



**DEPARTMENT OF WORLD LANGUAGES & CULTURES**  
THE UNIVERSITY OF UTAH

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# Graduate Student Handbook

Revised August 2024

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# INTRODUCTION

Welcome to the graduate division of the Department of World Languages & Cultures!

As a student in our programs, you will participate in rethinking traditions of world literature, culture, and language. Our various programs provide you with historical and cultural coverage of national traditions as well as the theoretical foundations and methods of contemporary literary criticism paired with an emphasis in Second Language Acquisition. Students pursuing a higher degree in the Department of World Languages & Cultures work among nationally renowned specialists in their fields, as well as exceptional scholars from 14 national language traditions who participate in the graduate program through CLCS.

Students in our programs have access to interdisciplinary programs of study offered through the Middle East Center, the Asia Center, and the other interdisciplinary programs offered in the College of Humanities. We pride ourselves in our ability to provide students with a truly interdisciplinary and international education and encourage our students to pursue a concentration in a second language or work toward a dissertation with an interdisciplinary or multinational focus. We highly encourage study abroad and international experiences.

Our students are an engaging and diverse group. Students in the Department of World Languages & Cultures organize a bi-annual Graduate Student Conference that brings to campus graduate student scholars from the Intermountain West. Our students present at national and international conferences and have gone on to excellent doctoral programs and/or secured jobs in secondary as well as university education around the country. We encourage our students to view their education broadly and supplement their programs of study with courses in foundation and non-profit management, Museum Studies and/or International Studies.

Note: This handbook records all departmental regulations, but not all Graduate School policies and requirements. Students must familiarize themselves with those policies at <https://gradschool.utah.edu>. A student's program is governed by the policies in place on the date of initial matriculation. Interruptions in the continuity of a graduate degree program will require a student to meet the latest requirements. It is the graduate student's responsibility to be aware of revisions in their program or The Graduate School's policy, procedures, or regulations which might affect their academic status as a student in good standing.

## WLC ADMINISTRATION & STAFF

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### **Administration**

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## **GRADUATE SCHOOL ADMINISTRATION & STAFF**

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# GENERAL INFORMATION

## **Minimum Continuous Registration**

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

Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree including the defense of a project, thesis, or dissertation.

## **Residency Enrollment Requirements \***

At least 24 credit hours must be in resident study at the University of Utah. The Graduate Council may approve departmental or programmatic exceptions to the minimum residency requirements and proposals for new programs or academic offerings using distance learning technologies and/or off-campus sites, as provided by Graduate School policy.

\*Does not refer to or fulfill State Residency Requirements.

## **Leave of Absence/Family Medical Leave Policies**

### **Family Leave Policy**

The Department of World Languages and Cultures recognizes that a range of significant life events, including the birth or adoption of a child, might affect a student's ability to make timely progress through the degree program. The Department is committed to making reasonable accommodations for students who must take family or parental leave and who meet the criteria for being an "eligible caregiver" as defined in University Policy 6-315.

Non-emergency family leave will normally be granted for a period coinciding with one or more semesters during the academic year. Students are expected to notify the Director of Graduate Studies and file a Request for Leave of Absence (see below) at least three months prior to the beginning of the semester or semesters for which they are requesting leave. Students should not enroll in courses during the semester or semesters they are on leave.

Students with funding outside the department should verify disbursement policies with that organization. If family leave is granted for a semester during which a student would normally serve as a teaching fellow, the teaching fellowship will be discontinued for the leave period, but family leave will not be counted against a student's eligible semesters of teaching fellowship support.

Family leave will not adversely affect a student's good standing in the graduate program or his or her eligibility for fellowship support. Relevant deadlines for the completion of coursework, qualifying exams, and the dissertation prospectus defense will be extended by the number of semesters of family leave.

Students who experience a medical condition associated with pregnancy and require accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, faculty, and administration, to determine reasonable and effective accommodations. Students are limited to two applications for Family Leave during the course of their degree program. Family Leave shall not extend a student's eligibility for the Graduate School's Tuition Benefit Program.

