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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 2024. Students need to consult with the Department's website, this Handbook, and the Graduate School website to ensure that all information concerning their 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the material contained in this Handbook must be confirmed with the Graduate Advisor to ensure that it has not been superseded by more recent faculty action. Information on pending changes is also available from the Graduate Advisor.

This Handbook should be seen as a companion to the current University of Utah Graduate School regulations, available on the [Graduate School's website](#). The Handbook records most Departmental regulations, but not necessarily all 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 Chair of the student's supervisory committee 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 policies, 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.

Students who have taken graduate coursework as non-matriculated undergraduate students no more than three years prior to approval, may count up to nine credit hours towards a master’s or doctoral degree.

Up to fifteen semester hours of credit earned as a non-matriculated graduate student, which were taken no more than three years prior to approval, can be applied toward a Master’s degree. The total sum of prior credit allowed (nonmatriculated, transfer, and graduate courses taken as an undergraduate at the U) may not exceed fifteen credit hours for a single Master’s degree.

Up to nine semester hours of nonmatriculated credit, which were taken no more than three years prior to approval, can be applied toward a doctoral degree. The total sum of prior credit allowed (nonmatriculated, transfer, and graduate courses taken as an undergraduate at the U) may not exceed fifteen credit hours for a single doctoral degree. Prior course credits may not be used to fulfill the doctoral residency requirement.

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. Decisions on accepting prior course credits must be approved by the Graduate Committee.

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

A graduate student orientation meeting is held for Linguistics graduate students prior to the beginning of fall semester (usually during the week before the start of classes) for all incoming and continuing graduate students in the Department of Linguistics. Attendance is required for maintaining status as a graduate student in Good Standing. The purpose of graduate student orientation 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 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 North American 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 the ITA program prior to beginning their teaching assignment. This program includes a training course designed to facilitate ITAs' acquisition of skills in language, teaching, and cultural awareness. To receive the benefits of a graduate teaching assistant position, ITA Clearance is required. Information is available at 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. 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.

MaryAnn Christison is the Director of Graduate Studies. Also serving on the Graduate Committee are Benjamin Slade and Kacey Campbell.

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 Graduate Advisor 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.

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 Chair of the supervisory committee, in consultation with the supervisory committee, need to write a letter to the Director of Graduate Studies, which may be emailed to the Graduate Advisor. The exception letter should detail the requested exception and any reasons that would count in favor of the request exception. The Graduate Committee must approve all exceptions to department policies.

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). 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](#), the [Wellness Center](#), and the [Center for Student Access & Resources](#). 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 Interim Advisors

Prior to beginning graduate study in the Department of Linguistics, each student is assigned a faculty mentor as an interim advisor until the student completes a request for a Supervisory Committee. Prior to the selection of a Supervisory Committee Chair, the interim advisor will assist in formulating the student's program of study. The interim 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

Chairs of supervisory Committees must be selected from tenure-line faculty in the Department of Linguistics. See the Section 8.4 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 Sections 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

All graduate students are responsible for initiating the selection of their supervisory committees. The selection process begins with the student making arrangements with a faculty member to serve as Chair of the supervisory committee. In consultation with the Chair of the supervisory committee, students then select additional faculty as potential members of their supervisory committees and personally discuss, with the faculty members, their 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 Graduate Advisor for approval by the Director of Graduate Studies. This form is available at <https://linguistics.utah.edu/graduate/current-student-resources.php>. When approval is granted, the form is entered into the Graduate Student Degree Tracking System by the Graduate Advisor. Once a supervisory committee has been reviewed and approved, the Graduate School will process and submit an approval date.

The “Request for Supervisory Committee” form must be turned in to the Department Graduate Advisor 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 Graduate Advisor, 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.

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 supervisory committee, the outside members’ CVs must be submitted to the Graduate Advisor along with the “Request for Supervisory Committee” form for approval. 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 Section 8.4 for a list of tenure-line faculty in the Department of Linguistics. Graduate students who wish to request exceptions should contact the Graduate Advisor.

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 within the University of Utah. All Supervisory Committees Request forms must be submitted to the Graduate School by the Graduate Advisor in the Department of Linguistics. The “Request of a 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. 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 Section 8.4 for a list of tenure-line faculty in the Department of Linguistics. Students who wish to request exceptions should contact the Graduate Advisor.

