

University of Utah  
Department of Linguistics  
**GRADUATE STUDENT HANDBOOK**



LINGUISTICS

Academic Year 2018-2019

*Updated July 2018*

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## **CHAPTER 1: INTRODUCTION AND WELCOME**

This handbook has been prepared for graduate students in the Department of Linguistics to provide information about current policies and procedures governing degree programs in the Department. Information is accurate to the extent that it reflects policies and procedures in effect as of August 2018. Students need to consult with the Department's website, this Handbook, and the Graduate School website to ensure that all information concerning his/her program of study is up-to-date. Because policies and practices are subject to continuous review and periodic revision, the material contained in this Handbook must be confirmed with the Academic Coordinator to ensure that it has not been superseded by more recent faculty action. Information on pending changes is also available from the Academic Coordinator.

This Handbook should be seen as a companion to the current University of Utah Graduate School regulations, available on the Graduate School's website: [www.gradschool.utah.edu](http://www.gradschool.utah.edu). The Handbook records most Departmental regulations, but not necessarily all of the Graduate School policies and requirements; students must be familiar with regulations detailed in this Handbook and also with Graduate School regulations. A student's program is governed by the regulations operative on the date of initial matriculation unless the student requests to change the program of study at a later date. Any request for changes to a student's program of study must be submitted in the form of a letter written by the student's Supervisory Committee Chair to the Linguistics Graduate Committee. Interruptions in the continuity of a graduate degree program may require a student to be held to the most current regulations. Each graduate student in the Department of Linguistics is responsible for keeping abreast of any revisions in Departmental or Graduate School policy, procedures, or regulations that might affect the individual's academic program or status as a student in good standing.

We look forward to working with you over the course of your graduate studies.

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## CHAPTER 2: GENERAL INFORMATION

### **2.1 Admissions**

Each year, a cohort of MA and PhD graduate students is admitted to the Department of Linguistics Graduate Program, beginning their studies in the Fall semester. This cohort admission procedure is designed to build a support group that contributes to the well-being and education of the entire student-faculty community.

#### *2.1.1 Non-Matriculated Student Status*

Students who are interested in graduate courses in the Department of Linguistics without being admitted to a degree program in the Department of Linguistics may apply for “non-matriculated” status through the University of Utah Admissions Office. Subject to approval by the Department Graduate Committee, up to nine credit hours of non-matriculated coursework may be applied to the graduate degree if the non-matriculated student is later admitted to a degree program in the Department. Petitions for credit must be initiated by the student by requesting that his/her Supervisory Committee Chair submit a letter of petition to the Graduate Committee after the student has been admitted officially to a degree program in the Department. Non-matriculated coursework can be taken no more than three years prior to applying it to a Program of Study.

#### *2.1.2 Transfer of Graduate Credit from Other Institutions*

Up to six credit hours of graduate credit may be transferred from other institutions if the student's Supervisory Committee recommends doing so. These credit hours may count toward the fulfillment of degree requirements if they meet the departmental requirement of carrying a grade of “B” or higher and were taken within four years of the semester of admission to the University of Utah for MA degrees or within seven years of admission for PhD students.

### **2.2 Graduate Student Orientation**

An orientation meeting is held for Linguistics graduate students prior to the beginning of Fall semester (usually during the week before the start of classes), and attendance is required for all incoming and continuing graduate students in the Department of Linguistics. The purpose of this meeting is to introduce graduate students and faculty members, review important Departmental policies and requirements, and provide information and guidance about matters of specific concern to graduate students. Students are further encouraged to meet individually with members of the faculty throughout the first semester of residency in order to discuss individual goals and objectives, and to explore new potential interests.

#### *2.2.1 International Teaching Assistant Program*

International students whose first language is not English and who have been awarded financial assistance in the form of teaching assistantships by the Department are required to attend and be certified through an ITA workshop prior to beginning their teaching assignment. This

workshop is offered by the Graduate School's ITA Program and includes a training course designed to facilitate ITAs' acquisition of skills in language, teaching, and cultural awareness. Students who do not satisfactorily complete certain workshops will be ineligible to receive a teaching assistantship. Information about workshop registration is available from the Director of Graduate Studies. Other information on the workshop is available at [www.gradschool.utah.edu/ita](http://www.gradschool.utah.edu/ita).

### ***2.3 Department of Linguistics Graduate Committee***

A Departmental Graduate Committee is selected each year by the Department Chair to administer policies and regulations directly related to the Department's graduate program. The Committee is chaired by the Department's Director of Graduate Studies, and the Department Chair serves as a non-voting member of the Committee. The Graduate Committee is responsible for policy formation and on-going review of the graduate program, and the Graduate Committee acts on requests for variance from established rules and regulations. The Committee also serves as an appellate body for students and faculty members requesting a review of Supervisory Committee actions or other matters affecting the graduate program in general or an individual student in particular. The Director of Graduate Studies maintains regular office hours for graduate students, and is available for consultation regarding all aspects of a student's graduate program.

Edward Rubin is the Director of Graduate Studies. Also serving on the Graduate Committee are Benjamin Slade, Aniko Csirmaz, and Johanna Watzinger-Tharp (during Spring 2019).

### ***2.4 Graduate Student Tracking System***

Students can view their Electronic Graduate Record File by logging into Campus Information Services (CIS) and clicking on Graduate Student Summary under the Graduation section. Students should contact the Academic Coordinator if they have questions about the Graduate Student Summary.

### ***2.5 Thesis Office***

The Thesis Office has downloadable templates for Microsoft Word and LaTeX available at <http://gradschool.utah.edu/thesis/thesis-templates/>. Students are encouraged to submit their manuscript to the Thesis Office for a preliminary format review of the thesis or dissertation any time prior to the final defense. The manuscript will not be read at this time, but it will be examined for obvious errors in University format. For the preliminary review, submit a hard copy to the Thesis Office.

A copy of *A Handbook for Theses and Dissertations* is available at: <http://www.gradschool.utah.edu/thesis/index.php>. It provides comprehensive information and instructions for typing the manuscript, the proper paper to be used, acceptable duplication methods, copyright privileges, release forms required, specific format requirements, etc. After

submitting the manuscript, students may track their progress to format approval at <http://gradschool.utah.edu/thesis/thesis-manuscript-tracking/>. A calendar of deadlines for the Thesis Office is available at <https://gradschool.utah.edu/thesis/>.

## ***2.6 Exceptions to Policy***

Any exceptions to policy must be approved in writing by the Graduate Committee. To request an exception, the student and the Supervisory Committee Chair, in consultation with the Supervisory Committee, need to write a letter to the Graduate Committee. This may be emailed to the Academic Coordinator. The exception letter should detail the requested exception and any reasons that would count in favor of the request exception.

## ***2.7 Safety and Wellness***

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; [dps.utah.edu](https://dps.utah.edu)). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

## CHAPTER 3: GRADUATE ADVISING AND THE SUPERVISORY COMMITTEE

### **3.1 Temporary Advisors**

Prior to beginning graduate study in the Department of Linguistics, each student is assigned a faculty mentor as a temporary advisor until the student completes a request for a Supervisory Committee. Prior to the selection of a Supervisory Committee Chair, the temporary advisor will assist in formulating the student's program of study. The temporary advisor is also responsible for assisting students in finding their place in the department.

