students doing a dual Ph.D. with another department should be aware that that department may have specific requirements for the format and/or defense of the dissertation proposal.

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

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

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

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

Dissertation Defense

The dissertation defense is an oral examination held after the dissertation has been completed but before it has been bound. The student must arrange the time and date of this defense with the dissertation director and the members of his or her committee at least five weeks in advance. Any member of the Graduate School faculty at Indiana University may attend the defense, as well as interested graduate students.

An announcement of the defense of no less than 150 words must be submitted to the University Graduate School. The Dissertation Defense Announcement is submitted through the UGS ONE page. The edoc can be found searching the ONE.IU portal. The announcement should be informative and contain a brief statement of the principal results and conclusions. It must be completed 30 days prior to the defense.

While committee members should not place inordinate constraints on their availability, the student also bears responsibility for considering the time limitation of the faculty. We discourage holding defenses during breaks when faculty and students would be unable to attend. Similarly, students should plan appropriately if they are aware their committee members have summer research obligations or are on appointments that do not require them to be on campus during the summer. All doctoral defenses should be held on the campus in which the degree is awarded.

Submitting the Dissertation

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

- You must defend your dissertation.
- You'll need to decide if you want to register your copyright. Copyright registration is optional, and the fee is \$75 through ProQuest. You should pay the fee directly to ProQuest either electronically or, if submitting using the unbound method, to the University Graduate School by attaching a postal money order to the dissertation submission form. The money order should be payable to ProQuest LLC.
- You'll need to decide whether you want Traditional Publishing or Open Access Publishing. There is no fee for Traditional Publishing if you submit using the electronic method. The Traditional Publishing fee for the unbound paper method is \$65. The fee for Open Access Publishing is \$95, regardless of submission method. Please visit the ProQuest LLC website for more information. You should pay the fee directly to ProQuest either electronically or, if submitting using the unbound method, via the University Graduate School by attaching a postal money order to the dissertation submission form. Order should be payable to ProQuest LLC.
- You may also make your dissertation available via open access for free through IU Libraries' IU Scholar Works site.

For more information contact the Doctoral Recorder, Shelly Gerber-Sparks at gerbers@iu.edu.

You must also submit the Defense Signatures e-doc, located on the University Graduate School One.IU task page. For more information regarding submitting your dissertation and formatting requirements, please visit the University Graduate School website regarding Theses and Dissertations. <https://graduate.indiana.edu/thesis-dissertation/index.html>

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

Electronic Method

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

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

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

- A signed acceptance page.
- A signed abstract. The signed abstract does not have to be on the same paper used for your unbound dissertation—it can be on copy paper. If your original abstract is not in English, please also turn in

an English version. No proxy signatures are allowed.

Unbound Paper Method

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

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

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

Bindery Options:

- Thesis On Demand
(800)334-3628

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

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

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

Important Deadlines for Degree Completion

Ph.D. Requirements

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

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

At least 30 days prior to the scheduled defense of the dissertation, the candidate must submit to the University Graduate School and the Department a defense announcement using the UGS ONE page or following the link provided.

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

The student must defend his/her dissertation and submit the signed abstract and acceptance page to the UGS office and submit the completed dissertation to ProQuest within exactly seven years of passing the qualifying examination. Any formatting changes, grade changes, etc. can be completed after the candidacy expires. This requirement is rigorously enforced.

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

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

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

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

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

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

Additional Options for Graduate Study in MELC

MELC Ph.D. Minor

Ph.D. students in other departments may obtain a Ph.D. minor in MELC by completing at least twelve credit hours of coursework approved by the DGS to form a coherent program of study. There is no examination requirement for the MELC outside Ph.D. Up to twelve credits may be transferred toward the MELC out-side 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 MELC department and approved by the DGS.

Graduate Arabic Proficiency Certification

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

Continuing/Special Non-Degree Students

Persons interested in taking graduate level MELC 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 MELC graduate degree if the MELC department approves. Since the courses appear on the IU transcript, no transfer of graduate credit is required.

MELC Assistantships (AI, GA)

An AI (associate instructor) or GA (graduate assistant) appointment requires full-time enrollment as a graduate student in the Department of Middle Eastern Languages and Cultures.