### **Leaves of Absence**

Students in good standing who wish to discontinue their studies temporarily must file a Request for Leave of Absence. The form, available at <http://registrar.utah.edu/handbook/leave.php>, must be completed, signed, and submitted to the Graduate Advisor and the Registrar's Office. Leaves of absence are subject to the approval of the Dean of the Graduate School and may be granted in the following circumstances:

1. Leaves of absence are generally granted for reasons relating to illness, military service, pregnancy and/or childcare, or residence outside the state of Utah.
2. Leaves may be granted to students who, in the judgment of the department, are engaged in work that is beneficial to their academic goals, such as temporary teaching or professional employment that allows the student ultimately to complete the degree.
3. Leaves for other reasons may be granted with the approval of the Supervisory Committee Chair and the Graduate Director.

Students must apply for leaves of absence for a current semester by the midpoint for that semester (exact dates are listed on the Registrar website) and they cannot be granted retroactively. They must also officially withdraw from classes in any semester for which a leave is granted; failure to withdraw results in the report of E or EU grades for all classes. Leaves are granted for a **maximum of one academic year** and do not count toward the time period in which the student must complete the degree.

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 year at a time, and may be

renewed by submitting a new form to The Office of the Registrar. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

Students requiring longer leaves of absence will be discontinued from the program and must reapply before being allowed to return and finish their degrees.

The following protocols will be used in determining fellowship and assistantship renewals for graduate students who take a leave of absence:

1. The Director of Graduate Studies and the Graduate Committee recognize that some leave of absence requests will occur due to circumstances beyond the student's control, such as medical or family emergencies. Such involuntary or forced leaves of absence will not count against a student's eligible time as a Teaching Assistant or Teaching Fellow.

2. Student requests for leaves of absence for a full academic year must be approved by her or his supervisory committee chair and the Graduate Director by April 15 preceding the commencement of leave. If the student does not request such voluntary leave by April 15, the year of assistantship or fellowship eligibility will be forfeited.

Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a Request for Leave of Absence Form. The form must be approved and signed by the supervisory committee chair and department chair and then forwarded to the Registrar's Office for processing.

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
- other compelling reasons that the student's department believes is in the best interests of both the student and the University.

### **Maximum 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 masters and doctoral degree candidates. Requests for exceptions to this policy should be submitted in writing to the dean of The Graduate School by the student's supervisory committee chair. Students in the Tuition Benefit Program (TBP) are advised to refer to the TBP information page to review policies related to maximum hours. <http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>



## **Notice and Readmission**

All graduate students are required by the department to carry a grade point average of 3.0 or higher. Any student falling below a 3.0 will be placed on probation by the DGS and their academic work reviewed by the Graduate Committee.

Students who do not maintain registration as listed above will be 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 has taken a leave of absence. To re-enter 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’s website.

## **Minimum Grade Standards**

All students are expected to maintain a grade point average of at least 3.0. If a student is unable to complete a course, that student may ask the instructor for a grade of Incomplete (“I”). The student and instructor must set a deadline for completion of the remaining work for the course. According to University regulations, “I” grades must be removed within two semesters from the end of the course at issue. Unless a change of grade has been submitted within this time period, an “I” becomes an “E” grade. With an instructor’s approval, students may complete work for a course even after an I has become an E, if the instructor petitions the registrar for a change of grade consequent on a student’s completion of incomplete work. Students should be advised that incompletes are burdensome to faculty and students alike. To be making satisfactory progress, a student may carry no more than one incomplete at any time. Otherwise, the student is subject to review.

## **Policy on Incompletes**

The grade of Incomplete is given when special circumstances intervene to prevent the timely completion of coursework. The work should be completed as expeditiously as possible; no later than one year after the course was taken. To ensure that instructors have sufficient time to review the outstanding work and file grades in accordance with the registrar’s timeline, students are strongly encouraged to submit their incomplete work to instructors by the middle of the semester for which they hope to have their incomplete status rectified. In the exceptional circumstance that a student has two or more incompletes reflected on their records in any semester, they should supply a plan for the timely completion of that coursework to their advisors and the Director of Graduate Studies.

## **Offices, Mailboxes, Computers**

Each student may be allotted desk space in the LNCO 1200 wing, as well as a locker. The copy

room in LNCO 1400 is open during regular WLC office hours and all students can print there. Mailboxes are also located in the copy room. All mail will be delivered there (this includes library books).