### **3.2 Selection of the Supervisory Committee**

#### **3.2.1 Supervisory Committee Chair Eligibility**

Supervisory Committee Chairs must be selected from tenure-line faculty in the Department of Linguistics. See the Appendix for a list of tenure-line faculty for this academic year.

#### **3.2.2 Supervisory Committee Member Eligibility**

Subject to the specific requirements covered in 3.2.5 and 3.2.6, any member of the University of Utah faculty (including tenure-line and career line faculty) is eligible to serve as a Supervisory Committee member. All Supervisory Committee members must hold an academic or professional doctorate, or the terminal degree in the relevant field, and must have demonstrated competence to do research and scholarly or artistic work in the student's general field. Persons not from the University of Utah may also serve as committee members upon approval of the dean of the Graduate School; please see below for information about securing this approval.

#### **3.2.3 Creating a Supervisory Committee**

Each student is responsible for initiating the selection of his/her Supervisory Committee. The selection process begins with the student making arrangements with a faculty member to serve as the Supervisory Committee Chair. In consultation with the Supervisory Committee Chair, the student then selects additional faculty as potential members of the Supervisory Committee and personally discusses with each individual the basis for his/her selection and the individual's willingness to serve on the Supervisory Committee. Once this informal process has been completed, the student submits a completed "Request for Supervisory Committee" form to the Department's Academic Coordinator for approval by the Director of Graduate Studies. This form is available at <http://linguistics.utah.edu/graduate/current-students/graduate%20forms.php>. When approval is granted, the form is entered into the Graduate Student Degree Tracking System by the Academic Coordinator. Once the Supervisory Committee has been reviewed and approved by the students' committee, the Graduate School will process and submit an approval date. The "Request for Supervisory Committee" form must be turned in to the Department's Academic Coordinator by April 15 during the student's second semester of graduate study. The names of Supervisory Committee members listed on the approved form (either the original "Request for Supervisory Committee" or "Request for



Change in Supervisory Committee” form) must correspond with all signatures on later official documents.

***DEADLINE: REQUEST FOR SUPERVISORY COMMITTEE FORM DUE APRIL 15 OF FIRST YEAR***

*3.2.4 Request for Change in Supervisory Committee*

Because students’ interests may change during their graduate programs and because faculty members may accept other positions or be absent from campus for extended periods, it is sometimes necessary to request a change in Supervisory Committee membership. The student is responsible for arranging the requested change with Supervisory Committee members. After discussing the change with the Supervisory Committee members involved, a “Request for Change in Supervisory Committee” form must be completed by the student, who must collect all signatures from the members of the new Supervisory Committee. The student then gives the completed form to the Academic Coordinator, who secures the signature of the Director of Graduate Studies, and enters the form into the Graduate Student Degree Tracking System. The names of Supervisory Committee members listed on the approved form (either the original “Request for Supervisory Committee” or “Request for Change in Supervisory Committee” form) must correspond with all signatures on later official documents. Further information concerning Supervisory Committees is also available on the Graduate School website at [www.gradschool.utah.edu](http://www.gradschool.utah.edu).

*3.2.5 MA Supervisory Committee*

MA Supervisory Committees consist of three faculty members, the majority of whom must be tenure-line faculty in the Department of Linguistics. If faculty members outside the University of Utah serve as members of the Supervisory Committee, the outside members’ CVs must be submitted to the Academic Coordinator along with the “Request for Supervisory Committee” form for submission to the Graduate School. In the case of a three-person committee, two of the members must be tenure-line faculty in the Department of Linguistics; if a student has more than three Supervisory Committee members, the required number of tenure-line faculty from the Department of Linguistics will increase. See Appendices for a list of tenure-line faculty in the Department of Linguistics.

*3.2.6 PhD Supervisory Committee*

PhD Supervisory Committees consist of five faculty members, the majority of whom must be tenure-line faculty in the Department of Linguistics. One member of the Supervisory Committee must be from another department; this person may be from another unit within the University of Utah or from outside the University of Utah. All Supervisory Committees request forms must be submitted to the Graduate School by the Academic Coordinator in the Department of Linguistics. The “Request of Supervisory Committee” form must include copies of the CVs for all committee members who do not hold appointments at the University of Utah; failure to include this will result in a delay in securing approval of the Supervisory Committee. In the case of a five-person committee, three of the members must be tenure-line faculty in the

Department of Linguistics; if a student has more than five Supervisory Committee members, the required number of tenure-line faculty from the Department of Linguistics will increase. See Appendices for a list of tenure-line faculty in the Department of Linguistics.

### ***3.3 Supervisory Committee Responsibilities and Procedures***

The importance of the Supervisory Committee to a student's graduate program cannot be emphasized too strongly. It is the Supervisory Committee which has responsibility for approving the student's program of study, advising the student concerning coursework prior to each semester of study, preparing and evaluating the Comprehensive Examination, approving the thesis or dissertation proposal, the thesis or dissertation itself, and administering and judging the final thesis defense. Decisions concerning requirements, examination, and the thesis/dissertation are made by majority vote of the entire Supervisory Committee (regardless of whether or not all Supervisory Committee members are present at the relevant meeting). It is preferred that all members of the Supervisory Committee will be present at any formal meeting which may result in an official Supervisory Committee action. Circumstances can exist, however, that make this expectation an unreasonable burden on the candidate or Supervisory Committee. Because decisions require a majority vote by the Supervisory Committee, decisions concerning requirements, examination, and the thesis/dissertation must be made at meetings where a majority of the Supervisory Committees are present. Normally, absentee votes are not permitted for defenses and oral exams; if a student believes there is a reason that this should be altered, then, in consultation with his/her Supervisory Chair, a written request must be made to the Graduate Committee for an exception.

## CHAPTER 4: GOOD STANDING IN THE DEPARTMENT OF LINGUISTICS

### **4.1 Good Standing: Graduate School Requirements**

For a full discussion of the University of Utah Graduate School's policies on maintaining good standing, see the Graduate Student website: <http://gradschool.utah.edu/graduate-catalog/>. The Graduate School considers a student to be in good standing if she or he meets Departmental standards, which may exceed stated Graduate School requirements in any area.

### **4.2 Good Standing: Department of Linguistics Requirements**

A student must be in good standing to be considered eligible for Departmental financial assistance; this is not, however, sufficient to ensure an award of financial assistance or continuation of such an award. In addition, a student who is not in Good Standing is in danger of being dismissed from the graduate program. In order for a student to be considered to be in good standing she/he must satisfy the following conditions:

#### *1. Grades*

The student must have a graduate GPA of at least 3.0, and the student must have a grade of B or better in all of the required courses which she/he has taken. If the student receives a grade of B- or less in a required course, that course does not meet the requirement; in such cases, the student must either repeat the course and earn a grade of B or higher, or must take an alternative course as approved by his/her Supervisory Committee Chair in consultation with the Supervisory Committee.