The student must maintain a cumulative GPA of 3.5 or higher. Failure to meet the GPA requirement will mean termination of financial aid at the end of the semester in which such a failure occurs. The student also may not have any Incompletes to be considered for such an appointment.

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

Prospective international AIs must pass the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC) to be eligible to teach.

<https://dsls.indiana.edu/programs/tepaic.html>

Appointment Terms

Appointments are normally made for one year; although, circumstances occasionally lead to appointments for a single semester. Renewals will be considered annually up to the financial aid time limit associated with a student's particular degree program. 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.

Workload 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. MELC financial aid or other employment opportunities are limited by the

following regulations:

- You may not hold an AI or GA position if employed by Indiana University at 100% FTE in another position.
- You may not hold two Indiana University student academic appointments, including AI or GA positions, if combined they total more than 50% FTE.
- All Associate Instructors who are listed as instructors of record on class rosters are required to hold three office hours per week.

Email for graduate SAAs

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

Other Financial Aid

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

Scholarships and Fellowships

Internal Awards

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

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

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

Recruitment

- Educational Opportunity Fellowship (EOF)
 - The Educational Opportunity Fellowship (EOF) is designed to enable promising students who are first generation college graduates and who do not fare well in conventional competition for graduate fellowships. Students who have attended marginally adequate or inadequate schools; who have been required to work excessively while attending school; or whose social and economic background made acquiring education an unreasonably difficult enterprise are encouraged to apply.
- Graduate Scholars Fellowship
 - The Graduate Scholars Fellowship is a multi-year award designed to guarantee that the student receives full stipend, tuition, and health insurance throughout the time they are working towards the Ph.D. or M.F.A. degree. At least one year is a pure graduate fellowship with no duties beyond continued progress towards the degree. During that year, the stipend level is \$19,000-\$25,000 depending on the discipline. The fellowship year stipend and subsidized health insurance are provided by the University Graduate School. Tuition is funded by the department, College or School. For the remaining 2-4 years, funding is the responsibility of the Department, and is derived from a combination of awards, scholarships, research and/or teaching assistantships.
- Ronald E. McNair Graduate Fellowship
 - The McNair Graduate Fellowship is designed to encourage more underrepresented students to complete a Ph.D. degree. The fellowship is offered to outstanding first-generation, low-income, or minority college graduates with the goal of increasing the pool of underrepresented students pursuing careers in post-secondary education and establishing role models for future minority students
- President's Diversity Initiative Recruitment Fellowship
 - The President's Diversity Initiative Recruitment Fellowship program was established in 2014 to attract outstanding underrepresented students to pursue a Ph.D. degree at Indiana University. The program offers a multi-year funding package, professional development, and mentoring support to outstanding scholars in all fields. In joining the IU academic community these scholars, through their research, teaching and service, will enhance scholarship through the numerous benefits that diversity confers

Leadership and Service

- John H. Edwards Fellowship
 - Good citizenship, character, especially attitude toward public service and the likelihood of future usefulness to society, scholastic ability, intellectual capacity, and upon such other bases and qualifications, and in such manner, as the Trustees of Indiana University in their discretion and judgment may determine from time to time, but always without regard to consideration of religion, creed, race, national origin, color, sex, or political affiliation
- Santosh Jain Endowed Memorial Scholarship
 - The scholarship offers financial support to a current international graduate student who has demonstrated commitment to service and education and plans to pursue a service-oriented career and demonstrates financial need. The recipient will possess a track record of service to underserved or rural communities, humanitarian causes, or educational organizations in activities that support an improvement in the lives and opportunities to those in impoverished communities. Preference will be given to graduate students from South Asia, those hailing from India, Pakistan, Nepal, Sri Lanka, Bangladesh, and Bhutan.

Research

- Grant-in-Aid of Doctoral Research
 - These awards provide funding for Bloomington graduate students for unusual expenses incurred in connection with doctoral dissertation research, such as travel to special libraries or laboratories, payments to consultants, specialized equipment, and duplication of vital materials needed for writing the dissertation. Expenses that are not supported include typing and duplicating of dissertations, normal living expenses, routine laboratory supplies, and computers.

