Graduate Student Handbook

Department of Linguistics
University of Utah

Academic Year 2014-2015

Updated August 2014
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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 2014. Students should 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material contained in this Handbook should be confirmed with the Academic Coordinator to ensure that it has not been superseded by more recent faculty action.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. 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
A 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.

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.

Professor Rachel Hayes-Harb (r.hayes-harb@utah.edu) is the Director of Graduate Studies and Professor Patricia Hanna (p.hanna@utah.edu) is the Associate Director of Graduate Studies. Also serving on the Graduate Committee for 2014-2015 are Professor Johanna Watzinger-Tharp, Professor Aniko Csirmaz and Professor Benjamin Slade.

2.4 Graduate Student Advisory Committee

The Graduate Student Advisory Committee (GSAC) represents the Department of Linguistics’ graduate students. Each year the graduate students of the Department elect three members to represent graduate student interests and needs in the Department as well as in the larger university community. GSAC also functions as the official liaison between graduate students and faculty, communicating with the Director of Graduate Studies, and, in conjunction with the Undergraduate SAC, advising the faculty on decisions regarding retention, promotion, and tenure (RPT), as outlined in University PPM 9-5.1. For the academic year 2014-2015, the GSAC officers are: Jemina Keller (jeminakeller@gmail.com), Miranda McCarvel (miranda.mccarvel@utah.edu) and Alina Safargalina (alina.safargalina@utah.edu).

2.5 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.
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.

3.2 Selection of the Supervisory Committee
3.2.1 Supervisory Committee Chair Eligibility
Supervisory Committee Chairs must be selected from tenured/tenure line faculty in the Department of Linguistics. See the Appendix for a list of tenured/tenure line faculty for academic year 2014-2015.

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 tenured/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 (see Appendix) to the Department’s Academic Coordinator for approval by the Director of Graduate Studies. This form is available on the Department of Linguistics website (www.linguistics.utah.edu). 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 into the Department’s Academic Coordinator by April 15 during the student’s second semester of graduate study.
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 (see Appendix) 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. This form is available on the Linguistics Department website (www.linguistics.utah.edu). 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 tenured/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 tenured/tenure line faculty in the Department of Linguistics; if a student has more than three Supervisory Committee members, the required number of tenured/tenure line faculty from the Department of Linguistics will increase. See Appendices for a list of tenured/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 tenured/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 tenured/tenure line faculty in the Department of Linguistics; if a student has more than five Supervisory Committee members, the required number of tenured/tenure line faculty from the Department of
Linguistics will increase. See Appendices for a list of tenured/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: https://gradschool.utah.edu/catalog/index.php. 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, MA General Linguistics, and thesis option MA Applied Linguistics students must give evidence of an on-going research program, as measured by the Annual Review.

6. Comprehensive Examination
MA Students: Normally this must be passed by the end of the student’s third semester of graduate study. Any exceptions to this must be approved in writing by the Supervisory Committee Chair, in consultation with the Supervisory Committee, in a letter to the Graduate Committee.

PhD Students: Normally this must be passed by the end of the student’s sixth semester of graduate study. Any exceptions to this must be approved in writing by the Supervisory Committee Chair, in consultation with the Supervisory Committee, in a letter to the Graduate Committee.

7. Qualifying Examination for PhD students
Normally this must be passed by the end of the student’s eighth semester of graduate study. Any exceptions to this must be approved in writing by the Supervisory Committee Chair in a letter to the Graduate Committee. Normally the student will have completed the required courses before undertaking the PhD qualifying exam; however, if the Supervisory Committee believes it is appropriate, a student may take the exam before all coursework is completed.

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: www.sa.utah.edu/regist/. 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 should normally be completed in 4 semesters; for PhD students, it means that coursework should normally be 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**: Normally this must be passed by the end of the student’s third semester of graduate study. Any exceptions to this must be approved in writing by the Supervisory Committee Chair, in consultation with the Supervisory Committee, in a letter to the Graduate Committee. The exception letter should note which semester the student will complete the exam.
   b. **PhD Students**: Normally this must be passed by the end of the student’s sixth semester of graduate study. Any exceptions to this must be approved in writing by the Supervisory Committee Chair, in consultation with the Supervisory Committee, in a letter to the Graduate Committee. The exception letter should note which semester the student will complete the exam.

4. Qualifying Examination for PhD Students: Normally this must be passed by the end of the student’s eighth semester of graduate study. Any exceptions to this must be approved in writing by the Supervisory Committee Chair, in consultation with the Supervisory Committee, in a letter to the Graduate Committee. The exception letter should note which semester the student will complete the exam.

4.4.1 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 which 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.

4.5 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 colloquia, student meetings, and various other department events. 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.

4.5.1 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.

4.6 Candidacy

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

4.7 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 an unofficial transcript and a statement of his/her research and progress towards the degree (no more than 2 pages single-spaced) to his/her Advisor by February 1. 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, writes a cover letter addressed to the Graduate Committee, addressing each of the following questions:

- What courses has the student completed, and what grades has he/she earned in them?
- 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
The Advisor submits the cover letter, along with the materials submitted by the student, plus any additional supporting materials, to the Academic Coordinator for the Graduate Committee by February 15. Electronic submission to the Academic Coordinator via email is permitted, provided all student-submitted and supporting materials are also included as email attachments. Supervisory Committee Chairs are permitted to ask students to have this material to them earlier than the February 1 deadline. 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 FEBRUARY 1 EACH YEAR**
CHAPTER 5: REGISTRATION

5.1 Minimum Continuous Registration
Graduate students must maintain minimum registration by registering and paying normal tuition and fees for at least three credit hours per semester from the time they are admitted to the Graduate School until they have completed all requirements for the degree. If students do not comply with the continuous registration policy described above and do not obtain an official leave of absence from the Graduate School, their Supervisory Committees are terminated and their records are deactivated. To reactivate a file at a later time, the student must reapply for admission to the Department of Linguistics and to the Graduate School.