#### *2. Grade of Incomplete*

The student must be in compliance with the Department's policy on grades of "I" (incomplete). See Section 4.3 for information about this policy.

#### *3. Selection of Supervisory Committee*

The student must complete all the paperwork for selection of a Supervisory Committee and submit this to the Academic Coordinator by April 15 of her/his second semester of graduate work.

#### *4. Annual Review*

Every graduate student must participate in the Annual Review every year, regardless of the student's stage in the program and whether or not the student is taking a leave of absence. See Section 4.5 below for details about the Annual Review.

#### *5. On-Going Research Program*

PhD and MA students must give evidence of an on-going research program, as measured by the Annual Review.

#### *6. Comprehensive Examination*

MA Students: This must be passed by the end of the student's fourth semester of graduate study. A student who does not meet this deadline will be dismissed from the program.

PhD Students: This must be passed by the end of the student's sixth semester of graduate study. A student who does not meet this deadline will be dismissed from the program.

#### *7. Qualifying Examination for PhD students*

This must be passed by the end of the student's eighth semester of graduate study.

### **4.3 Grade of Incomplete**

The grade of "Incomplete" or "I" is given when special circumstances intervene to prevent the timely completion of coursework and at the discretion of the course instructor. In order for an instructor to assign the grade of "I", the student must be passing the course and have completed at least 80% of the required coursework as outlined on the Office of the Registrar's website: <http://registrar.utah.edu/>. The work must be completed as expeditiously as possible, no later than one year after the course was taken, at which point the grade is automatically converted to "E". Any student who has two or more "Incompletes" on his/her record in any semester must supply a plan for the timely completion of that coursework to his/her Advisor.

A student with two or more incompletes is in danger of losing the status of Good Standing. In such cases, the Graduate Committee will give the student a written warning at the time of the Annual Graduate Student Review, which includes an indication of what the student must do to avoid losing the status of Good Standing.

### **4.4 Satisfactory Progress to Degree**

Satisfactory Progress to Degree is measured by a student's completion of requirements in a timely manner. The discussion of Good Standing above includes most of these time-sensitive issues; they are presented here again for ease of reference. Like Good Standing, Satisfactory Progress to Degree is a necessary, but not sufficient, condition of financial awards and assistance.

To ensure that students complete their degree in a timely manner (note that the maximum time allocated by the Graduate School is eight semesters for MA students and fourteen semesters for PhD students), the Department of Linguistics has adopted following time line:

1. Approval of Supervisory Committee by April 15 of the second semester of graduate study. Approval of a Supervisory Committee includes submission of all relevant paperwork to the

Academic Coordinator and submission of this paperwork to the Graduate School; it is not enough merely to have secured the agreement of the faculty who will be serving on the committee.

## 2. Coursework:

a. The student must have completed the appropriate required courses with a grade of B or better. The Supervisory Committee Chair, in consultation with the Supervisory Committee, determines whether the student's coursework is on track for completion of degree within the time-frame allocated by the Graduate School. For MA students, this means that coursework is normally completed in 4 semesters; for PhD students, it means that coursework is normally completed in 6 semesters.

b. The student must be in compliance with the Department's policies on grades of "I" (incomplete).

## 3. Comprehensive Examination:

a. MA Students: This must be passed by the end of the student's fourth semester of graduate study. A student who does not meet this deadline will be dismissed from the program.

b. PhD Students: This must be passed by the end of the student's sixth semester of graduate study. A student who does not meet this deadline will be dismissed from the program.

4. Qualifying Examination for PhD Students: This must be passed by the end of the student's eighth semester of graduate study.

## **4.5 Time Limits**

Students are expected to complete the MA within two academic years, plus an optional final summer semester. MA students are allotted a MAXIMUM of eight semesters (four academic years) to complete all of their degree requirements and graduate. Students are expected to complete the PhD within five academic years (up to ten semesters). PhD students are allotted a MAXIMUM of fourteen semesters (seven academic years) from the date of matriculation into the program regardless of whether candidates enter with a bachelor's or master's degree. Students may be discontinued if they do not graduate in the allotted semesters. Under exceptional circumstances, students may ask the Graduate Committee to petition the Dean of the Graduate School for an extension to the graduation deadline. To request an extension, students must write a petition to the Director of Graduate Studies (email is acceptable). The request should include which semester the student intends to finish if granted an extension and any reasons that would count in favor of granting the request. The Supervisory Committee Chair must also write a letter to the Graduate Committee in support of the request.

## **4.6 Dismissal Policies**

### **4.6.1 MA Students**

MA students will be dismissed from the program if they fail to complete any of the milestones below in a timely manner.

a) Passing the comprehensive exam (thesis proposal) by the end of the 4th semester

b) Complete the degree requirements (including submitting the thesis to the Thesis Office) by the end of the 8th semester

Students may also be dismissed if their GPA is below 3.0; if they fail to receive at least a B grade for required courses at some point in the program; if they fail to submit the supervisory committee form by April 15 of their first year; if they fail to submit required paperwork in a timely manner or if they fail to make acceptable progress toward the degree.

The decision to dismiss the student will be communicated in the annual review letter or in a separate letter from the Director of Graduate Studies. Dismissal will become effective at the end of the semester when the letter has been sent to the student. A student may appeal the decision to dismiss by submitting a written appeal to the Director of Graduate Studies within ten days of receiving the notice of dismissal. After considering the notice of dismissal and the appeal, there will be a vote by the whole Department (tenure-line faculty) on whether to uphold the decision to dismiss.

#### *4.6.2 PhD Students*

PhD students will be dismissed from the program if they fail to complete any of the milestones below in a timely manner.

- a) Passing the comprehensive exam by the end of the 6th semester
- b) Passing the dissertation proposal by the end of the 8th semester
- c) Complete the degree requirements (including submitting the dissertation to the Thesis Office) by the end of the 14th semester

Students may also be dismissed if their GPA is below 3.0; if they fail to receive at least a B grade for required courses at some point in the program; if they fail to submit the supervisory committee form by April 15 of their first year; if they fail to submit required paperwork in a timely manner or if they fail to make acceptable progress toward the degree.

The decision to dismiss the student will be communicated in the annual review letter or in a separate letter from the Director of Graduate Studies. Dismissal will become effective at the end of the semester when the letter has been sent to the student. A student may appeal the decision to dismiss by submitting a written appeal to the Director of Graduate Studies within ten days of the following the notice of dismissal. After considering the notice of dismissal and the appeal, there will be a vote by the whole Department (tenure-line faculty) on whether to uphold the decision to dismiss.

#### **4.7 Graduate Student Expectations**

Graduate students are expected to concentrate on course work and research on a full-time basis, and to participate in the life of the department. Graduate students are expected to attend department events such as colloquia. Students are encouraged to get involved in research projects with faculty in the department and to participate in any of the regular

research groups and lab meetings in the department.