### **Communication**

All departmental and university communication takes place through University e-mail. Any student enrolled at the University of Utah **must** check their University of Utah e-mail account.

### **Graduate Record File**

Each graduate student has a Graduate Record File with The Graduate School. Graduate students should check their Graduate Record periodically. You can do so in CIS on the Student Homepage by clicking on Graduation, then Graduate Student Summary.

### **Required Paperwork**

Most necessary forms can be found on the Department website:

[https://languages.utah.edu/graduate/current\\_students.php](https://languages.utah.edu/graduate/current_students.php)

### **Teaching Assistantships**

Teaching Assistantships are available for both new and returning MA and PhD students. These positions are awarded in the spring for the following academic year.

The Teaching Assistantship includes participation in the Tuition Benefit Program which provides tuition remission and health insurance along with a stipend. Requirements for students participating in the Tuition Benefit Program can be found here:

<https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>

For more information and the application, please see:

<https://languages.utah.edu/graduate/fundingopportunities.php>

## **SAFETY & WELLNESS**

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

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

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

## **INTERNATIONAL STUDENTS**

There are a number of issues unique to international students. The International Student and Scholar Services of the Office for Global Engagement (410 Olpin Union; 1-8876) has a variety of resources to assist students in dealing with these issues. International students must remain in regular communication with International Student and Scholars Services to ensure that issues with visas, identification and student status are resolved properly and efficiently.

### **Health Insurance Requirement**

All new students will automatically be enrolled in the University of Utah Student Health Insurance Plan administered by United Healthcare Student Resources. Students with existing insurance plans may be eligible to apply for a waiver of the insurance requirement if their coverage is equivalent to or better than the plan offered by the University. See Health Insurance and Immunizations for more information.

### **Nonresident Tuition**

All international students are considered nonresident with respect to tuition. The cost of tuition for nonresidents is approximately three times the cost for residents with the exception of the tuition charged for 'Thesis Research' credits. For Thesis Research, tuition charges are the same for residents and nonresidents. Beginning in the semester in which their cumulative registration at the University of Utah exceeds 84 credit hours, international students should register ONLY for Thesis Research.

NOTE: If international students register for ANY courses other than Thesis Research at any time after they reach 84 credit hours, the ENTIRE tuition bill for that semester (including Thesis Research credits) will be charged at the nonresident rate.

### **Summer Registration**

International students do not need to register in the summer unless they are taking coursework or taking their qualifying or dissertation exam. All students must be registered for summer if their Qualifying Exam or Final Oral Examination (Dissertation Defense) takes place in summer semester.

### **International Student Fee**

For every semester, international students are required to pay an international student fee (currently \$150), in addition to their tuition. This fee is not paid by the tuition benefit program run through the Graduate School and must be paid by the student.

### **I-20 Forms**

A student who intends to leave the country must have International Student and Scholar Services certify that they are a student in good standing by signing the I-20 form in their passport, or the student will not be allowed to re-enter the country. The I-20 signature is valid for only 6 months.

## **ITA (International Teaching Assistantship) Program**

All graduate students who are non-native speakers of North American English must be cleared by the ITA Program in order to be eligible for tuition benefits awarded for work as Teaching Assistants.

The ITA Training is designed to increase general understanding of the educational system in the US generally and at the University of Utah specifically. It consists of reading & writing assignments, video viewing & reflections, and information sharing with other candidates.

The student's home department or program submits a request for students who need clearance. Interested students should contact the Director of Graduate Studies or Graduate Advisor in their home department. Use of U Mail is required for receiving and sending email to the ITAP administrator.

## **Leaves of Absence for International Students**

Vacation semesters are automatically granted to all students during the SUMMER semesters. Students are not eligible for a vacation semester during the fall or spring semesters.