- President's Diversity Dissertation Fellowship
 - The President's Diversity Dissertation Fellowship was established in 2014 to provide one year of support to advanced doctoral students who are completing Ph.D. dissertations. These are one-time fellowships meant to offset a scholar's living expenses while completing the dissertation. This competition is specifically aimed at graduate students who are underrepresented minorities (URMs) in their field. The URM designation applies to racial, ethnic, gender and disability classification. Graduate students in the natural, physical and life sciences, technology, and math fields, are especially encouraged to apply. To apply for this award, applicants must have been admitted to candidacy and receive Ph.D. recorder approval at least one month prior to the application deadline.

Career Development

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

Merit and Achievement

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

Discipline-Specific

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

External Awards

External fellowships and awards are also available, which can come from organizations and corporations unaffiliated with the university.

- Andrew W. Mellon Fellowships
- Charlotte W. Newcombe Doctoral Dissertation Fellowships (The Woodrow Wilson National Fellowship Foundation)
- Council on Graduate Schools
- Critical Language Scholarship Program

- Dolores Zohrab Liebmann Fund Fellowship
 - Dolores Zohrab Liebmann Fund Fellowship-Conditions
 - Dolores Zohrab Liebmann Fund Fellowship-Application
- Environmental Public Policy & Conflict Resolution Ph.D. Fellowship
- Ford Foundation Pre-doctoral, Dissertation and Postdoctoral Fellowships
- Fulbright Program
- Gates Cambridge Scholarships
- George J. Mitchell Scholarship
- Harriett G. Jenkins Pre-Doctoral Fellowship Program (JFPF)
- Harry Frank Guggenheim Foundation—Dissertation Fellowships
- Hertz Foundation
- International Dissertation Research Fellowship (IDRF) Program
- Jack Kent Cooke Foundation
- Jacob K. Javits Fellowships Program
- James Madison Graduate Fellowships
- John Carter Brown Library Research Fellowships
- Josephine De Karman Fellowship Trust—Graduate Fellowships
- New York State Assembly Internships
- Newberry Library Fellowships in the Humanities
- Paul & Daisy Soros Fellowships for New Americans
- Public Policy & International Affairs (PPIA) Fellowship Program
- Ralph E. Powe Junior Faculty Enhancement Awards
- Research and Evaluation on Education in Science and Engineering
- Rhodes Scholarship
- Ronald E. McNair Post-Baccalaureate Achievement (McNair) Program
- Ruth L. Kirschstein National Research Service Awards for Individual Pre-Doctoral Fellowships
- Teach for America
- Thomas R. Pickering Graduate Foreign Affairs Fellowship
- Winston Churchill Foundation
- Woodrow Wilson Dissertation Fellowships in Women’s Studies
- Woodrow Wilson Indiana Teaching Fellowship
- **NDEA Fellowships (FLAS)
 - (National Defense Education Act Title VI-Fellowships; also known as Foreign Language and Area Studies (FLAS) Fellowships): these fellowships are available for the study of many modern foreign languages. The Office of Education awards these fellowships to students who intend to make their careers in college or university teaching, government service, or other employment where knowledge of foreign cultures is a prerequisite for success. The award includes a stipend and tuition and is given in one of six area studies Departments. General information is available from the Dean of International Studies or from any area studies office.

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

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

Student Employment

In addition to holding appointments as associate instructors, students at the Bloomington campus have many opportunities for part-time employment. Students interested in employment options should consult the lists maintained by the Student Employment Office at the Career Development Center, 625 N. Jordan Avenue, Bloomington, Indiana 47405 (812-855-5234) or access this information through the IUB website (www.indiana.edu/~career/).

Grad Grants Center

The Grad Grants Center provides graduate students or those newly admitted for graduate study with one central location to find available academic vacancies on the Bloomington campus. Questions concerning vacancies listed should be directed to the advertising department.

Services for Students

MELC Student Association

The MELC Student Association provides students of the Department of Middle Eastern Languages and Cultures a forum to share research with one another, as well as organizational and financial resources to host well-known lecturers in the field of Middle Eastern languages, culture, and politics. The Association promotes awareness of Middle Eastern cultures on the IU campus and in the greater Bloomington community.

Student Health Services

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

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

To learn more about the services offered, please visit the IU Health Center webpage.