#### *4.7.1 Contacting Scholars Outside Department*

While it is sometimes a good idea to contact scholars outside of the Department for feedback/suggestions/etc., please clear any such communication with a faculty member first, as it reflects not only on you but on the Department as a whole. Scholars outside of the Department can be excellent resources, but contacting them must be handled delicately; your faculty mentors can help you decide whether and how to do so.

#### **4.8 Candidacy**

MA students advance to candidacy after receiving approval for their Thesis Proposal. PhD students advance to candidacy after passing their Dissertation Proposal Defense.

#### **4.9 Annual Graduate Student Review**

Every graduate student undergoes a formal review by the Graduate Committee during the Spring semester to determine whether he/she is a student in Good Standing. Every graduate student must participate in this review every year, regardless of the student's stage in the program and whether or not the student is taking a leave of absence. For this review, the student must submit a statement of his/her research and progress towards the degree (no more than 1000 words) to his/her Advisor and the Academic Coordinator via a Qualtrics survey by last day of fall classes. The Advisor, based on information contained in the statement and his/her knowledge of the student's progress, and in consultation with the student's Supervisory Committee, answers the following questions for the Graduate Committee:

- What evidence have you observed that the student is a self-starter, independently motivated, insightful, creative, able to assimilate new ideas quickly, and able to ascertain the relevance of ideas?
- Do you have any specific concerns about this student that need to be addressed at this point?

The Advisor submits the information via Qualtrics for the Graduate Committee by the first week of spring semester. Students who do not submit materials for the annual review will not be considered as being in good standing.

The Graduate Committee meets to review each student's file and writes a letter to the student explaining the outcome of the review. If the result of the review is not favorable, a student is no longer considered a student in Good Standing and is no longer eligible for Departmental funding. In this case, the letter from the Graduate Committee will outline steps that the student must take in order to regain Good Standing status, along with a deadline for successful completion of the steps. If the student fails to successfully satisfy the requirements of the Graduate Committee by the deadlines, the student may be dismissed from the program.

***DEADLINE: ANNUAL REVIEW STATEMENT TO ADVISOR BY THE LAST DAY OF FALL CLASSES  
EACH YEAR***



## CHAPTER 5: REGISTRATION

### ***5.1 Minimum Continuous Registration***

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students must reapply for admission to the University. Students should be registered for graduate level courses until they have completed all requirements for the degree including, the defense of the project, thesis, or dissertation.

#### *5.1.1 LING 7990: Continuing Registration*

PhD students may register for LING 7990: Continuing Registration if the candidate is not using faculty time or University facilities, except for the library. LING 7990 is limited to a maximum of four semesters with no exceptions. After reaching the limit of four semesters, students must enroll for LING 7970 during the semester of their defense.

LING 7990 cannot be used for verification of half- or full-time enrollment in order to qualify for deferment of student loan repayments or to receive student loan funds. The department class number for 7990 changes each semester and is available to students only through the department's graduate advisor (see <http://linguistics.utah.edu/graduate/current-students/graduate%20forms.php> for the registration form).

MA students may not register for LING 7990.

### ***5.2 Leaves Policies***

#### *5.2.1 Leaves of Absences*

Please note that students are not eligible for a leave during their first semester of studies. International students should contact the International Student and Scholar Services (<http://isss.utah.edu/>).

#### *5.2.2 Family leave policy*

To plan for or to request leave for the birth or care of a newborn, or placement or care of an adopted child, please see the Leaves of Absence policy at the Graduate School, located at <https://gradschool.utah.edu/graduate-catalog/registration/>.

As part of its commitment to equal opportunity, the University of Utah complies with Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs and activities, which includes academic, extracurricular, athletic, and other programs or activities of an academic institution. This includes prohibiting discrimination

against pregnant or parenting students. Students who require a leave of absence or other accommodation due to a medical necessity associated with pregnancy or who have questions about their rights or protections under Title IX and the University's non-discrimination policies, may contact the University's Title IX Coordinator.

### *5.2.3 Other Leaves*

Students who wish to discontinue their studies for one or more semesters (other than summer term) must file a Request for Leave of Absence form (available at <http://registrar.utah.edu/handbook/leave.php>) with the Chair of their Supervisory Committee. The student must submit the form to the Academic Coordinator who will obtain the Director of Graduate Studies' or Department Chair's signature, make a copy for the student's file, and return the form to the student. The Request for Leave of Absence form must be submitted to the Registrar's Office before the last day of regular term classes for the semester the leave is requested.

Requests for leaves of absence may be granted for up to one year for circumstances related to: a serious health condition of the student or family member, a call to serve in military service, or other compelling reasons that the student's department believes is in the best interests of both the student and the University.

Students also must officially withdraw from classes in any semester for which a leave is granted. The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one academic year at a time. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

### **5.3 Tuition**

Students are responsible for ensuring that all tuition and fees are paid in a timely manner. If 100% of a student's registration includes courses numbered 6970-6989 or 7970-7989, in-state (resident) tuition is charged by the University.

### **5.4 Readmission**

Students who do not maintain continuous registration as listed above are removed from the program after the "Last Day to Add" deadline has passed for that semester (typically two weeks after regular classes begin), unless the student is taking a leave of absence that has been formally approved. To reenter the program, students must follow the normal application procedures for all student applications, including application to the University Admissions Office. A complete list of the application procedures is available on the Department of Linguistics website.

### **5.5 Maximum Credit Hours**

No candidate for a graduate degree is permitted to register for more than 16 credit hours in any single semester. A schedule of nine hours is considered a full load for MA and PhD degree students.

### **5.6 Residency Requirements**

#### **5.6.1 MA Students**

MA students must take at least 80% of all credit coursework for their program of study at the University of Utah. For information about transferring credits, see the section titled *Transfer of Graduate Credit from Other Institutions* in Chapter 2.

#### **5.6.2 PhD Students**

The residency requirement is met by two consecutive semesters of at least nine credit hours each, not including summer semester and regardless of being interrupted by summer semester. Three hours of LING 7970 (Thesis Research-PhD) will be considered a full load after the residency requirement is fulfilled.

## CHAPTER 6: REQUIREMENTS FOR THE MA DEGREE

### **6.1 MA Programs of Study**

The courses which will constitute the program of study for each MA student must receive preliminary approval by his/her Supervisory Committee before the completion of twelve hours of graduate credit. Upon completion of 75% of coursework, the program of study must receive formal approval by the Director of Graduate Studies. Credit hours which have been applied to a different degree may not count towards the MA degree. However, if a student has taken coursework for a different degree that is equivalent to coursework in the present degree program, the specific course on the program of study may be waived but the student must still satisfy the credit hours by taking a different course, perhaps an elective (thesis hours may not count). The general University-wide requirements for the MA degree may be found on the University of Utah Graduate School website [www.gradschool.utah.edu](http://www.gradschool.utah.edu).