Please NOTE the following important changes to the Vacation Semester Policy:

- Students will no longer need to submit vacation requests to ISSS, but will instead be automatically granted vacation in the summer
- Students may still choose to take full time courses in the summer if they wish
- Students may no longer request to be below full time for the purpose of a vacation in the Spring or Fall semester
- Students may still choose to take courses at another university during their summer semester as long as they request a letter to attend another school from ISSS
- Students will NOT be allowed to participate in Full-time CPT or on campus work during Spring or Fall semesters (unless during official university breaks such as Spring break or Fall break). Students MAY participate in Full-time CPT or on campus work during their summer vacation semester

# **GRADUATE ADVISING AND REVIEW**

## **Director of Graduate Studies (DGS)**

The DGS serves as the representative of the Department's graduate program mission and oversees and handles all communication with the Graduate School and Graduate Admissions regarding policy, procedures, and admissions issues. Together with the Graduate Committee, the DGS ensures the establishment and implementation of graduate program policies and their alignment with the research, teaching, and service missions of the Department.

## **Supervisory Committee**

The Supervisory Committee is vital to a student's graduate program. This committee approves the student's academic program, prepares and evaluates the comprehensive examination, approves the thesis or dissertation prospectus and the thesis or dissertation itself, and administers and judges the final oral examination. Decisions concerning program requirements, examination, and the thesis/dissertation are made by majority vote of the committee. It is expected that **all** members of the Supervisory Committee will be present in order to hold any **formal** meeting, which may result in an official committee action. Circumstances may exist, however, that make this expectation an unreasonable burden on the candidate or committee. In those cases, the Supervisory Committee Chair will consult with the Director of Graduate Studies to arrange an alternative that still provides for full participation by the majority of the committee.

## **Graduate Academic Advisor**

Most technical questions regarding the graduate program and its requirements are handled by the Graduate Academic Advisor. The Graduate Academic Advisor maintains all graduate student records for the department and assists the DGS in helping graduate students achieve success.

## **Annual Review**

The DGS, along with the committee chair for each student, reviews all graduate students annually. The purpose of the review is to assess the overall progress of each student in the program and to identify how faculty can assist each student to achieve success in the program. Each student is required to submit an annual progress statement outlining their goals for the forthcoming year and their success in the program thus far.

## **Graduate Student Orientation**

A mandatory orientation session for all incoming graduate students will be held before the beginning of the fall semester. This meeting will introduce students to departmental policies and

requirements and provide information about Graduate School requirements. Students are encouraged to meet with faculty members throughout their first semester to discover mutual interests and discuss goals and objectives.

For those students who receive a Teaching Assistantship, orientation stretches out into a mandatory TA workshop during the week prior to the start of fall semester. The goal of the orientation is to introduce new TAs to best practices of teaching introductory language courses and provide the tools needed to teach effectively and promote the excellence we expect from our TAs. Returning TAs are required to attend some portion of the workshop each year, as determined by the DGS and Graduate Student Advisor.

## **Departmental Procedures**

### **A. Procedure for Resolving Problems in a Student-Faculty Advisor Research Relationship**

Occasionally problems arise in the research relationship between a graduate student and faculty advisor. We encourage open communication and informal problem resolution but ultimately either the graduate student or the mentor may wish to terminate the research relationship because of dissatisfaction. It is important that both parties respect the needs of the other. The following guidelines are designed to help accomplish this.

Note that at any stage during the processes described below, the student may confer with his/her supervisory committee and/or the DGS, who will serve as an advocate for the student.

If either the student or faculty advisor is dissatisfied with the research relationship, they should make every effort to communicate their concerns to the other at an early stage of dissatisfaction.

However, if the perceived deficiencies persist and they are unable to resolve their concerns informally, they should initiate the following procedures:

- Schedule a meeting between the advisor and student in which they document in writing the specific concerns, the steps required to remedy the problems and a reasonable time frame to resolve the issues. The student may wish to invite the DGS to this meeting.
  - This document should be signed by both advisor and student, and a copy given to the DGS to place in the student's file.
  - If deficiencies are corrected within the probationary period, this should be documented in writing and a copy of this letter sent to the DGS.
- If the issues are not resolved within the designated time frame, the student and/or advisor should schedule a meeting with the supervisory committee, including the DGS if desired, to work toward resolving the situation. The student and/or advisor should document the outcome on a "Report of the Supervisory Committee" and circulate the document to all committee members and the DGS.