University Housing Services

As a rule, a graduate student should be enrolled in at least ten credit hours to be entitled to accommodation in university housing; however, individual arrangements can be worked out. For students taking qualifying examinations, it is sufficient to submit a memo from the student's department with that information to remain eligible for university housing. A variety of housing options, on and off campus, are available in Bloomington. Students interested in living on campus should call (812-855-1764), email askrps@indiana.edu, or visit Residential Programs and Services.

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 several off-campus properties, but the availability of these for fall is usually unknown until late April or early May. For more details contact Residential Programs and Services, Indiana University Real Estate, or consult the Bloomington Herald-Times web page. (www.hearldtimesonline.com).

Library Services

The Indiana University Libraries are one of the major academic library systems in the United States. In addition, IU is a member of the Big Ten Academic Alliance, a consortium of the "Big Ten" universities plus the University of Chicago. This gives IU faculty and graduate students access to the libraries of the other members, including such major research libraries as the Universities of Chicago and Michigan. Materials not held by IU can usually be obtained through interlibrary loan within a few days. IU Libraries subscribe to almost all major academic databases.

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

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

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

Leaves of absence allow graduate students in the College of Arts and Sciences to deal with unforeseen events that interfere with their academic progress. During a leave you are not expected to make progress toward your degree. Although you may complete coursework from previous terms during a leave, you may not attend class or use the leave to catch up on current coursework, prepare for exams, or write your dissertation. The purpose of this policy is to provide continuing support of graduate students in the College who need temporary relief from duties because of a medical or family situation.

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

Eligibility

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

Leaves of absence may be granted under the following circumstances:

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

Applying for a leave of absence

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

- Fill out a leave of absence request and submit it to your department.
- If the leave is for medical reasons, fill out a medical certification form. Leaves for medical reasons cannot be approved until the medical certification form is received by the College Graduate Office.
- Meet with your program's director of graduate studies to create a leave of absence return plan.
- Submit your leave of absence request, your leave of absence return plan, and, if applicable, your medical certification form to the College Graduate Office.

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

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

Parental Accommodation

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

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

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

The accommodation period

Academic accommodations

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

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

Applying for parental accommodation

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

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

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

For more information, visit the College of Arts and Sciences Parental Accommodation page:

<https://college.indiana.edu/student-portal/graduate-students/parental-accommodation.html>

Middle Eastern Languages and Cultures Faculty

Chair

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

Director of Graduate Studies

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

Director of Undergraduate Studies

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

Core Faculty

Asma Afsaruddin, Herman B Wells Professor of Middle Eastern Languages and Cultures, Adjunct Professor of Religious Studies. Research: Pre-modern and modern Islamic religious and political thought; Qur'anic hermeneutics; Hadith criticism; exegetical, legal, and ethical perspectives on jihad and martyrdom; gender roles

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

Albdairat, Issam, Lecturer Middle Eastern Languages and Cultures, Teaching Arabic as a second language

Iman Alramadan, Senior Lecturer, Middle Eastern Languages and Cultures. Teaching Arabic as a second language.

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

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

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

Abdulkader Sinno, Associate Professor of Middle Eastern Languages and Cultures, Associate Professor of Political Science. Research: Civil wars, ethnic strife and other territorial conflicts, Muslims in Western politics, political Islam

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

Attia Youssef, Senior Lecturer. Teaching Arabic as a second foreign language; Arabic grammar and morphology, phonology, and syntax; Arabic literature; Dialects; The role of culture in learning a foreign language; Theories of language acquisition; Comparative Linguistics

Adjunct and Affiliated Faculty

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

Hussein Banai, Assistant Professor; Eskenazi School of Art, Architecture + Design; African and Islamic dress; aesthetics; diaspora cultures, Islamic fashion; the role of textiles, dress and the body in religious practices

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

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

Margaret Graves, Associate Professor of Art History; Medieval art and architecture of the Islamic world; Nineteenth and Twentieth century craft in the Middle East and North Africa; faking and forgery; Orientalism and the historiography of Islamic art history

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

Sarah Imhoff, Associate Professor of Religious Studies and Borns Jewish Studies Program; gender and American Jewish history; race and Jewishness; Rabbinic literature; American religious history