5.1.1 Summer Term Registration
Continuous registration, for the purpose of this policy, refers only to registration during the regular academic year. Continuous registration is not terminated or interrupted by not registering during summer terms (between the end of Spring Semester and the beginning of Fall Semester). Nothing, however, prevents a student from maintaining registration status, if appropriate, during the summer term.

5.1.2 LING 7990: Continuing Registration
PhD students who have been admitted to candidacy (usually after completing all coursework and passing the Qualifying Exam) 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, a student must enroll for a minimum of three credits of LING 7970 through the semester when the defense takes place. 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/phd-forms.php for the registration form). LING 7990 carries a charge (subject to change without notice), regardless of resident status. MA students may not register for LING 7990.

5.2 Leaves of Absence
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 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,
• parental leave to care for a newborn or newly adopted child,
• 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 (for student loan, student housing, and visa purposes).
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.

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/ma-forms.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 Faculty Consultation 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 who entered the graduate program prior to Fall 2014 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 for reference. Students who entered the graduate program prior to Fall 2014 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 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 Recommended Schedule

**First Year**

<table>
<thead>
<tr>
<th>Fall:</th>
<th>Spring:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 6011: Phonology I</td>
<td>LING 6012: Phonology II</td>
</tr>
<tr>
<td>LING 6021: Syntax I</td>
<td>LING 6022: Syntax II</td>
</tr>
<tr>
<td>Language Acquisition</td>
<td>Language Acquisition</td>
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<tr>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>Philosophical Foundations requirement</td>
<td>Philosophical Foundations requirement</td>
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</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Fall:</th>
<th>Spring:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 6970: Thesis Research (3)</td>
<td>LING 6970: Thesis Research (3)</td>
</tr>
<tr>
<td>Specialization course</td>
<td>Specialization course</td>
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<tr>
<td>Specialization course</td>
<td>Specialization course</td>
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<tr>
<td><strong>THESIS PROPOSAL APPROVAL:</strong> End of semester</td>
<td><strong>THESIS DEFENSE:</strong> End of semester</td>
</tr>
</tbody>
</table>

### 6.2 The Comprehensive Examination
All MA students in the Department of Linguistics are required to take a written Comprehensive Examination.
6.2.1 Thesis Students
The approved thesis proposal serves as the Comprehensive Examination. Thesis students are required to submit the “Thesis Proposal Approval” form to the Academic Coordinator after securing the signatures of the Supervisory Committee Chair. This form is available on the Department of Linguistics website (http://linguistics.utah.edu/graduate/current-students/ma-forms.php). See below for details about the thesis proposal.

6.2.2 Non-Thesis Students (only applicable for students admitted in Fall 2014 or prior)
Non-thesis students take a written Comprehensive Examination administered and assessed by the Supervisory Committee. Non-thesis students are required to submit the “Comprehensive Exam” form to the Academic Coordinator after securing the signature of the Supervisory Committee Chair. This form is available on the Department of Linguistics website (http://linguistics.utah.edu/graduate/current-students/ma-forms.php).

6.3 The MA Final Examination
All MA students are required to take a Final Oral Examination.

6.3.1 Thesis Students
For thesis students, the MA Thesis Defense serves as the Final Examination. Upon successfully defending his/her thesis, students must submit the “Thesis Defense” form to the Academic Coordinator. This form is available on the Department of Linguistics website (http://linguistics.utah.edu/graduate/current-students/ma-forms.php). See below for details about the Thesis Defense.

6.3.2 Non-Thesis Students (only applicable for students admitted in Fall 2014 or prior)
For non-thesis students, the Final Examination is an oral defense of the written Comprehensive Exam. The oral defense should take no less than one hour to complete. The student’s performance on the Final Examination must be approved by majority vote of the Supervisory Committee. The Final Examination may not be scheduled until after the student has passed the Comprehensive Examination and has submitted the “Comprehensive Exam” to the Academic Coordinator. It is the student’s responsibility to bring a copy of the “Non-Thesis Oral Defense” form to the Final Exam. This form is available on the Department of Linguistics website (http://linguistics.utah.edu/graduate/current-students/ma-forms.php).

6.4 The MA Thesis
The MA General Linguistics program of study requires a thesis; the MA Applied Linguistics program of study has both a thesis option and a non-thesis option. For students in the MA Applied Linguistics track, permission to write a thesis comes from the Supervisory Committee Chair, in consultation with Supervisory Committee members, and the decision about whether
or not to write a thesis must be made by the end of the second semester of study in the MA program.

Students in programs that require a thesis and students who choose the thesis option 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: www.gradschool.utah.edu. 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

The MA Thesis Defense is equivalent to the “Final Examination” required by the Graduate School. 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. Normally, 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; therefore, the near-final draft of the thesis should 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 Instructional Media Services (IMS), and sending the date/time, location, thesis title, and abstract to the Departmental Secretary at least
two weeks prior to the defense. The Academic Coordinator 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. In order to reserve LNCO 2110, contact the College of Humanities office and fill out the required paperwork. Contact the Departmental Secretary to reserve either LNCO 2945 or LNCO 1945. Students can contact IMS to reserve equipment via their website at: http://tlt.utah.edu/portable-equipment-request-form/. Hard copies of the thesis 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 manuscript to the Thesis Office for format approval six weeks prior to the closing date of the semester (see the Calendar on the Graduate School’s website 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) It must be printed on acid free paper. 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) It must be printed on acid free paper. 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: As a courtesy to students, the Thesis Office will perform a “preliminary review” at any time before the defense. A hard copy of the manuscript must be submitted to the Thesis Office. The manuscript will not be read at this time but examined for obvious errors in University format.

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://www.gradschool.utah.edu/thesis/index.php). 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.