For MA students, formal approval of the program of study must be requested using the "Program of Study" form, which is available on the Department of Linguistics website: <http://linguistics.utah.edu/graduate/current-students/graduate%20forms.php> and must be signed by all members of the Supervisory Committee prior to being submitted to the Academic Coordinator for approval by the Director of Graduate Studies. Please note that LING 6800 and LING 6980 may not be counted toward the Program of Study. The "Program of Study" form must be submitted no later than one semester before graduation.

Please note that students may continue to follow the programs of study that were in place at the time they began the program. Students on a previous program of study may choose to continue their original program of study, but also have the option of changing to a current program of study. This decision should be made in consultation with the student's Supervisory Committee. In order to officially change to this new program of study, please contact the Academic Coordinator. MA students beginning their studies in or after Fall 2014 will follow the current program of study.

#### **6.1.1 MA Linguistics Program of Study**

This degree requires a thesis.

*LING 1200, 4010/6010, 4020/6020 or equivalents are prerequisites for courses on this list and may not be counted toward the graduate program of study.*

#### **Requirements**

36 Total Credits Hours

**Required Courses:** *Complete all of the following courses*

LING 6011 Phonology I

LING 6012 Phonology II

LING 6021 Syntax I

LING 6022 Syntax II

**Language Acquisition:** *Complete one of the following courses*

LING 6024 Child Language Acquisition  
LING 6025 Second Language Acquisition

**Philosophical Foundations:** *Complete one of the following courses*

LING 6031 Philosophy and Linguistics  
LING 6030 Semantics

**Specialization:**

Complete 4 courses (12 credit hours) from LING 6024-6991. May not count LING 6800, 6970, or 6980.

**Thesis Hours:**

Complete 6 credit hours of LING 6970: Thesis Research

\*A grade of B or better is required of all courses.

*6.1.2 MA Required Schedule*

**First Year**

Fall:

LING 6011: Phonology I

LING 6021: Syntax I

Language Acquisition

OR

Philosophical Foundations requirement

Spring:

LING 6012: Phonology II

LING 6022: Syntax II

Language Acquisition

OR

Philosophical Foundations requirement

**SUPERVISORY COMMITTEE FORM: April 15**

**Second Year**

Fall:

LING 6970: Thesis Research (3)

Specialization course

Specialization course

**THESIS PROPOSAL APPROVAL: End of semester**

Spring:

LING 6970: Thesis Research (3)

Specialization course

Specialization course

**THESIS DEFENSE: End of semester**

**6.2 The Comprehensive Examination**

All MA students in the Department of Linguistics are required to take a written Comprehensive Examination. The approved thesis proposal serves as the Comprehensive Examination. See section 6.4.1 for more information regarding the thesis proposal approval.

### **6.3 The MA Final Examination**

All MA students are required to take a Final Oral Examination. The MA Thesis Defense serves as the Final Examination. See section 6.4.2 for more information regarding the thesis defense.

#### **6.3.1 Non-Thesis Option**

This option is only available if recommended by the Graduate Committee.

Non-thesis students take a written Comprehensive Examination administered and assessed by the Graduate Committee. The Comprehensive Examination normally consists of the revision and expansion of some previous coursework (a course project or a paper). The Comprehensive Exam must be approved by majority vote of the Graduate Committee. Members of the Committee must have access to the written version of the exam at least two weeks prior to the vote. The Final Examination is the oral defense of the written Comprehensive Exam. The defense is not public. The defense can be freely scheduled following the approval of the written form, as described above. In the Final Examination, the student must demonstrate understanding of the project, the concepts and background related to the project, the contribution that the project makes to the field of knowledge and the adequacy of executing that project. The Graduate Committee may make suggestions for revision during the defense. If revision suggestions are stipulated as conditions for acceptance, the Director of Graduate Studies is responsible for overseeing the revisions.

### **6.4 The MA Thesis**

MA students are required to complete a minimum of thirty credit hours of coursework, as well as a minimum of six hours of LING 6970 (Thesis Research-Masters) while completing the thesis.

#### **6.4.1 MA Thesis Proposal**

The student prepares a thesis proposal in consultation with his or her Supervisory Committee Chair and the Supervisory Committee. There is no formal approval process or required format for the thesis proposal; these must be agreed upon between the student and the Supervisory Committee Chair, in consultation with the Supervisory Committee; however, approval of the thesis proposal must be made by majority vote of the Supervisory Committee. Preparation and writing of the thesis itself must conform to the Graduate School's *Handbook for Theses and Dissertations*. A copy of this handbook is available online at the Graduate School website: <http://gradschool.utah.edu/thesis/>. As explained above, once the thesis proposal is approved, the student must submit the "Thesis Proposal Approval" form to the Academic Coordinator after securing the signature of the Supervisory Committee Chair.

#### **6.4.2 The MA Thesis Defense**

A public presentation and defense of the MA thesis is required.

**Approval of the Thesis for Defense:** A near-final draft of the Thesis must be approved for

defense by majority vote of the Supervisory Committee at least two weeks before the defense can be held. The student is responsible for providing hard and/or electronic copies of the Thesis to Supervisory Committee members. Supervisory Committee members must be given at least two weeks to read a draft of the thesis before being asked to vote on its readiness for defense; therefore, the near-final draft of the thesis needs to be delivered to committee members at least four weeks prior to the desired Thesis Defense date.

**Format of the Thesis Defense:** The format of the defense must be agreed upon by the student and Supervisory Committee, but normally involves a 20-30-minute oral presentation of the research by the student, time for questions from the public audience, time for questions from the Supervisory Committee (after the public audience has been excused), and time for the Supervisory Committee to discuss and determine the outcome of the defense (after the student has been excused). Normally, the student is informed of the outcome of the defense immediately following the Supervisory Committee's discussion.

**Scheduling the Thesis Defense:** The student is responsible for scheduling the defense at a time that is convenient to Supervisory Committee members, reserving a room where the defense will be held, reserving necessary equipment from Teaching and Learning Technologies and sending the date/time, location, thesis title, and abstract to the Department Secretary at least two weeks prior to the defense. The Department Secretary will post the announcements of the defense; if the student fails to submit this information two weeks or more prior to the event, he/she may be required to reschedule the defense for a later date. Contact the Department Secretary to reserve a room for your defense.

If the student wishes to graduate the semester of the defense, please note that the defense date should be set early enough in the semester to allow submission of the final manuscript to the Thesis Office by the format approval deadline (typically the midpoint of the semester) Please see <https://gradschool.utah.edu/thesis/> for specific dates.