3.3 Supervisory Committee Responsibilities and Procedures

The importance of supervisory committees to students’ graduate programs cannot be emphasized too strongly. It is supervisory committees that have the responsibility for approving the student’s program of study, advising the student concerning coursework prior to each semester of study, preparing and evaluating qualifying examinations, approving MA thesis or PhD dissertation proposals, theses or dissertations themselves, and administering and judging the final thesis defenses. Decisions concerning requirements, examinations, and theses/dissertations are made by majority vote of all members of supervisory committees (regardless of whether or not all supervisory committee members are present at the relevant meeting). It is preferred that all members of supervisory committees be present at any formal meeting that may result in an official action of supervisory committee. Circumstances can exist, however, that make this expectation an unreasonable burden on candidates or supervisory committees. Because decisions require a majority vote by supervisory committee members, decisions concerning requirements, examinations, and the theses/dissertations must be made at meetings where a majority of supervisory committee members are present. Normally, absentee votes are not permitted for defenses and oral exams. Requests for exceptions to policy must be made in writing and sent to the Graduate Committee

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 students to be in good standing if they meet 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. For students to be considered to be in good standing they must satisfy the following conditions:

1. Grades

Students must have a graduate GPA of at least 3.0, and students must have a grade of B or better in all the required courses that they have 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 the supervisory committee chairs in consultation with members of 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. Proseminar Meetings

To maintain status as graduate students in Good Standing, first year graduate students are required to attend proseminar meetings. All graduate students are welcome to attend proseminar meetings.

3. Selection of Supervisory Committee

Graduate students must complete all the paperwork for selection of a supervisory committee and submit this to the Graduate Advisor by April 15 of their second semester of graduate work. Requests for exceptions to be sent to the Graduate Advisor before the deadline.

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. Qualifying Examination for 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. Dissertation Proposal 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. 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". Student who have two or more "Incompletes" on their records in any semester must supply a plan for the timely completion of that coursework to the Chair of the supervisory committee.

A student with two or more incompletes is in danger of losing 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 again in Section 4.4 for ease of reference. Like Good Standing, Satisfactory Progress to Degree is a necessary but not a sufficient condition of financial awards and participation in the Tuition Benefit Program.

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 timeline:

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 Graduate Advisor 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 timeframe 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. Qualifying Examination for 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. Dissertation Proposal 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. MA students are allotted a MAXIMUM of eight semesters (four academic years) to complete all their degree requirements. Students are expected to complete the PhD within four academic years (up to eight semesters). A fifth year may be allotted under specific circumstances. Students should consult their faculty advisors or the Director of Graduate Studies. 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 Chair of the supervisory committee 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) Complete all degree requirements by the end of the 8th semester

Students may be dismissed if (a) their cumulative GPA is below 3.0, (a) if they fail to receive at least a B grade for required courses at some point in the program, (c) if they fail to submit the supervisory committee form by April 15 of their first year, (d) if they fail to submit required paperwork in a timely manner, or (e) 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 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 qualifying exam by the end of the 6th semester
- b) Passing the dissertation proposal by the end of the 8th semester
- c) Complete all degree requirements by the end of the 14th semester

Students may also be dismissed if (a) their GPA is below 3.0, (b) if they fail to receive at least a B grade for required courses at some point in the program, (c) if they fail to submit the supervisory committee form by April 15 of their first year, (d) if they fail to submit required paperwork in a timely manner, or (e) 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 tenure-line faculty on whether to

uphold the decision to dismiss.

4.7 Graduate Student Expectations

To maintain the status of Good Standing, graduate students are expected to concentrate on course work and research on a full-time basis and to participate in the academic life of the department, which includes attending 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 regular research groups or 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 with requests for feedback, suggestions, or advice on research, students should clear such communication with their faculty advisors or supervisory committee chairs first. Scholars outside of the Department can be excellent resources. Your faculty mentors can help you decide *whether* and *how* to contact them.

4.8 Candidacy

MA students advance to candidacy after receiving approval for the thesis proposal. PhD students advance to candidacy after passing the PhD qualifying exam.