### 6.5 MA Foreign Language Requirements
Standard proficiency is defined as the equivalent of one full year or completion of a second-semester course in a foreign language. Advanced proficiency is defined as the equivalent of two full years or completion of a fourth-semester (or fifth-quarter) course in one foreign language or completion of a 3000-level (advanced) language course.

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 Department of Languages and Literature 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 he/she met the language requirement on his/her Program of Study form.

#### 6.5.1 MA Linguistics
MA Linguistics students may fulfill the language requirement in one of two ways:

- Demonstrate standard proficiency in a non-European or non-Indo-European language (e.g. Arabic, Chinese, Hindi, Finnish, or Navajo) or a classical language (e.g. Latin, Ancient Greek, or Sanskrit); or
- Demonstrate advanced proficiency in a European/Indo-European language other than English.

#### 6.5.2 MA Applied Linguistics (only applicable for students admitted in Fall 2014 or prior)
Students in the MA Applied program of study have two foreign language requirements. The first is the “recent classroom experience” requirement that must be fulfilled by taking a beginning
level (first or second year) classroom-based course with at least 30 classroom hours in a foreign language. This course must be taken no more than three years prior to admission to the MA program. The course need not be taken for credit. The criterion of 30 classroom hours was chosen to allow for flexibility in the forum in which the requirement is fulfilled, whether at the University, an extension program, a community college, or a private language program.

The second foreign language requirement for students in the MA Applied Linguistics program of study is “advanced proficiency” in one foreign language or completion of a 3000-level (advanced) language course. Native speakers of languages other than English may count their native languages for this second foreign language requirement.

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 contact the Academic Coordinator for information. The TESOL Certificate is not awarded unless the student completes the required paperwork; 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.

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/programs.php). Please note that Faculty Consultation 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 who entered the graduate program prior to Fall 2012 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 on the Department’s website for reference. Students who entered the graduate program prior to Fall 2012 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 2012 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 7011 Phonology I
LING 7012 Phonology II
LING 7021 Syntax I
LING 7022 Syntax II

**Language Acquisition:** Complete one of the following courses
LING 6024 Child Language Acquisition
LING 6060 Language and the Brain
LING 6190 Psycholinguistics
LING 7025 Second Language Acquisition

**Philosophical Foundations:** Complete one of the following courses
LING 6031 Philosophy and Linguistics
LING 7030 Semantics

**Specialization:**
Complete 7 courses (21 credit hours) from LING 6024- LING 7900 and LING 7991. May not count 6800, 6970, 6980, or 7800. Students should register for 7000-level courses when possible.

**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 Examination is designed to allow the PhD student to explore relevant topics in depth, as well as to respond to specific questions related to coursework as determined by the Supervisory Committee. The exam also helps the Supervisory Committee to determine if the student has the requisite abilities to successfully complete a PhD dissertation. The Comprehensive Examination must be completed by the end of the semester following the completion of required coursework.
The main skills that the Comprehensive Examination tests are the ability to read, understand, and synthesize theoretical and research materials; the ability to analyze problems, assess alternative positions, and formulate well-structured arguments; the ability to contribute original ideas to a problem or research domain; and the ability to express ideas in a clear and concise manner and communicate effectively in writing.

The Comprehensive Examination is created, administered, and evaluated by the student’s Supervisory Committee. The Chair of the Supervisory Committee is responsible for seeking input on the make up of the exam from the Supervisory Committee and from other faculty members in the Department with expertise on the topic. In preparing and evaluating the exam, the Supervisory Chair must consult with those members of the Supervisory Committee who hold appointments at the University of Utah, whether they are in Linguistics or not. Further, the Supervisory Chair can ask any external members of the Supervisory Committee if they would like to be involved in this process. The Supervisory Committee Chair is also charged with oversight of all other aspects of this process.

The Comprehensive Examination consists of three separate take-home exams, involving different topics of relevance to the student’s career and dissertation interests. The topic areas covered by the three separate exams are determined by the Supervisory Committee Chair in consultation with Supervisory Committee members. No segment of the exam may take more than 16 days to complete. The entire exam must be taken within one academic semester. The exact form of the three exam segments will be determined by the Supervisory Committee. The questions can take different forms, depending on what the Supervisory Committee determines is most appropriate in each case. The exam segment can, for example, be a question designed to determine the level of mastery of a specific area that may result in a publishable paper in an appropriate area. Questions may also be based on specific articles or books that the student is assigned to critique and synthesize. Students may also be asked to synthesize the literature on a certain topic in a particular subfield of linguistics. The papers must be 25 to 30 pages, double-spaced, 12pt Times New Roman with one-inch margins.

Students must pass all three individual exams in order to pass the Comprehensive Examination. There are only two outcomes for this exam: pass or fail. On occasion, the Supervisory Committee may decide to have the student be retested on all or part of the Comprehensive Examination; in such cases, the student is considered as having failed the original exam. If she/he successfully completes the required retesting, she/he will be considered as passing the exam. Students are allowed only one round of retesting; thus failure to pass the exam after the retesting will result in the student being dismissed from the program without receiving the degree she/he is seeking.

After completing the comprehensive exams, students must submit the “PhD Comprehensive Exam” form. Please note that this form only requires the Supervisory Committee chair’s signature. Once signed, the form must be submitted to the Academic Coordinator.

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.

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.

### 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. Normally, Supervisory Committee members should 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 should 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 from Instructional Media Services (IMS), and sending the date/time, location, thesis title, and abstract to the
Departmental Secretary at least two weeks prior to the defense. The Academic Coordinator 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. In order to reserve LNCO 2110, contact the College of Humanities office and fill out the required paperwork. Contact the Departmental Secretary to reserve either LNCO 2945 or LNCO 1945. Students can contact IMS to reserve equipment via their website at: http://flt.utah.edu/portable-equipment-request-form/. Hard copies of the final Dissertation Proposal must be delivered to the 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/phd-forms.php). After the form is completed, formal approval is given by submitting the Dissertation Proposal Defense form to the Academic Coordinator for the Signature of the Director of Graduate Studies. Once the form has all of the necessary signatures, the Academic Coordinator will enter the form into the Graduate Student Degree Tracking System.