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

Kevin Jaques, Associate Professor of Religious Studies; medieval Islamic theology and law, especially in how medieval Muslim historians understood and depicted the development of theological and legal institutions between the death of Muhammad in 632 CE and the late sixteenth century

Marianne Kamp, Associate Professor, Central Eurasian Studies. Central Asian states and societies under Soviet rule and since independence; oral history; women, gender, and social change; history of the family; agriculture, cotton, collectivization, and its undoing; Central Asia and the Cold War

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

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

Samuel Obeng, Professor of Linguistics; African political and juridical discourse; African anthropometry; language policy and language attitudes in Africa; pidgins and creoles; pragmatics of prosody; African languages documentation; evaluation and testing in African languages

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

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

Nazif Shahrani, Professor of Middle Eastern Languages and Cultures. Professor of Anthropology, Professor of Central Eurasian Studies. Research: Cultural ecology of nomadic pastoralism, state and society Islamic movements, identity politics, social change and modernization, Muslim family and gender dynamics in Soviet and post-Soviet Central Asia

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

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

Staff

Connie Sue May, MELC Program Specialist, Fiscal and Administrative

Academic Progress/Major Milestones and Expectations

Master of Arts in Middle Eastern Languages and Cultures Checklist

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

Ph.D. in Middle Eastern Languages and Cultures Checklist

Requirement	Description	Average Time/Deadline
Ph.D. coursework	Language requirements, MELC course requirements, outside Ph.D. courses	2-3 years
Ph.D. advisory committee	Committee consisting of at least 2 MELC faculty and outside minor representative. Form can be found on COLL website.	Must be submitted by the end of 1 st year of study. Usually end of spring semester
Ph.D. Qualifying Exams	Meet with members of Advisory Committee to discuss reading lists and exam formats at least one semester before taking exams. Consists of 1 Major MELC, and 2 Minor MELC exams. May include outside Ph.D. minor exam.	Reading lists and exam dates must be submitted 60 days in advance to the HLS Graduate Studies Office. The exam must be passed at least 8 months before the degree is awarded.
Continued enrollment	After passing the qualifying exams, students must enroll in at least 1 credit hour of a Thesis Course each semester until they graduate.	Must register for M810 or G901 by Registrar's deadlines each semester.
Ph.D. Nomination to candidacy (edoc)	Student must initiate edoc after all coursework, requirements, and passing the qualifying exams.	Completed after passing qualifying Exams in a timely manner.
Ph.D. research committee (edoc)	The Research Committee consists of at least 3 MELC faculty members and the outside minor representative. The dissertation prospectus that has been approved by the committee will also be attached to the edoc for approval.	The edoc must be initiated and approved by the UGS 6 months in advance of the dissertation defense.
Dissertation	The student will work on their research and dissertation with advising from their Research Committee.	2-4 years
Dissertation defense (edoc)	The defense occurs after the completion of the dissertation but before it has been bound. The student will need to have properly formatted Acceptance and Abstract pages for committee members to sign after a successful defense.	The document must be completed 30 days in advance of the proposed dissertation defense date.
Submit dissertation	The dissertation can be submitted online, and the specific requirements can be found on the UGS website. The abstract and acceptance pages must be original signed documents. Thesis course letter grades need to be submitted to the Graduate Secretary after the dissertation is submitted.	The dissertation should be submitted before the 27 th of the intended graduation month.

MELC Suggested Reading List for M.A. Exams in Middle East History

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

Ancient ~~Middle East~~ Egypt

Assmann, Jan. *The Mind of Ancient Egypt*. Cambridge, Mass.: Harvard Univ. Press, 2003

Bagnall, Roger. *Egypt in Late Antiquity*. Princeton: Princeton Univ. Press, 1995

Kuhrt, Amelie. *The Ancient Near East*. London and New York: Routledge, 1995

Roux, Georges. *Ancient Iraq*. New York: Penguin, 1993

Shaw, Ian (ed.). *Oxford History of Ancient Egypt*. Oxford: Oxford Univ. Press, 2004

Classical and Medieval Periods

Brockopp, Jonathan, ed. *The Cambridge Companion to Muhammad*. Cambridge, Eng.: Cambridge University Press, 2010