4.9 Annual Graduate Student Review

All graduate students undergo a formal review by the Graduate Committee during the spring semester to determine whether they are “graduate students 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 their research and progress towards the degree (no more than 1000 words) to the faculty advisor or supervisory committee chair and the Graduate Advisor via a Qualtrics survey by last day of fall classes. The faculty advisor, based on information contained in the statement and 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 faculty 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 graduate students of Good Standing.

The Graduate Committee meets to review each student's file and writes a letter to each student explaining the outcome of the review. If the result of the review is not favorable, a student is no longer considered a student of Good Standing and is no longer eligible for departmental funding. In this case, the letter from the Director of Graduate Studies will outline steps that the student must take 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 in at least one credit hour of LING 7970 during the semester of their defense.

LING 7990 cannot be used for verification of half- or full-time enrollment 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.

MA students may not register for LING 7990.

5.2 Leaves Policies

5.2.1 Leaves of Absences

Officially admitted domestic graduate students who have registered for and completed university credit class(es) may request a leave of absence to postpone their studies for up to one (1) year. The request must be approved by the student's supervisory committee and/or the Department Chair/Director of Graduate Studies.

Requests for leaves of absence may be granted for up to one year for circumstances related to:

1. a serious health condition of the student or family member,
2. parental leave to care for a newborn or newly adopted child,
3. a call to serve in military service, or
4. other compelling reasons that the student's department believes is in the

best interests of both the student and the University.

Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes. The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. The leave of absence is void if a student registers for classes in a semester for which a leave was granted. Please see the [Graduate School's policy](#) for more details.

International Students on a F1 or J1 visa taking a vacation semester or a medically necessary reduced course load of zero (0) credits must obtain permission from the International Student & Scholar Services prior to submitting a Leave of Absence. Vacation Semesters for international students will only be approved for one semester. Medically necessary reduced course loads are approved for one semester at a time, and may be extended through the International Student & Scholar Services for an additional semester to a maximum of three (3) semester (one (1) academic year). Please see [ISSS's leave policies](#) for more information.

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.

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 Graduate Student Parental Leave

A graduate student is eligible for a Parental Leave of Absence if the graduate student has been matriculated in a graduate degree program for at least one semester and is otherwise in Good Standing within their degree program at the time the Parental Leave of Absence is taken.

A graduate student who intends to take a Parental Leave of Absence shall notify the Graduate Advisor or Director of Graduate Studies at least 90-days before the anticipated birth or as soon as reasonably possible before adoption or foster placement for which the graduate student intends to take a Parental Leave of Absence. This allows the Department to plan for the student's absence and ensure a seamless transfer of responsibilities.

The Parental Leave of Absence is unpaid unless the graduate student is supported by a University Tuition Benefit Program eligible fellowship, teaching assistantship, graduate assistantship, or other research assistantship that the University administers.

See <https://gradschool.utah.edu/navigating-grad-school/graduate-policies/parental-leave-policy-for-graduate-students.php> for more details on the parental leave policy.

5.3 Tuition

Students are responsible for ensuring that all tuition and fees are paid in a timely manner. Thesis hours are charged at 1/3 of the General Graduate Tuition Rate. The Thesis Hour Rate applies only to doctoral students enrolled in catalog numbers 7970-7989.

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.

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 24 credit hours and must be in resident 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 that constitute the program of study for MA students must receive preliminary approval by supervisory committees 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](#).

Contact the Graduate Advisor to have your program of study entered into Graduate Tracking for formal approval.

Please note that graduate students may continue to follow the programs of study that were in place at the time they began the program. Students following a previous program of study may choose to continue their original program of study, but they also have the option of changing to the current program of study. This decision should be made in consultation with a student's supervisory committee. To officially change to a new program of study, please contact the Graduate Advisor.

6.1.1 MA Linguistics Program of Study

LING 2200, 3010, 3020 or equivalents are prerequisites for courses on this list and may not be counted toward the graduate program of study.

Requirements

30 Total Credits Hours

Required Courses First Year:

LING 6011 Formal Phonology
LING 6012 Laboratory Phonology
LING 6021 Graduate Syntax
LING 6022 Graduate Seminar in Syntax

Required Courses First or Second Year:

LING 6025 Second Language Acquisition
LING 6030 Graduate Semantics

Specialization Coursework:

Complete 12 credit hours from LING 6024-6991.