**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://www.research.utah.edu/irb/.

**7.4.2 The Dissertation Defense**

The Dissertation Defense is equivalent to what the Graduate School calls the “Thesis Defense Final Exam”. 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. Normally, Supervisory Committee members should 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 should 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 Departmental Secretary at least two weeks prior to the defense. The Departmental 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 Departmental Secretary in a timely manner. In order to reserve LNCO 2110, contact the College of Humanities office and fill out the required paperwork. Contact the Departmental Secretary to reserve either LNCO 2945 or LNCO 1945. Students can contact IMS to reserve equipment via their website at: [http://tlt.utah.edu/portable-equipment-request-form/](http://tlt.utah.edu/portable-equipment-request-form/). Hard copies of the thesis 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 manuscript to the Thesis Office for format approval six weeks prior to the closing date of the semester (see the Calendar on the Graduate School’s website 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://www.gradschool.utah.edu/thesis/index.php](http://www.gradschool.utah.edu/thesis/index.php)) It must be printed on acid free paper. 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](http://www.gradschool.utah.edu/thesis/index.php)) It must be printed on acid free paper. 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:** As a courtesy to students, the Thesis Office will perform a “preliminary review” at any time before the defense. A hard copy of the manuscript must be submitted to the Thesis Office. The manuscript will not be read at this time but examined for obvious errors in University format.

  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://www.gradschool.utah.edu/thesis/index.php](http://www.gradschool.utah.edu/thesis/index.php)). 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 may fulfill the foreign language requirement in one of three ways:

- Demonstrate standard proficiency in two non-European or non-Indo-European languages (e.g., Arabic, Chinese, Hindi, Finnish, or Navajo) or a classical language (e.g., Latin, Ancient Greek, or Sanskrit); OR
- Demonstrate advanced proficiency in two European/Indo-European languages; OR
- Demonstrate standard proficiency in one non-European or non-Indo-European language and advanced proficiency in one European/Indo-European language

Standard proficiency is the equivalent of one full year or completion of a second-semester course in a foreign language. Advanced proficiency is the equivalent of two full years or completion of a fourth-semester (or fifth quarter) course in one foreign language or completion of a 3000-level (advanced) language course. This requirement could have been met within the five years prior to beginning graduate studies. Only one native language may count toward the language requirement.

The Department of Languages and Literature 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](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 he/she met the language requirement on his/her 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 completed their comprehensive exams. Contact the Academic Coordinator for instructions and forms. Please note that all forms must be submitted two weeks before the first day of the term that the students wishes to be awarded the degree.

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 contact the Academic Coordinator for information. The TESOL Certificate is not awarded unless the student completes the required paperwork; 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 Changing from One MA Program of Study to Another
On occasion, a student enrolled in one MA program of study wishes to change to another program of study. In this case, the student must submit to the Graduate Committee a letter justifying the request, plus at least two letters from tenured/tenure line faculty in the Department of Linguistics at the University of Utah supporting the request for the change. These materials must be turned in by the application deadline (usually in mid-January) and will be considered by the Graduate Committee along with new student applications. If students have any further questions, contact the Academic Coordinator.

8.3 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/.

8.4 Student Health Insurance Policy
The Student Health Insurance Policy offered to Teaching Assistants (TAs) and Research Assistants (RAs) is known as the Subsidized Graduate Student Health Insurance. Student must be receiving a full (100%) tuition benefit and be 100% RA or TA or a Combination of TA/RA that adds up to 100% to qualify. The Subsidized Graduate Student Health Insurance Policy is the same as the Student Health Insurance offered to all University of Utah students. The difference
is that the premium is subsidized by the Graduate School for eligible students. Qualifying students pay 20% of the premium and the Graduate School pays 80% of the premium. Brochures for this policy are available online at https://www.gmsouthwest.com/Default.aspx?tabid=576 or from:

    Student Health Services
    Madsen Health Center Level 1
    555 Foothill Blvd.
    Salt Lake City, UT, 84112

Additional information is available from GM Southwest (http://www.gmsouthwest.com/) or Student Health Services (http://www.studenthealth.utah.edu/).

**8.5 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.

Shantel De Arraiz
Administrative Assistant
shantel.arraiz@utah.edu

Kacey Campbell
Academic Coordinator for the Graduate Program
kacey.campbell@utah.edu

Madeleine Simmons
Executive Secretary
madeleine.simmons@utah.edu

Genevieve Dubois
Academic Advisor for Global Pathways/ESL
genevieve.dubois@utah.edu
# Department of Linguistics
## Graduate Handbook
### APPENDICES

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<td>xxii</td>
</tr>
</tbody>
</table>
APPENDIX 1: Graduate School Calendar for MA Students

Although your department coordinator will complete each of the following items in your Electronic Graduate Record File, you should be aware of the following deadlines to ensure graduation in a specific semester.

If you have any questions about this protocol or whether your Electronic Graduate Record File has been completed by the given deadlines, please consult with your department coordinator.

Additionally, the Thesis Office has additional requirements to obtain a Thesis Release (required prior to graduation). An overview of these requirements and their deadlines, as well as information about electronic submission of theses and dissertations, format samples, and require forms, are available on the Thesis Office website. Questions regarding theses and dissertations should be directed to the Thesis Office.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>(a) Last day defended manuscripts more than 200 pages will be accepted for format approval</th>
<th>(a) Last day defended manuscripts will be accepted for format approval</th>
<th>(b) Comprehensive Exam (if required)</th>
<th>(c) Language Verification (if required)</th>
<th>(d) Nonthesis Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2015</td>
<td>Mar. 13</td>
<td>Mar. 20</td>
<td>May 7</td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>June 12</td>
<td>June 19</td>
<td>Aug. 7</td>
<td>Aug. 7</td>
<td>Aug. 7</td>
</tr>
</tbody>
</table>

a) Submitted by the student. Cannot be submitted before thesis has been defended.
b) Entered by the department following the examination.
c) Initiated by the student in the Department of Languages and Literature; entered by the Department of Languages and Literature.
d) Entered by department after the examination.
APPENDIX 2: Graduate School Calendar for PhD Students

Although your department coordinator will complete each of the following items in your Electronic Graduate Record File, you should be aware of the following deadlines to ensure graduation in a specific semester.