- If after these steps, the student or advisor wishes to dissolve the research relationship they should notify the other party and the DGS in writing, giving reasons for the dissolution and listing a termination date at least 15 days after the date of the letter.
  - If the student disagrees with the decision of the mentor, he/she may submit, within 10 days of receipt of the notice of dismissal, a written appeal to the DGS, who could then determine whether to involve the Graduate Committee, depending on the nature of the problem.
- A student who chooses to replace his/her advisor and start a new project will most likely need to establish a new supervisory committee, *and prepare and defend a new dissertation proposal*. If the student is unable to identify another advisor in which to do dissertation research, the student will be dismissed from the program.

## **B. Procedure for Implementing Standards of Academic Performance and Conduct**

The following procedures describe the department's implementation of the Standards of Academic Performance and Standards of Academic Conduct described above and in the University's Student Code. Communication between students, the faculty and the DGS must be through email with the appropriate parties cc'd and only using utah.edu email addresses. All students are therefore required to check their University of Utah email account periodically but at least daily, in order to ensure they receive necessary communications from the Program. If requested, documents can also be provided to the student in hard copy. All actions are to be included within the student's file held in the department office.

### **Purpose**

The Department of World Languages and Cultures takes matters of academic misconduct very seriously because absolute trust is required for successful academic research and training, and because integrity and reputation are the currency on which scholars are evaluated and rewarded. Academic misconduct can seriously harm both education and research, and can ruin careers and institutional reputations. To assure academic integrity, the department has established the following internal procedures that implement the University's Student Code. To ensure that the student has adequate counsel, the DGS may serve as an advisor for the student throughout any misconduct proceedings, although the student has a right to be accompanied by any person as advisor, including legal counsel, who may attend but not directly participate in the proceedings, as described in the Student Code, Policy 6-400.

### **Informal Resolution**

The Student Code and the department encourage informal resolution of minor problems involving academic standards. Students are urged to discuss problems with the involved



instructor(s), their advisor, the DGS, and/or the Department Chair. However, with serious violations or cases of multiple instances, a more formal resolution is required. Such cases will be handled by the departmental Graduate Committee.

### **Standards of Academic Performance**

(See Section IV of the University Student Code, Policy 6-400)

#### *Instructor-initiated academic actions*

As written in the Student Code (A), faculty members are qualified professionals capable of judging the academic performance of students in their courses. The instructor has the right to assign any final grade (including credit/no credit and pass/fail) that they feel appropriately reflects the student's performance in the course. The student has the right to appeal this grade but only on the grounds that the grade assignment was "arbitrary and capricious" (as defined in the Student Code). Appeals for grade changes must be made in compliance with the Student Code, Policy 6-400.

#### *Program-initiated academic actions*

The DGS will monitor student's progress throughout the year and inform the student, the student's advisor, the Supervisory Committee, and the Department Chair of perceived failures to meet the department's academic performance standards. These failures may include, but are not limited to: 1) failure to pass all courses (core, elective and remedial) with a grade of B or better; 2) a cumulative GPA of less than 3.0; and 3) unsatisfactory completion of academic duties or research performance. If it is determined that the student has failed to meet the relevant academic standards of the program, the DGS will inform the student in writing of any academic action which may include probation, loss of financial support or dismissal from the program.

### **Standards of Academic Conduct**

(See also: Section V of the University Student Code)

The department follows the process outlined in University Policy 6-400 to report, evaluate and act upon accusations of academic misconduct. All faculty and students should be familiar with this process.

A student accused of academic misconduct while maintain the TAsip through the semester or year it was awarded throughout the entirety of the department's process, including any Graduate Committee review process. If, once the process is complete, the Department Chair decides upon termination of the student from the Program, funding will be terminated after fifteen (15) days.

# DEGREE REQUIREMENTS

## Master of Arts Degree

### Selection of the Supervisory Committee

A supervisory committee must consist of three faculty members, the majority of whom must be regular (tenured or tenure track) faculty in the student's major department. If a graduate student's preliminary work is deficient, the supervisory committee may require supplementary undergraduate courses for which no graduate credit is granted.