Thesis students are required to complete six credits of LING 6970: Thesis Research. These six credits may count toward specialization credits.

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

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 may serve 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 may serve as the Final Examination. See Section 6.4.2 for more information regarding the thesis defense.

6.3.1 Non-Thesis Option

Non-thesis students take a written comprehensive examination administered and assessed by the students' supervisory committees. 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 a majority vote of the Supervisory 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 supervisory committee may make suggestions for revision during the defense. If revisions are stipulated as conditions for acceptance, the Chair of supervisory committee is responsible for overseeing the revisions.

After the defense, the chair should email the Graduate Advisor with the result.

6.4 The MA Thesis

MA students are required to complete six credit hours of LING 6970 (Thesis Research-

Masters) if they complete 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 students and the Chair to their supervisory committee, in consultation with the supervisory committee. 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 at the [Thesis Office website](#).

Once approved, the chair needs to email the Graduate Advisor so the result may be recorded.

6.4.2 The MA Thesis Defense

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

Approval of the Thesis for Defense: The student is responsible for providing hard and/or electronic copies of the Thesis to Supervisory Committee members. Supervisory Committee members should be given at least two weeks to read a draft of the thesis before being asked to vote on its readiness for defense.

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 Administrative Assistant. The Administrative Assistant will post the announcements of the defense. Please email linguistics@utah.edu to reserve a room for your defense.

If the student wishes to graduate during the semester of the defense, please note that the defense date should be set early enough in the semester to allow for submission

of the final manuscript to the Thesis Office by the format approval deadline. Please see <https://gradschool.utah.edu/thesis/index.php> for specific dates.

After the defense, the chair needs to email the Graduate Advisor with the result.

Please see the [Thesis Office website](#) for details on thesis submission.

6.5 MA Language Requirements

MA students must complete a fourth semester (2020 level) or equivalent in a 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 that is meant to establish 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 <https://languages.utah.edu/language-requirements/graduate-language-requirements.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 <https://linguistics.utah.edu/undergraduate/tesol-certificate/index.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](#).

7.2 Program of Study

Students in the PhD program must complete a minimum of 53 hours of coursework beyond the BA degree; however, in some cases, a student's supervisory committee may require more than the minimum number of credit hours. 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 committees 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).

Contact the Graduate Advisor to have your program of study entered into Graduate Tracking for formal approval.

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. To officially change to a new program of study, please contact the Graduate Advisor.

7.2.1 PhD Program of Study

53 total credit hours

LING 2200: Introduction to the Study of Language, 3010: Introduction to Phonetics and Phonology, 3020: Introduction to Syntax or equivalents are prerequisites for courses on this list and may not be counted toward the graduate program of study.

Core Courses: Complete all of the following courses

LING 6011 Formal Phonology*

LING 6012 Laboratory Phonology*

LING 6021 Graduate Syntax*

LING 6022 Graduate Seminar in Syntax*

LING 6030 Graduate Semantics**

LING 6024 Child Language Acquisition, LING 6025 Second Language Acquisition, LING 6060 Language and the Brain or LING 6190 Psycholinguistics**

Specialization:

Complete 5 courses (15 credit hours) from LING 6024- LING 7080 and LING 7991.

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

*Required to complete in the first year

**Recommended in the first year, required by the end of the second year

7.3 The Qualifying Examination

The qualifying exam (previously known as the comprehensive exam) must be completed no later than the last day of final exam period of the sixth semester of studies.

The qualifying 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.

Supervisory committees are given at least two weeks to read and vote on whether or not a manuscript meets the above criteria. When students have passed the written portion of

the qualifying exam, they 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. Supervisory committees 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, chairs of supervisory committees are responsible for overseeing the revisions. If the exam is not passed, a supervisory committee can permit the student to reattempt the exam once before the last day of the final exam period of the semester in which the exam was first attempted.

After completing the qualifying exams, chairs of supervisory committees need to email the Graduate Advisor with the result.