If you have any questions about this protocol or whether your Electronic Graduate Record File has been completed by the given deadlines, please consult with your department coordinator.

Additionally, the Thesis Office has additional requirements to obtain a Thesis Release (required prior to graduation). An overview of these requirements and their deadlines, as well as information about electronic submission of theses and dissertations, format samples, and require forms, are available on the Thesis Office website. Questions regarding theses and dissertations should be directed to the Thesis Office.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>(a) Last day defended manuscripts more than 200 pages will be accepted for format approval</th>
<th>(a) Last day defended manuscripts will be accepted for format approval</th>
<th>(c) Language Verification (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>Oct. 24</td>
<td>Oct. 31</td>
<td>Dec. 19</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Mar. 13</td>
<td>Mar. 20</td>
<td>May 7</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>June 12</td>
<td>June 19</td>
<td>Aug. 7</td>
</tr>
</tbody>
</table>

a) Submitted by the student.
b) Initiated by the student in the Department of Languages and Literature; entered by the Department of Languages and Literature.
APPENDIX 3: Thesis Office Calendar

Manuscripts are accepted at any time during the semester. However, those students wishing to guarantee graduation in a specific semester must meet the dates in this calendar.

* Factors that can result in longer editing times include unavailability of the student to participate in the ongoing editing process, unusually serious problems with format and writing, and manuscript length in excess of 200 pages, which may require 10 to 20 days for a first reading, as opposed to the typical 5 to 10 days. Please take these factors into account in planning defense and graduation dates. Remember, the earlier a manuscript is submitted, the better the student's chance of graduating in the desired semester.

APPENDIX 4: Program of Study for MA Linguistics

Coursework for MA General Linguistics
Effective Fall 2014

36 total credit hours
This degree requires a thesis.

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 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.*
APPENDIX 5: Program of Study for MA Applied Linguistics *Discontinued*

Linguistics MA- Applied Program of Study
Only applicable for students admitted in Fall 2014 or prior

39 total credit hours
This degree has a thesis and a non-thesis option.

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 6011: Phonology I
LING 6021: Syntax I
LING 6810: L2 Methodology

Language Acquisition: Complete one of the following courses
LING 6024 Child Language Acquisition
LING 6025 Second Language Acquisition

Methodology: Complete two of the following courses
LING 6812 Content-based Instruction
LING 6816 Instructional Design & Curriculum Development
LING 6818 L2 Test Design

Specialization:
Complete 5 courses (15 credit hours) from LING 6021-6991. May not count LING 6800, 6970, or 6980.

Thesis/Non-Thesis Options:
Thesis: Complete 6 credit hours of LING 6970: Thesis Research
Non-Thesis: Complete 6 credit hours of Comprehensive Exam Preparation

*A grade of 8 or better is required of all courses.

Language Requirement:
Recent Classroom Experience: Student must take a beginning level (first or second year) classroom-based course with at least 30 classroom hours in a foreign language. This course must be taken no more than three years prior to admission to the MA program. The course need not be taken for credit.

Advanced Proficiency: Advanced proficiency is defined as the equivalent of two full years or completion of a fourth-semester (or fifth-quarter) course in one foreign language or completion of a 3000-level (advanced) language course. Native speakers of languages other than English may count their native languages for this second foreign language requirement.

For more information, please see the Department of Linguistics Graduate Student Handbook.
APPENDIX 6: Program of Study for PhD

Coursework for Linguistics PhD
Effective Fall 2012

61 total credit 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 7011 Phonology I
LING 7012 Phonology II
LING 7021 Syntax I
LING 7022 Syntax II

**Language Acquisition:** Complete one of the following courses
LING 6024 Child Language Acquisition
LING 6060 Language and the Brain
LING 6190 Psycholinguistics
LING 7025 Second Language Acquisition

**Philosophical Foundations:** Complete one of the following courses
LING 6031 Philosophy and Linguistics
LING 7030 Semantics

**Specialization:**
Complete 7 courses (21 credit hours) from LING 6024- Ling 7900 and LING 7991. May not count 6800, 6970, 6980, or 7800. Students should register for 7000-level courses when possible.

**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.*
APPENDIX 7: Program of Study for PhD *Discontinued*

Linguistics PhD Program of Study

Only applicable to students admitted prior to Fall 2012

61 Total Credits Hours

**Required Courses:**
LING 7081 Pro-seminar (2)
LING 6011 Phonology I
LING 6012 Phonology II
LING 6021 Syntax I
LING 6022 Syntax II

**Core Clusters:** Students select one course from two different areas:

- **Acquisition:**
  LING 7025 Second Language Acquisition
  LING 6024 Child Language Acquisition
  LING 6190 Psycholinguistics
  LING 6060 Language and the Brain

- **Historical:**
  LING 7040 Sociolinguistics
  LING 6130 Historical Linguistics
  LING 6043 Endangered Lang and Reviv
  Philosophical Foundations:
  LING 6031 Philosophy and Linguistics
  LING 6030 Semantics

**Specialization and Comprehensive Exam Preparation:** 27 credit hours total
At least 21 hours must be LING at 7000 level. These 21 hours do not include LING 7960: Supervised PhD Comprehensive Exam Preparation which may be taken up to 6 hours.