Cohen, Mark. *Under Crescent and Cross: The Jews in the Middle Ages*. Princeton, NJ: Princeton University Press, 2008

Donner, Fred McGraw. *The Early Islamic Conquests*. Princeton: Princeton University Press, 1981

Esposito, John, ed. *The Oxford History of Islam*. Oxford: Oxford University Press, 2000

Hodgson, Marshall. *The Venture of Islam: Conscience and History in a World Civilization*. Chicago: University of Chicago Press, 1977. Vols. 1 & 2

Ibn Khaldun. *The Muqaddima: An Introduction to History*. Tr. Franz Rosenthal. Ed. N.J. Dawood. Bollingen series. Princeton, NJ: Princeton University Press, 2005

Modern Middle East

Gelvin, James L. *The Modern Middle East: A History*. 2nd ed. New York: Oxford University Press, 2007

Gershoni, Israel, Amy Singer, and Y. Hakan Erdem, eds. *Middle East Historiographies: Narrating the Twentieth Century*. Seattle: University of Washington Press, 2006

Lockman, Zachary. *Contending Visions of the Middle East: The History and Politics of Orientalism*. New York: Cambridge University Press, 2004.

Merriwether, Margaret L. and Judith Tucker, eds. *A Social History of Women and Gender in the Modern Middle East*. Boulder, CO: Westview Press, 1999.

Owen, Roger. *Middle East in the World Economy, 1800-1914*. New York: I.B. Tauris, 1993

Said, Edward. *Orientalism*. New York: Vintage, 1979

STUDENT SUPPORT AND COMMUNITY EDUCATION AND CONTACT INFORMATION

Academic Support Centers Briscoe—812-855-6391 Forest—812-856-3060 Teter—812-856-4457	Gay, Lesbian, Bisexual, Transgender Student Services www.indiana.edu/~glbt 812-855-4252 glbtserv@indiana.edu
African Students' Association www.indiana.edu/~iuasa 812-855-9632 iuasa@indiana.edu	Groups Student Support Services 812-855-0507
Office of Alternative Screening and Intervention Services(OASIS) studentaffairs.iub.edu/oasis/ 812-856-3898	Health Professions and Prelaw Center 812-855-1873
Asian Culture Center www.indiana.edu/~acc/ 812-855-5361 acc@indiana.edu	Hutton Honors College 812-855-3555
Black Culture Center 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 studentaffairs.iub.edu/incident 812-855-8188 incident@indiana.edu
Bloomington Convention and Visitors Bureau 800-800-0037, 812-334-8900	Office of International Services www.ois.indiana.edu 812-855-9086 newtoiu@indiana.edu
IU Bookstore www.iubookstore.com	Latino Cultural Center (La Casa) www.indiana.edu/~lacasa/ 812-855-0174 lacasa@indiana.edu
Career Development Center 812-855-5234	Herman B Wells Library 812-855-0100
Copies and More 812-855-1711	Overseas Study 812-855-9304
IU Credit Union www.iucu.org	Office of the Registrar 812-855-0121
Disability Services for Students 812-855-7578	Student Advocates Office studentaffairs.iub.edu/advocates/ 812-855-0761 advocate@indiana.edu
Vice President for Diversity, Equity, and Multicultural Affairs www.indiana.edu/~dema/ 812-856-5700	Office of Student Ethics studentaffairs.iub.edu/ethics/ 812-855-5419 ethics@indiana.edu
Exploratory Student Services 812-855-2736	

Student Legal Services

www.indiana.edu/~sls/
812-855-7867

Student Life and Learning

studentaffairs.iub.edu
812-855-4311
iusll@indiana.edu

IU Cable Television

iutv.indiana.edu

University Information Technology Services

(UITS)
812-855-9255

Veterans Support Services

812-856-1985

Student Academic Center

812-855-7313

Writing Tutorial Services

812-855-673

Transportation

Campus Bus Service

812-855-8384
www.iubus.indiana.edu

City Bus Service

812-332-7433

Greyhound

812-332-1522

Campus Parking Operations

www.parking.indiana.edu
812-855-9848

Airport Shuttles Go

Express
www.goexpresstravel.com
800-589-6004

Star of America

www.soashuttle.com
1-800-228-0814