**Forms:** It is the student's responsibility to bring the necessary paperwork to the MA Thesis Defense:

- One copy of the "Thesis Defense" form  
*This form is available on the Department of Linguistics website. Once signed by all of the Supervisory Committee members, the student must submit the form to the Academic Coordinator.*
- One copy of the "Supervisory Committee Approval" form  
*The form is available at the Thesis Office's website (<http://www.gradschool.utah.edu/thesis/index.php>) The student must type (not handwrite) his/her name and the names of the Supervisory Committee members. When listing faculty names on the form, list only the names, without any prefix such as 'Dr.' or 'Prof.'. After securing signatures from all of the members of the Supervisory Committee, the student must submit a copy to Academic Coordinator and the original to the Thesis Office with the manuscript of his/her thesis.*

- One copy of the “Final Reading Approval” form  
*The form is available at the Thesis Office’s website (<http://www.gradschool.utah.edu/thesis/index.php>) The student must type (not handwrite) his/her name and the names of the Supervisory Committee members. When listing faculty names on the form, list only the names, without any prefix such as ‘Dr.’ or ‘Prof.’. After securing the signature of his/her Supervisory Committee Chair, the student must submit the form to the Academic Coordinator who will secure the signature of the Department Chair and send the original to the Thesis Office.*

### **Submitting the Manuscript to the Thesis Office:**

After the defense, the student must submit a hard copy of the manuscript to the Thesis Office for format approval. A manuscript will not be accepted for format approval until it has been successfully defended and signatures of a majority of the Supervisory Committee, the final reader, and the chair of the department have been obtained. In addition to the signed Supervisory Committee Approval and Final Reading forms, the student must submit the Statement of Thesis/Dissertation Approval. This form replaces the signature sheets in the electronic version of the thesis or dissertation. This form is available at the Thesis Office’s website (<http://gradschool.utah.edu/thesis/forms/>). Please note that this form does not require any signatures. The names and dates should match the Supervisory Committee Approval form. Manuscripts are reviewed in the order in which they are received. Graduation cannot be guaranteed for a specific semester if manuscripts are submitted after the Format Approval deadline. After receiving Format Approval, the student will be given instructions for submitting a PDF file. All processing of the manuscript must be complete by the last day of the semester for graduation in the semester. For more information see the *Handbook for Theses and Dissertations*, available on the Thesis Office’s website. After submitting the manuscript, students may track their progress to format approval at <http://gradschool.utah.edu/thesis/thesis-manuscript-tracking/>.

### **6.5 MA Foreign Language Requirements**

MA students must complete a 4<sup>th</sup> semester (2020 level) or equivalent in a foreign language with a B or better. Non-native English speakers may use their native language to fulfill this requirement.

Lower level courses may be taken as non-credit. However, the course proving proficiency must be taken for credit and the student must receive a B or better.

The Graduate School will enter language verification into the Graduate Student Tracking System. For the Graduate Language Verification form and required information, visit <http://languages.utah.edu/student-services/languageverification.php>. Courses and/or proficiency tests must be dated not more than six years prior to the date of application for language verification.



### **6.6 TESOL Certificate**

Graduate students may also receive a TESOL (Teaching English to Speakers of Other Languages) Certificate. Graduate students interested in the TESOL Certificate should visit <http://linguistics.utah.edu/certificates-and-programs/tesol-cert/tesol-course-requirements.php>. The TESOL Certificate is not awarded unless the student completes the required enrollment form; granting of the TESOL certificate is not automatic upon completion of the required coursework.

## CHAPTER 7: REQUIREMENTS FOR THE PhD DEGREE

### ***7.1 General information for the PhD***

The PhD degree is awarded for high achievement in an advanced specialized field of study. It requires competence in independent research and an understanding of related subjects. The degree is not awarded simply for the fulfillment of residence requirements and the accumulation of credit hours.

The PhD in Linguistics is designed primarily to provide students with the intellectual background and research skills of a scholar. It emphasizes disciplinary training and research methodology and culminates in a dissertation—an extended work of original scholarship that contributes significantly to the knowledge in the field. The Graduate School outlines general University-wide regulations which govern the PhD degree, but most of the specific requirements are established by the faculties responsible for administering the doctoral programs. The general University-wide requirements for the PhD degree may be found on the Graduate School's website [www.gradschool.utah.edu](http://www.gradschool.utah.edu).

### ***7.2 Program of Study***

Students in the PhD program must complete a minimum of 61 hours of coursework beyond the BA degree; however, the student's Supervisory Committee may require more than this minimum. Students must receive a B grade or better ("Credit/No Credit" and "Audit" are not acceptable) for a course to count toward the program of study. However, a course will not be officially accepted until approved by the student's Supervisory Committee. Therefore, students are encouraged to consult with their Supervisory Committee as early as possible in planning their program of study. LING 7991 (Independent Study) courses are limited to a maximum of 25% of all coursework. Credit hours which have been applied to a different degree may not count towards the PhD degree. However, if a student has taken coursework for a different degree that is equivalent to coursework in the present degree program, the specific course on the program of study may be waived but the student must still satisfy the credit hours by taking a different course, perhaps an elective (thesis hours may not count).

Formal approval of the student's program of study is given by submitting the "Program of Study" form, signed by the student's Supervisory Committee, to the Academic Coordinator for the signature of the Director of Graduate Studies. The Program of Study form can be found on the Department of Linguistics website (<http://linguistics.utah.edu/graduate/current-students/graduate%20forms.php>). Please note that LING 6800 and LING 6980 may not be counted toward the Program of Study. The "Program of Study" form must be submitted no later than the semester before graduation.

Please note that students may continue to follow the programs of study that were in place at the time they began the program. These older programs of study are available in the Appendices. Students on a previous program of study may choose to continue their original program of study, but also have the option of changing to a current program of study. This decision should be made in consultation with the student's Supervisory Committee. In order to officially change to this new program of study, please contact the Academic Coordinator. PhD

students beginning their studies in or after Fall 2017 will follow the current program of study.

### *7.2.1 PhD Program of Study*

61 Total Credits Hours

*LING 1200: Introduction to the Study of Language, 6010: Introduction to Phonetics and Phonology, 6020: Introduction to Syntax or equivalents are prerequisites for courses on this list and may not be counted toward the graduate program of study.*

**Required Courses:** *Complete all of the following courses*

LING 7001 Pro-seminar (2 credits)

LING 6011 Phonology I

LING 6012 Phonology II

LING 6021 Syntax I

LING 6022 Syntax II

**Language Acquisition:** *Complete one of the following courses*

LING 6024 Child Language Acquisition

LING 6025 Second Language Acquisition

LING 6060 Language and the Brain

LING 6190 Psycholinguistics

**Philosophical Foundations:** *Complete one of the following courses*

LING 6030 Semantics

LING 6031 Philosophy and Linguistics

**Language Courses:** *Complete 6 credits hours with any combination of the following courses*

One semester of a language course (LANG 7300)

LING 6210 Field Methods

LING 6200 Structure of a Language

**Specialization:**

Complete 5 courses (15 credit hours) from LING 6024- LING 7080 and LING 7991. May not count 6800, 6970, 6980.

**Comprehensive Exam Preparation:**

Complete 6 credits of LING 7960: Supervised PhD Comprehensive Exam Preparation

**Thesis Research:**

Complete 14 credit hours of LING 7970: Thesis Research

\*A grade of B or better is required of all courses.

### ***7.3 The Comprehensive Examination***

The comprehensive exam must be completed no later than the last day of final exam period of the sixth semester of studies.