**Thesis Research:**
14 hrs of LING 7970 Thesis Research

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

For more information, please see the Department of Linguistics Graduate Student Handbook.
APPENDIX 8: Program of Study PhD- General/Theoretical *Discontinued*

Department of Linguistics

Program of Study for PhD General/Theoretical (OLD)
ONLY APPLICABLE TO STUDENTS ADMITTED PRIOR TO FALL 2010

- 62 credit hours minimum required for the PhD General/Theoretical beyond the BA.
- Maximum transfer of credits: 6 hours.
- Students must complete Ling 1200, 4010/6010, 4020/6020 (or equivalents) before taking courses on this list. These pre-requisite courses do not count toward the graduate program of study.
- The Department reserves the right to substitute one course for another.

Each of the following:
Ling 6011 Intermediate Phonology (3)
Ling 6021 Intermediate Syntax (3)
Ling 6012 Advanced Phonology (3)
Ling 6022 Advanced Syntax (3)

Four of the following:
Students should pay careful attention to cohesion towards a dissertation topic.
Ling 6024 Child Language Acquisition (3)
Ling 6030 Semantics (3)
Ling 6031 Philosophy and Linguistics (3)
Ling 6040 Sociolinguistics (3)
Ling 6041 Bilingualism (3)
Ling 6043 Language Revitalization (3)
Ling 6130 Historical Linguistics (3)
Ling 6035 Pragmatics and Writing
Ling 6060 Language the Brain
Ling 6080 Psycholinguistics (3)
Ling 6080 Typology and Universals (3)
Ling 7025 Second Language Acquisition (3)

Two of the following:
“Structure of” (3)
“Topics in” (3)
Ling 6200 American Indian Languages (3)
Ling 6221 Nonstandard Varieties of Eng (3)

One of the following:
Ling 7170 Advanced Research Methods (3)
Ling 6210 Field Methods (3)

15 credit hours of pre-approved elective
Up to 6 of these hours may be Comprehensive Exam Preparation (Ling 7980)

14 credit hours of Thesis Research:
Ling 7970 Thesis Research

1 This is a Graduate School requirement for completion of the PhD.
APPENDIX 9: Program of Study PhD- L2 Theory & Research *Discontinued*

Department of Linguistics

Program of Study for PhD Applied L2 Theory and Research (OLD)

ONLY APPLICABLE TO STUDENTS ADMITTED PRIOR TO FALL 2010

- 62 credit hours minimum required for the PhD Applied Linguistics L2 Theory and Research beyond the BA.
- Maximum transfer of credits: 6 hours.
- Students must complete Ling 6810, 6170, 6233, 6816, 6818, 6812 (or equivalents) before taking courses on this list. These pre-requisite courses do not count toward the graduate program of study.
- The Department reserves the right to substitute one course for another.

Each of the following:
Ling 6011 Intermediate Phonology (3)
Ling 6021 Intermediate Syntax (3)
Ling 7025 L2 Theory I (3)
Ling 7026 L2 Theory II (3)
Ling 7170 Advanced Research Methods (3)

One of the following:
Ling 6012 Advanced Phonology (3)
Ling 6022 Advanced Syntax (3)

Two of the following:
Ling 6030 Semantics (3)
Ling 6080 Psycholinguistics(3)
Ling 6040 Sociolinguistics (3)

24 credit hours of pre-approved elective courses
Up to 6 of these hours may be Comprehensive Exam Preparation—Ling 7980

14 credit hours of Thesis Research:¹
Ling 7970 Thesis Research

¹ This is a Graduate School requirement for completion of the PhD.
APPENDIX 10: Program of Study PhD- L2 Program Admin *Discontinued*

PhD L2 Program Administration Student Advising Sheet

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Sem/Yr</th>
<th>Credits</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses for All PhD Applied Students (15 credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LING 6011 Intermediate Phonology (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LING 6021 Intermediate Syntax (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LING 7025 L2 Acquisition Theory I (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ling 7026 L2 Acquisition Theory II (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LING 7170 Advanced Research Methods (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Courses for All PhD L2 TEACHER EDUCATION (12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LING 7820 L2 Program Administration (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LING 7880 Seminar: Program Admin. (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LING 7823 Practicum: Program Admin. (6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Elective hours- must be at 6000 level and above and be pre-approved by Chair of Supervisory Committee</td>
<td>(6)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Linguistics 7960 Directed Readings for Comprehensive Exam Preparation (3-6)

Linguistics 7970 Thesis Research for Doctoral Students (14)

At least 60 total hours required beyond the BA degree

Foreign Language Requirement:

Signature- Student Date: 
Signature- DGS Date: 

*RA's lose eligibility for the tuition benefit program after 84 graduate credits.*
APPENDIX 11: Request for Supervisory Committee form

Request for Supervisory Committee

DUE: April 15th of the 2nd semester of graduate study

Complete and submit to the Academic Coordinator.

Name: James Barrie
UNID: 00123456
Email: james.barrie@utah.edu
Date: 7/1/2014

Program: MA [ ] PhD [✓]

Supervisory Committee Guidelines:

MA: Supervisory Committee must consist of three faculty members, the majority of whom must be regular faculty in the Department of Linguistics. If faculty members outside of the University of Utah serve as members of the committee, the outside members’ CV must be submitted to the Academic Coordinator along with this form.

PhD: Supervisory Committee must consist of five faculty members, the majority of whom must be regular faculty in the Department of Linguistics. One member of the 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. If faculty members outside of the University of Utah serve as members of the committee, the outside members’ CV must be submitted to the Academic Coordinator along with this form.

Please type the names and have the members initial or sign next to their name.

Chair: Rachel Hayes-Harb

Member: Shannon Barrios Department: Linguistics
Member: Steve Sternfeld Department: Linguistics
Member: Aaron Kaplan Department: Linguistics
Member: Jane Hacking Department: Languages and Literature

The above committee members have been nominated to serve on the student’s supervisory committee. Committee appointments are not final until approved by the Dean of the Graduate School.