#### **WLC.MA – emphases in CLCS, French, Spanish**

During the second semester of graduate study, students should determine and solicit a faculty member in their area of research to serve as chair of their committee. In consultation with their committee chairperson, the student should identify and solicit two additional faculty members to serve on the committee. The student must complete the department's Master Supervisory Committee Form with signatures from all members. The form is then submitted to the department's Graduate Advisor who retains a copy in the student's departmental file and inputs the committee members into the student's Graduate Record File.

#### **MALP – emphases in Chinese, Japanese, Portuguese, Russian, Spanish**

During the second semester of graduate study, students should determine and solicit a faculty member in their area of research to serve as chair of their committee. In consultation with their committee chairperson, the student should identify and solicit two additional faculty members to serve on the committee. The student must complete the department's Master Supervisory Committee Form with signatures from all members. The form is then submitted to the department's Graduate Advisor who retains a copy in the student's departmental file and inputs the committee members into the student's Graduate Record File.

#### **MALP with Secondary Licensure**

The committee should include a secondary licensure program advisor and the faculty liaison for the secondary licensure program in the College of Education. In consultation with the program advisor, students select two additional members in their language area from the Department of World Languages & Cultures. Students may request that either the program advisor or the additional department faculty member serve as the Supervisory Committee chair. Finally, students complete a "Master Supervisory Committee" form, which is submitted to the department's Academic Advisor. This form is available on the Department website and remains in students' departmental file. After approval is granted, the Academic Advisor forwards the information to the Graduate School.

## **Credit Hour Requirement**

MA candidates must complete a minimum of 30 graduate credit hours. Students should understand that some programs might require more than this minimum. Inclusion of transfer or non-matriculated credit in a student's program of study requires the approval of the supervisory committee and the Graduate School.

## **Criteria for Dismissal from the Program**

Master's students may be dismissed from the program for failure to achieve any of the following:

1. Officially register documentation of a supervisory committee and supervisory committee chair by the end of their 3rd semester as a master's student.
2. Continuously maintain contact with their official advisor and supervisory committee through completion of the program.
3. Make acceptable yearly progress toward the degree as determined by the supervisory committee.

## **Program of Study**

MA candidates must devote a minimum of 30 credit hours to their graduate courses (i.e., courses numbered 5000 and above) and thesis/nonthesis/project. Some programs require more than 30 hours. A minimum of 20 hours must be in course work, with the balance in 6970 thesis hours or nonthesis/project hours. For thesis-based degrees, a minimum of six credits of 6970 thesis research is required. All course work counted toward the degree must be approved by the student's supervisory committee.

One semester prior to graduation, MA candidates must complete the Program of Study Form. The student's committee chair must approve it. Once entered into the student's Graduate Record File, the student's entire committee and DGS will approve the program.

## **Exit Requirements**

Available options for your exit requirements may vary depending on your language section and supervisory committee. The possible options are:

1. Thesis
2. Non-Thesis project
3. Exam

## **Thesis**

Please see graduate website for specific program requirements:

<https://languages.utah.edu/graduate/ma.php>

Candidates choosing the Thesis option for the M.A. degree in any of our programs will prepare a thesis that contributes to the field's scholarship. The thesis topic should correspond to the faculty's areas of specializations. The Supervisory Committee will evaluate the thesis, determine its acceptability, and/or administer a final oral exam based in part on the thesis. M.A. students must take a minimum of 6 credit hours of thesis research (WLC 6970) to be applied toward the M.A. degree. Although supervision of the research and writing of the thesis shall be the province of the thesis director (in most cases, the Supervisory Committee Chair), students are expected to advise other Supervisory Committee members of the work in progress. A draft of the thesis shall be submitted to each member of the Supervisory Committee at least one month prior to the final oral examination. The style and format of the thesis must accord with departmental policies as administered by the Thesis Editor of the Graduate School.

<https://gradschool.utah.edu/thesis/index.php>

### **Thesis Prospectus**

Candidates who chose the thesis option for any of our M.A. degrees will present a prospectus for their thesis to their Supervisory Committee for approval **by April of the second semester**. A departmental form summarizing the action of the committee, along with a copy of the approved prospectus, must be filed in the departmental graduate office following the prospectus meeting.