The comprehensive exam has two parts: a written part and an oral part. To pass the written

part, the student produces a manuscript of professional quality, suitable for publication in a professional venue (peer-reviewed journal, proceedings, or collection of papers). The paper will show evidence of original research. Desiderata for the paper include the ability to (a) identify a problem or question of interest; (b) formulate a research question; (c) provide the necessary background; (d) contrast and evaluate alternative descriptions, approaches and explanations; (e) offer and formulate clear arguments and support for a particular position; and (f) explore implications and consequences.

The Supervisory Committee is given at least two weeks to read and vote on whether or not the manuscript meets the above criteria. When the student has passed the written portion of the comprehensive exam, the student will work with the Supervisory Committee Chair to set a date for the oral examination.

The oral part of the exam is attended only by the members of the Supervisory Committee. The outcome of the oral part of the exam is decided by majority vote of the Supervisory Committee. Absentee voting is not permitted, but committee members may attend via electronic medium. The student learns the outcome of the decision immediately after the Supervisory Committee's discussion. The Supervisory Committee may make suggestions for revision of the written part of the exam during the oral part of the exam. If revisions are stipulated as conditions for passing, the Supervisory Committee chair is responsible for overseeing the revisions. If any part of the exam is not passed, the Supervisory Committee can permit that the student reattempt that part once, before the last day of the final exam period of the semester in which the first exam was taken.

After completing the comprehensive exams, students must submit the "PhD Comprehensive Exam" form.

## ***7.4 The Dissertation***

The Dissertation is an original piece of research on a significant topic of scholarly relevance. It represents the culmination of a student's doctoral study, and the student will be expected to have mastered the relevant theoretical and research background of the issues involved.

### ***7.4.1 The Dissertation Proposal and Dissertation Proposal Defense***

The Dissertation Proposal and Dissertation Proposal Defense are together equivalent to what the Graduate School calls the "Doctoral Qualifying Exam". After completing the required coursework and passing the Comprehensive Examination, the student works with the Supervisory Committee Chair to prepare for the two parts of the Qualifying Exam. The first part of the Qualifying Examination is submitting a detailed written proposal of what s/he intends to research for the dissertation to the Supervisory Committee Chair; the second part consists of the Dissertation Proposal Defense.

The Dissertation Proposal must follow an intensive preliminary investigation of the topic. Much of the work may be done in the form of directed independent study in Linguistics

(LING 7991). The student prepares the Dissertation Proposal in consultation with his or her Supervisory Committee Chair and the Supervisory Committee. The format of the Dissertation Proposal must be agreed upon between the student and the Supervisory Committee Chair, in consultation with the Supervisory Committee. At this stage of the student's work, all Supervisory Committee members, including any external members, must participate in helping the student prepare the proposal. The Dissertation Proposal must be approved by majority vote of the Supervisory Committee.

The Dissertation Proposal Defense is conducted before the student begins formal work on the dissertation and consists of a formal presentation of the dissertation proposal. The Dissertation Proposal Defense must include a review of relevant research on the topic of study, a thorough conceptualization of the goals or research questions, a complete design of the project, and rationales for its significance to the field.

**Approval of the Dissertation Proposal for Defense:** A near-final draft of the Dissertation Proposal must be approved for defense by majority vote of the Supervisory Committee at least two weeks before the defense can be held. The student is responsible for providing hard and/or electronic copies of the defense to Supervisory Committee members. Supervisory Committee members must be given at least two weeks to read a draft before being asked to vote on its readiness for defense; therefore, the near-final draft of the Dissertation Proposal needs to be delivered to committee members at least four weeks prior to the desired Dissertation Defense date.

**Scheduling the Dissertation Proposal Defense:** The student is responsible for scheduling the defense at a time that is convenient to Supervisory Committee members, reserving a room where the defense will be held, reserving necessary equipment, and sending the date/time, location, thesis title, and abstract to the Department Secretary at least two weeks prior to the defense. The Department Secretary will post the announcements of the defense; if the information is not provided prior to the two-week deadline, the defense may have to be rescheduled for a later date. Contact the Department Secretary to reserve a room for your defense. Students can reserve equipment at Teaching and Learning Technologies. A copy of the final Dissertation Proposal must be delivered to all members of the Supervisory Committee no less than two weeks prior to the scheduled defense.

**Format of the Dissertation Proposal Defense:** The format of the Dissertation Proposal Defense should be agreed upon by the student and Supervisory Committee, but normally involves an oral presentation of the research by the student (approximately 30 minutes), time for questions from the public audience, time for questions from the Supervisory Committee (after the public audience has been excused), and time for the Supervisory Committee to discuss and determine the outcome of the defense (after the student has been excused). Normally, the student learns the outcome of the defense immediately following the Supervisory Committee's discussion.

**Forms:** It is the student's responsibility to bring the "PhD Dissertation Proposal Defense" form to the Dissertation Proposal Defense in order to secure original signatures from the members of

the Supervisory Committee. This form is available on the Department of Linguistics website (<http://linguistics.utah.edu/graduate/current-students/graduate%20forms.php>).

**Institutional Review Board:** If the proposed research involves human subjects, either directly or indirectly, approval or exemption by the University Institutional Review Board (IRB) must be secured before the student can begin data collection. A complete discussion of the University's regulations regarding the use of human subjects and the procedures for requesting project approval are available on the IRB website: <http://irb.utah.edu/>.

#### *7.4.2 The Dissertation Defense*

A public presentation and defense of the dissertation is required.

**Approval of the Dissertation for Defense:** A near-final draft of the Dissertation must be approved for defense by majority vote of the Supervisory Committee at least two weeks before the defense can be held. The student is responsible for providing hard and/or electronic copies of the defense to Supervisory Committee members. Supervisory Committee members must be given at least two weeks to read a draft before being asked to vote on its readiness for defense; therefore, the near-final draft of the Dissertation needs to be delivered to committee members at least four weeks prior to the desired Dissertation Defense date.

**Format of the Dissertation Defense:** The student defends his/her dissertation not only in terms of the research itself, but also in terms of the contribution of the research to the field of Linguistics. The Dissertation Defense must demonstrate to the Supervisory Committee the student's understanding of the research project, the concepts related to the project, the contribution the project makes to the field of knowledge, and the adequacy of executing the project. Students should be ready to accept revision suggestions during the oral examination. If revision suggestions are stipulated as conditions for acceptance, the Supervisory Committee Chair is responsible for overseeing the revisions.

The format of the defense must be agreed upon by the student and Supervisory Committee, but normally involves an oral presentation of the research by the student, time for questions from the public audience, time for questions from the Supervisory Committee (after the public audience has been excused), and time for the Supervisory Committee to discuss and determine the outcome of the defense (after the student has been excused). Any decision concerning this Defense must be agreed to by a majority of the entire Supervisory Committee. Absentee voting is not permitted. Thus, for example, if only 3 of the 5 members can be present (either in person or via phone or some other mode of telecommunication), the Defense can proceed, but in order for any decision to be arrived at, all 3 members will have to be in agreement. Normally, the student learns the outcome of the defense immediately following the Supervisory Committee's discussion.