For Academic Coordinator Only:

Approved by: ___________________ Date: ___________________

Director of Graduate Studies

Notes: ___________________________________________________________
APPENDIX 12: Request to Change Supervisory Committee form

DEPARTMENT OF LINGUISTICS
THE UNIVERSITY OF UTAH

Request to Change Supervisory Committee

Complete and submit to the Academic Coordinator.

Name: James Barrie
Email: james.barrie@utah.edu
Program: MA □ PhD □
UNID: 00123456
Date: 7/1/2014

Current Committee

Chair: Aniko Csirmaz
Member: Ben Slade
Member: Ed Rubin
Member: __________________________
Member: __________________________

Proposed Committee

Chair: Aniko Csirmaz
Member: Ben Slade
Member: Pat Hanna
Member: __________________________
Member: __________________________
Department: Linguistics
Department: Linguistics

Reason for Change:
Change of thesis focus

The above committee members have been nominated to serve on the student’s supervisory committee. Committee appointments are not final until approved by the Dean of the Graduate School.

For Academic Coordinator Only:

Approved by: __________________________ Date: __________________________
Notes: __________________________

Director of Graduate Studies
APPENDIX 13: Program of Study Form: Part 1

Program of Study

DUE: 2 Months Preceding Semester of Graduation

Complete and submit to the Academic Coordinator.

Name: James Barrie
Email: james.barrie@utah.edu
Program: MA ✓  PhD  Expected Completion Date: Spring 2016

UNID: 00123456
Date: 7/1/2014

Please fill out appropriate degree/emphasis program of study and submit with this form. Coursework and thesis hours should be projected through the intended date of completion.

Background and/or undergraduate courses required for qualification as a graduate student in the major subject normally do not count toward the degree. Please note that Faculty Consultation may not count on a program of study.

The attached program of study has been approved by the student’s supervisory committee listed below.

Chair: Aniko Csirmaz
Signature:

Member: Ben Slade
Signature:

Member: Pat Hanna
Signature:

Member: ____________________________
Signature:

Member: ____________________________
Signature:

Please note that the majority of the signatures of the supervisory committee need to be original signatures. The chair must be included in this majority.

For Academic Coordinator Only:

Approved by: ____________________________ Date: ____________________________

Director of Graduate Studies

Notes: ________________________________________________________________
# APPENDIX 14: Program of Study form for MA

## Program of Study: Linguistics MA
Effective August 2014

Name: James Barrie  
UNID: 00123456

*LING 1200: Introduction to the Study of Language, 5010: 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.*

### Requirements

36 Total Credits Hours

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Sem/Yr</th>
<th>Grade</th>
<th>Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 6011 Phonology I</td>
<td>F14</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>LING 6012 Phonology II</td>
<td>S15</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>LING 6021 Syntax I</td>
<td>F14</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>LING 6022 Syntax II</td>
<td>S15</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**Language Acquisition: One of the following**

| LING 6024 Child Language Acquisition   | F14    | A     |              |
| LING 6025 Second Language Acquisition  | F14    | A     |              |

**Philosophical Foundation: One of the following**

| LING 6031 Philosophy and Linguistics   | S15    | B+    |              |
| LING 6030 Semantics                    |        |       |              |

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

| LING 6030                                 | S16    | A     |              |
| LING 6200                                 | F15    | A     |              |
| LING 6170                                 | F15    | A     |              |
| LING 6080                                 | S16    | A     |              |

**Thesis Hours:** 6 hrs of LING 6970: Thesis Research

| LING 6970                                 | F15    | A     |              |
| LING 6970                                 | S16    | A     |              |

**Foreign Language Requirement:**

Standard proficiency: ☐  
Advanced proficiency: ☑

| Portuguese 2020                           | S15    | A     |              |
APPENDIX 15: Program of Study form for PhD

Program of Study: PhD in Linguistics  
Effective August 2010

Name: James Barrie  
UNID: 00369458

61 Total Credits Hours

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Sem/Yr</th>
<th>Grade</th>
<th>Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 7001 Pro-seminar (2)</td>
<td>F11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LING 7011 Phonology I</td>
<td>S11</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>LING 7012 Phonology II</td>
<td>S12</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>LING 7021 Syntax I</td>
<td>F11</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>LING 7022 Syntax II</td>
<td>S12</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**Language Acquisition:** Complete one of the following
- LING 6024 Child Language Acquisition  | S13    | A     |              |
- LING 6060 Language and the Brain    |        |       |              |
- LING 6190 Psycholinguistics          |        |       |              |
- LING 7025 Second Language Acquisition|        |       |              |

**Philosophical Foundations:** Complete one of the following
- LING 6031 Philosophy and Linguistics | S12    | A     |              |
- LING 6030 Semantics                |        |       |              |

**Specialization:**  
Complete 7 courses (21 credit hours) from LING 6924- LING 7900 and LING 7991. May not count 6900, 6970, 6980, or 7990. Students should register for 7900-level courses when possible.

- LING 7025  | F11    | A     |              |
- LING 6950  | S12    | A     |              |
- LING 6130  | F12    | A     |              |
- LING 7081  | F12    | A     |              |
- LING 7081  | F12    | A     |              |
- LING 6950  | S13    | A     |              |
- LING 7170  | S13    | A     |              |
- LING 6991  | F13    | A     |              |
- LING 6991  | F13    | A     |              |

**Comprehensive Exam Preparation:**
- LING 7970  | S14     | (6) A   |              |

**Thesis Research:** 14 hrs of LING 7970:
- LING 7970  | F14    | A     |              |
- S14        | A     |       |              |
- F15        | A     |       |              |
- S16        | A     |       |              |

**Foreign Language Requirement:**
- Standard proficiency: ✓  
- Advanced proficiency: ☐  
- ARABIC 2020  | S12    | A     |              |
- Standard proficiency: ☐  
- Advanced proficiency: ✓
- MLA- Spanish | S13    |       |              |
APPENDIX 16: MA Thesis Proposal Approval form

DEPARTMENT OF LINGUISTICS
THE UNIVERSITY OF UTAH

MA Thesis Proposal Approval
For Thesis Students
(Master's Comprehensive Exam in Graduate Student Tracking)

Complete and submit to the Academic Coordinator.