### **Thesis Defense**

Defend the thesis or dissertation at a public oral examination scheduled and announced by the committee. The defense should be scheduled early enough for the student to make any changes requested by the committee and submit the departmentally-approved manuscript to the Thesis Office for Format Approval by deadlines posted to Thesis Office website. Please see the Thesis Office website for more details: <https://gradschool.utah.edu/thesis/>

### **Portfolio + Oral Exam**

(please see graduate website for specific program requirements

<https://languages.utah.edu/graduate/masters-program.php> )

### **Portfolio**

Candidates choosing the Portfolio option for any of our M.A. degrees shall submit to the members of their supervisory committee a portfolio of materials during the final semester of their coursework the scope of which will be determined in consultation with the supervisory committee.

### **Oral Exam**

The candidate's Supervisory Committee will conduct an oral examination of no more than one hour soon after the submission of a complete portfolio. The oral examination shall be chaired by the Supervisory Committee chair and will cover the contents of the portfolio, including questions that require the candidate to consider broad conceptual themes. Under normal circumstances, the candidate will pass this exam **at least three weeks prior to graduation**. In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's master's program. The student's Supervisory Committee Chair shall inform the student in writing of the results of the examination. A copy of this letter shall be placed in the student's departmental file.

### **Qualifying Exams**

*Please note: qualifying exams are the **default option** for graduating MALP students.*

During the last semester in the program, the student will take both a written and an oral exam called the Master's Exam. The Master's Exam will consist of 3 questions drawn from the two core areas and the student's elective area as described in the MALP reading list. The elective area will be selected by the student before the last semester of coursework and in consultation with the chair of his/her supervisory committee. The written portion of the exam will be completed over two days with 3 hours dedicated to each section. The student will receive one or several questions for each area and will have to respond to them without access to any external sources (books, articles, notes, etc.). Approximately a week after the written exam, the Supervisory Committee will schedule a follow-up oral exam in which the student and the committee will discuss the student's responses to the written exam questions. The oral exam will last approximately one hour.

### **Time Limit**

All work for the master's degree must be completed within four consecutive calendar years. On recommendation of the student's supervisory committee, the dean of The Graduate School can modify or waive this requirement. If the student exceeds the time limit and is not granted a modification or waiver, the department has the option to discontinue the student.

# DEGREE REQUIREMENTS

## Doctoral Degree

### Supervisory Committee

Each supervisory committee consists of five faculty members. The committee chair and the majority of the committee must be regular (tenured or tenure-track) faculty in the student's department. One member of the committee must be appointed from outside the student's major department. The outside member is typically from another University of Utah department. However, the Dean of The Graduate School may approve requests to appoint a committee member from another university where appropriate justification and supporting documentation is provided. The supervisory committee is responsible for approving the student's academic program, preparing and judging the qualifying examinations, approving the dissertation subject and final dissertation, and administering and judging the final oral examination (dissertation defense).

### **World Languages & Cultures PhD - emphasis in CLCS**

Doctoral students compose a committee of five faculty members, one of whom must be from outside the Department of World Languages & Cultures. The Committee is chaired by the student's mentor, who is usually identified at the time of entry into the program, and should be constituted no later than the third semester of coursework in preparation for the Qualifying Exams and the Dissertation Proposal.

### Minimum Continuous Registration

PhD candidates must be regularly enrolled at the University and register for a minimum of 14 credit hours of Thesis Research (7970) after the completion of coursework. Students who have requested a leave of absence or have not registered for credit hours during the completion of their dissertations must register for 1-3 credit hours to remain in status during the semester in which the final Dissertation Defense takes place.

### Criteria for Dismissal from the Program

Doctoral students may be dismissed from the program for failure to achieve any of the following:

1. Maintain a minimum GPA of 3.0
2. Officially register documentation of a supervisory committee and doctoral advisor by the end of their 5th semester as a doctoral student.
3. Continuously maintain an official advisor and supervisory committee from **the third semester** of official registration through completion of the program.
4. Pass qualifying exams at the latest by the end of their 4th year in the doctoral program.
5. Make acceptable yearly progress toward the degree as determined by the supervisory committee.