**Scheduling the Dissertation Defense:** The student is responsible for scheduling the defense at a time that allows a majority of the Supervisory Committee members to be present, reserving a

room where the defense will be held, reserving necessary equipment from Instructional Media Services (IMS), ensuring that the appropriate arrangements have been made to allow external Supervisory Committee members to participate in case they cannot be physically present, and sending the date/time, location, thesis title, and abstract to the Department Secretary at least two weeks prior to the defense. The Department Secretary will post the announcements of the defense; students may be required to reschedule their defense for a later date if the student does not provide this information to the Department Secretary in a timely manner. Contact the Department Secretary to reserve a room for your defense. Students can reserve equipment with Teaching and Learning Technologies. Copies of the dissertation must be delivered to the members of the Supervisory Committee no less than two weeks prior to the scheduled defense.

If the student wishes to graduate the semester of the defense, please note that the defense date should be set early enough in the semester to allow submission of the final manuscript to the Thesis Office by the format approval deadline (typically the midpoint of the semester) Please see <https://gradschool.utah.edu/thesis/> for specific dates.

**Forms:** It is also the student's responsibility to bring the necessary paperwork to the Dissertation Defense:

- One copy of the "PhD Dissertation Defense" form  
*This form is available on the Department of Linguistics website. Once signed by all of the Supervisory Committee members, the student must submit the form to the Academic Coordinator.*
- One copy of the "Supervisory Committee Approval" form  
*The form is available at the Thesis Office's website (<http://gradschool.utah.edu/thesis/forms/>) The student must type (not handwrite) his/her name and the names of the Supervisory Committee members. When listing faculty names on the form, list only the names, without any prefix such as 'Dr.' or 'Prof.'. After securing signatures from all of the members of the Supervisory Committee, the student must submit a copy to Academic Coordinator and the original to the Thesis Office with the manuscript of his/her thesis.*
- One copy of the "Final Reading Approval" form  
*The form is available at the Thesis Office's website (<http://gradschool.utah.edu/thesis/forms/>) The student must type (not handwrite) his/her name and the names of the Supervisory Committee members. When listing faculty names on the form, list only the names, without any prefix such as 'Dr.' or 'Prof.'. After securing the signature of his/her Supervisory Committee Chair, the student must submit the form to the Academic Coordinator who will secure the signature of the Department Chair and send the original to the Thesis Office.*

**Submitting the Manuscript to the Thesis Office:**

After the defense, the student must submit a hard copy of the manuscript to the Thesis Office for format approval. A manuscript will not be accepted for format approval until it has

been successfully defended and signatures of a majority of the Supervisory Committee, the final reader, and the chair of the department have been obtained. In addition to the signed Supervisory Committee Approval and Final Reading forms, the student must submit the Statement of Thesis/Dissertation Approval. This form replaces the signature sheets in the electronic version of the thesis or dissertation. This form is available at the Thesis Office's website (<http://gradschool.utah.edu/thesis/forms/>). Please note that this form does not require any signatures. The names and dates should match the Supervisory Committee Approval form. Manuscripts are reviewed in the order in which they are received. Graduation cannot be guaranteed for a specific semester if manuscripts are submitted after the Format Approval deadline. After receiving Format Approval, the student will be given instructions for submitting a PDF file. All processing of the manuscript must be complete by the last day of the semester for graduation in the semester. For more information see the *Handbook for Theses and Dissertations*, available on the Thesis Office's website.

### **7.5 PhD Foreign Language Requirement**

PhD students must complete a 4<sup>th</sup> semester (2020 level) or equivalent in a foreign language with a B or better. Non-native English speakers may use their native language to fulfill this requirement.

Lower level courses may be taken as non-credit. However, the course proving proficiency must be taken for credit and the student must receive a B or better.

The Graduate School will enter language verification into the Graduate Student Tracking System. For the Graduate Language Verification form and required information, visit <http://languages.utah.edu/student-services/languageverification.php>. Courses and/or proficiency tests must be dated not more than six years prior to the date of application for language verification. Students must also include how the language requirement is fulfilled on the Program of Study form.

### **7.6 Milestone Master's Degree**

PhD candidates may elect to apply for a milestone Master's degree once they have successfully completed their comprehensive exams. Contact the Academic Coordinator for instructions and forms.

### **7.7 TESOL Certificate**

Graduate students may also receive a TESOL (Teaching English to Speakers of Other Languages) Certificate. Graduate students interested in the TESOL Certificate should visit <http://linguistics.utah.edu/certificates-and-programs/tesol-cert/tesol-course-requirements.php>. The TESOL Certificate is not awarded unless the student completes the required enrollment form; granting of the TESOL certificate is not automatic upon completion of the required coursework.



## CHAPTER 8: OTHER IMPORTANT INFORMATION

### ***8.1 Change of Graduate Classification from MA to PhD***

On occasion, a student enrolled in one of the Department's MA programs wishes to apply for admission to one of the Department's PhD programs. Students are not normally accepted into any PhD program without first having completed the MA program in which they are currently enrolled. In order for a student to change the status of their graduate classification from an MA to PhD, students must follow the normal application procedures for all student applications, with the exception of the application to the University Admissions Office. A complete list of the application procedures is available on the Department's website. If students have any further questions, contact the Academic Coordinator.

### ***8.2 Tuition Benefit Program***

The University of Utah provides tuition benefits ranging from 50% to 100% of a student's eligible tuition for graduate students who are employed by the University if they fall into one of the four categories, and are compensated at an approved level. The categories are:

- Graduate Teaching Assistant (TA)
- Graduate Research Assistant (RA)
- Graduate Assistant (GA)
- Graduate Fellow (GF)

For a full description of this program, as well as its requirements and limitations, please visit <http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>.

#### ***8.2.1 Subsidized Graduate Student Health Insurance***

Subsidized insurance is available to TAs and RAs who are receiving a full 100% tuition benefit. They may hold both a TA and an RA position (with the total adding up to 100% tuition benefit) to qualify. The insurance is the same Student Health Insurance policy offered to all U of U students, as well as dental and vision insurance provided through Educators Mutual Insurance. Coverage for dependents is not subsidized. Rates and brochures are available at [www.uhcsr.com/utah](http://www.uhcsr.com/utah) and <https://emihealth.com/groupplans/refid/ugrads>.

Qualifying students are billed for 20% of the premium through Income Accounting. The Graduate School pays the remaining 80% at the start of the semester. Rates and brochures for this policy are available at [www.uhcsr.com/utah](http://www.uhcsr.com/utah) and <https://emihealth.com/groupplans/refid/ugrads>.

Students who are not eligible for the subsidized program, but would like to enroll in the program at their own cost, should contact:

Student Health Services

Madsen Health Center Level 1

555 Foothill Blvd.  
Salt Lake City, UT, 84112  
Additional information is available from Student Health Services  
(<http://www.studenthealth.utah.edu/>).

### ***8.3 Departmental Staff***

The Department of Linguistics has excellent staff support. The staff members help graduate students in a variety of ways, as detailed in this Handbook. Graduate students are expected to treat staff courteously and professionally.

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