7.4 The Dissertation

The dissertation is an original piece of research on a significant topic of scholarly relevance. It represents the culmination of students' doctoral studies, and students 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

After completing the required coursework and passing their qualifying examinations, students work with their supervisory committee chairs to prepare for the two parts of the dissertation proposal. The first part of the dissertation proposal is submitting a detailed written proposal for the dissertation research to the Chair of the supervisory committee, and the second part consists of the oral 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). Students prepare their dissertation proposals in consultation with their supervisory committee chairs and the members of the supervisory committee. The format of the dissertation proposal must be agreed upon between students and their supervisory committee chairs, in consultation with the supervisory committee. At this stage of the student's work, all supervisory committee members, including any external members, should participate in helping students prepare their proposals. Dissertation proposals must be approved by majority vote of supervisory committees.

The dissertation proposal defense is conducted before students begin formal work on their dissertations and consists of a formal presentation of the written dissertation

proposal. Dissertation proposal defenses must include a review of relevant research on the topic of research, a thorough conceptualization of the goals or research questions, a complete design of the research, and rationales for its significance to the field.

Approval of the Dissertation Proposal for Defense: Students are responsible for providing electronic copies of their written dissertation proposals 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.

Scheduling the Dissertation Proposal Defense: Students are responsible for the following: (a) scheduling the defense at a time that is convenient to supervisory committee members, (b) reserving a room where the defense will be held or setting up a Zoom meeting, (c) reserving necessary equipment, and (d) sending the date/time, location, thesis title, and abstract to the Administrative Assistant. The Administrative Assistant will post the announcements of the defense. Please email linguistics@utah.edu to reserve a room for your defense.

Format of the Dissertation Proposal Defense: The format of the dissertation proposal defense should be agreed upon by students and supervisory committees. It 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 supervisory committees (after the public audience has been excused), and time for supervisory committees 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.

After defenses, supervisory chairs need to email the Graduate Advisor with the result.

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](#).

7.4.2 The Dissertation Defense

A public presentation and defense of the dissertation is required.

Approval of the Dissertation for Defense: The student is responsible for electronic copies of the written proposal 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.

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. In the dissertation defense, students must demonstrate to their supervisory committee that they understand 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 Chair of the supervisory committee is responsible for overseeing the revisions.

The format of the defense must be agreed upon by graduate students and their supervisory committees, but they normally involve 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 the defense must be agreed to by a majority of the members of the supervisory committee. Absentee voting is not permitted. Thus, for example, if only three of the five members can be present (either in person or via phone or some other mode of telecommunication), the defense can proceed, but for any decision to be arrived at, all three members will have to agree. 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 the following: (a) scheduling the defense at a time that allows a majority of the supervisory committee members to be present, (b) reserving a room where the defense will be held or setting up a Zoom meeting, (c) reserving necessary equipment from Instructional Media Services (IMS), (d) ensuring that the appropriate arrangements have been made to allow external supervisory committee members to participate in case they cannot be physically present, and (e) sending the date/time, location, thesis title, and abstract to the Administrative Assistant. Students should email linguistics@utah.edu to reserve a room for your defense. Students can reserve equipment with Teaching and Learning Technologies. E-copies of the dissertation must be made available to the members of the supervisory committee no less than two weeks prior to the scheduled defense.

Students who wish to graduate the semester of the defense should 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. Please see <https://gradschool.utah.edu/thesis/index.php> for specific dates.

After the defense, a chair should email the result to the Graduate Advisor.

Please see the [Thesis Office website](#) for details on manuscript submissions.

7.5 PhD Language Requirement

PhD students must complete a 4th semester (2020 level) or equivalent in a 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 that is used to establish 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 <https://languages.utah.edu/language-requirements/graduate-language-requirements.php>. Courses and/or proficiency tests must be dated not more than six years prior to the date of application for language verification.

7.6 Milestone Master's Degree

PhD candidates may elect to apply for a milestone Master's degree once they have successfully completed their qualifying exams. Contact the Graduate Advisor 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 <https://linguistics.utah.edu/undergraduate/tesol-certificate/index.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, students enrolled in the Department's MA program may wish to apply for admission to one of the Department's PhD programs. 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, except for 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 Graduate Advisor.

8.2 Tuition Benefit Program

The University of Utah provides tuition benefits for qualifying graduate students. 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. Coverage for dependents is not subsidized. More information is available at <https://gradschool.utah.edu/funding/tbp/gship/index.php>.

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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