## **Program of Study**

PhD Candidates must complete no fewer than three full years (six semesters) of approved graduate work (i.e., courses numbered 6000 and above) and a dissertation. More time may be required. In truly exceptional cases, a shorter period of time in graduate work may be approved by the dean of The Graduate School. If a supervisory committee finds a graduate student's preliminary work deficient, the student may be required to register for and complete supplementary courses that do not carry graduate credit.

Once PhD near the completion of their coursework, they must complete the Program of Study Form. The student's committee chair must approve it. Once entered into the student's Graduate Record File, the student's entire committee and DGS will approve the program.

## **Qualifying Exams**

Written and oral qualifying examinations are required of each student. Qualifying examinations are prepared, administered, and evaluated by a student's supervisory committee. An examination or parts of an examination may be repeated only once and only at the discretion of the student's supervisory committee.

## **Dissertation**

The candidate must submit a dissertation embodying the results of scientific or scholarly research or artistic creativity. The dissertation must provide evidence of originality and the ability to do independent investigation and it must contribute to knowledge or the creative arts. The dissertation must show a mastery of the relevant literature and be presented in an acceptable style. The style and format are determined by departmental policy and registered with the thesis and dissertation editor, who approves individual dissertations in accordance with departmental and Graduate School policy. At least three weeks before the final oral examination (dissertation defense), the student should submit an acceptable draft of the dissertation to the chair of the supervisory committee; committee members should receive copies at least two weeks before the examination date.

The doctoral dissertation is expected to be available to other scholars and to the general public. It is the responsibility of all doctoral candidates to arrange for the publication of their dissertations. The University accepts two alternatives for complying with the publication requirements:

1. The entire dissertation is submitted to UMI Dissertation Publishing, ProQuest Information and Learning, and copies are made available for public sale.
2. The abstract only is published if the entire dissertation has been previously published and distributed, exclusive of vanity publishing. The doctoral candidate may elect to microfilm the entire previously published work.

Regardless of the option used for meeting the publication requirement, an abstract of each dissertation is published in UMI Dissertation Publishing, ProQuest Information and Learning, Dissertation Abstracts International.

Detailed policies and procedures concerning publication requirements, use of restricted data, and other matters pertaining to the preparation and acceptance of the dissertation are contained in A Handbook for Theses and Dissertations, published by The Graduate School and available on The Graduate School website.

### **Dissertation Defense**

The student must pass a final oral examination before graduation. The examination must follow the receipt of the dissertation by the supervisory committee. The committee schedules and announces a public oral examination at which the candidate must defend the dissertation. This final oral examination may be chaired by any member of the supervisory committee consistent with departmental policy.

### **Continuing Registration – Course Number 7990**

A doctoral student may register for Continuing Registration if the candidate is not using faculty time or University facilities, except for the library. It's 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 one credit of 7970 through the semester when the defense takes place.

Continuing Registration 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.

### **Time Limit**

The time limit for completing the Ph.D. is seven consecutive calendar years from the date of matriculation into the program regardless of whether candidates enter with a bachelor's or master's degree. However, individual departments with the approval of the Graduate Council may modify the seven-year time limit. Any request to exceed the established time limit for an individual candidate must be approved by the department's director of graduate studies and the dean of The Graduate School. Students whose studies have been interrupted for long periods and who have been granted an extension to complete their degrees may be required to complete additional courses, pass examinations, or otherwise demonstrate that they are current in their field. If the student exceeds the time limit and is not granted a modification or waiver, the department has the option to discontinue the student.

### **Exceptions**

Individual student exceptions to these general requirements for the Ph.D. must be approved by the student's supervisory committee, director of graduate studies or department chair, and dean of The Graduate School. Each program requires a distinct, complete set of courses. Course work used to meet the requirements of one program may not be used to meet the requirements of another.



## Student Pledge

I acknowledge that I have received a copy of the Policy on Standards of Academic Performance and policy on Academic Conduct of the Department of World Languages and Cultures, and that I have read and understand this document. I pledge to follow and promote these standards while a student in the Department of World Languages and Cultures I will strive to achieve academic excellence through diligent work, seeking help and guidance from department faculty, and by conscientiously attending to any remedial work required. I will not commit acts of misconduct and will promote the department's position by maintaining the highest standards of ethical conduct. I further acknowledge and agree that it is my responsibility to ask questions about anything I do not understand.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_