Name: James Barrie
Email: james.barrie@utah.edu
UNID: 00123456
Date: 7/1/2014

Expected Graduation Date: Spring 2016
Date of Approval: 7/1/2014

Passed: ✓ Failed: □

Chair: Aniko Csirmaz
Signature: ____________________________
APPENDIX 17: MA Thesis Defense form

MA Thesis Defense
(Thesis Defense Final Exam in Graduate Student Tracking)

Complete and submit to the Academic Coordinator.

Name: James Barrie
UNID: 00123456
Email: james.barrie@utah.edu
Date: 7/1/2014

Date of Exam: 7/1/2014

Passed: ☑ Failed: ☐

Chair: Aniko Csirmaz
Signature: ________________________________

Member: Ben Slade
Signature: ________________________________

Member: Pat Hanna
Signature: ________________________________

Member: ________________________________
Signature: ________________________________

Member: ________________________________
Signature: ________________________________

Please note that the majority of the signatures of the supervisory committee need to be original signatures. The chair must be included in this majority.
APPENDIX 18: PhD Comprehensive Exam form

DEPARTMENT OF LINGUISTICS
THE UNIVERSITY OF UTAH

PhD Comprehensive Exam

Complete and submit to the Academic Coordinator.

Name: James Barrie
Email: james.barrie@utah.edu
UNID: 00123456
Date: 7/1/2014
Expected Graduation Date: Spring 2017

Date of Exam: 7/1/2014

Passed: ☑️  Failed: ☐

Chair: Rachel Hayes-Harb
Signature: ____________________________
APPENDIX 19: PhD Dissertation Proposal Defense form

DEPARTMENT OF LINGUISTICS
THE UNIVERSITY OF UTAH

PhD Dissertation Proposal Defense
(Doctoral Qualifying Exam in Graduate Student Tracking)
Complete and submit to the Academic Coordinator.

Name: James Barrie
Email: james.barrie@utah.edu
Expected Graduation Date: Spring 2016
Date of Exam: 7/1/2014

Passed: ☑ Failed: □

Chair: Rachel Hayes-Harb
Member: Shannon Barrios  Signature: __________________________
Member: Steve Sternfeld  Signature: __________________________
Member: Aaron Kaplan  Signature: __________________________
Member: Jane Hacking  Signature: __________________________

Please note that the majority of the signatures of the supervisory committee need to be original signatures. The chair must be included in this majority.
APPENDIX 20: PhD Dissertation Defense form

PhD Dissertation Defense
(Thesis Defense Final Exam in Graduate Student Tracking)
Complete and submit to the Academic Coordinator.

Name: James Barrie
-------------------- UNID: 00123456
Email: james.barrie@utah.edu Date: 7/1/2014

Expected Graduation Date: Spring 2015

Date of Exam: 7/1/2014

Passed: ✓ Failed: □

Chair: Rachel Hayes-Harb
---------------------- Signature:________________________

Member: Shannon Barrios
------------------------ Signature:_______________________

Member: Steve Sternfeld
------------------------ Signature:_______________________

Member: Aaron Kaplan
----------------------- Signature:_______________________

Member: Jane Hacking
-------------------- Signature:_______________________

Please note that the majority of the signatures of the supervisory committee need to be original signatures. The chair must be included in this majority.
## APPENDIX 21: Linguistics Department Faculty

### Tenured/Tenure Line Faculty in the Department of Linguistics Academic Year 2014-2015

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon Barrios</td>
<td>Assistant Professor</td>
<td><a href="mailto:s.barrios@utah.edu">s.barrios@utah.edu</a></td>
</tr>
<tr>
<td>MaryAnn Christison</td>
<td>Professor</td>
<td><a href="mailto:ma.christison@utah.edu">ma.christison@utah.edu</a></td>
</tr>
<tr>
<td>Aniko Csirmaz</td>
<td>Assistant Professor</td>
<td><a href="mailto:aniko.csirmaz@utah.edu">aniko.csirmaz@utah.edu</a></td>
</tr>
<tr>
<td>Patricia Hanna</td>
<td>Professor</td>
<td><a href="mailto:p.hanna@utah.edu">p.hanna@utah.edu</a></td>
</tr>
<tr>
<td>Rachel Hayes-Harb</td>
<td>Associate Professor</td>
<td><a href="mailto:r.hayes-harb@utah.edu">r.hayes-harb@utah.edu</a></td>
</tr>
<tr>
<td>Aaron Kaplan</td>
<td>Assistant Professor</td>
<td><a href="mailto:aaron.kaplan@utah.edu">aaron.kaplan@utah.edu</a></td>
</tr>
<tr>
<td>Adrian Palmer</td>
<td>Associate Professor</td>
<td><a href="mailto:adrian.palmer@utah.edu">adrian.palmer@utah.edu</a></td>
</tr>
<tr>
<td>Edward Rubin</td>
<td>Associate Professor</td>
<td><a href="mailto:e.rubin@utah.edu">e.rubin@utah.edu</a></td>
</tr>
<tr>
<td>Benjamin Slade</td>
<td>Assistant Professor</td>
<td><a href="mailto:b.slade@utah.edu">b.slade@utah.edu</a></td>
</tr>
<tr>
<td>Steven Sternfeld</td>
<td>Associate Professor</td>
<td><a href="mailto:steven.sternfeld@utah.edu">steven.sternfeld@utah.edu</a></td>
</tr>
<tr>
<td>Ruth Watkins</td>
<td>Professor</td>
<td></td>
</tr>
<tr>
<td>Johanna Watzinger-Tharp</td>
<td>Associate Professor</td>
<td><a href="mailto:j.tharp@utah.edu">j.tharp@utah.edu</a></td>
</tr>
</tbody>
</table>