

# **Graduate Student Guidelines**

**UCSB Department of Linguistics**

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## **Introduction**

The Department of Linguistics Graduate Student Guidelines are an essential guide to the Department's graduate program. This document is the primary source of information regarding departmental policy and procedures related to the program. It is therefore crucial for you to read it carefully and refer to it often. It is expected that all students will familiarize themselves with the guidelines and will take an active role in planning their graduate education. These guidelines will help you in mapping out your course of study, in understanding what the Department expects of you, and in tracking your progress in the graduate program.

In addition to the guidelines, you should also regularly consult the UCSB General Catalog and the Graduate Division Policy and Procedures Handbook, which provide further information about departmental and university policies and requirements. While the UCSB Catalog is a general reference, these guidelines constitute the most recent statements of policy and supersede the Catalog if the two differ. Note that the Graduate Division Handbook specifies only a minimum set of requirements for the Ph.D., recognizing that each department will also institute its own requirements. The Linguistics Department requirements are higher than those set by the Graduate Division; these guidelines specify the standards to which you will be held during your time at UCSB.

## **Committees and Guidance**

### **The Graduate Advisor**

The Graduate Advisor, a faculty member nominated by the Department Chair and appointed by the Dean of the Graduate Division, acts on behalf of the Graduate Council and acts as an interface among the Graduate Division, the Department, and students. The Graduate Advisor, along with the Committee Chair, is responsible for academic advising on a quarterly basis and must approve your registration form each quarter. The advisor keeps regular office hours and is available for consultation. If you have any questions about the graduate program, you should contact the Graduate Advisor or the Graduate Program Assistant.

### **Advising Committees**

From your entrance into the Department until you receive your Ph.D., you must have an Advising Committee. The Advising Committee advises you regarding your coursework, helps you track your progress through the various requirements of the program, and oversees the development and writing of your M.A. thesis and dissertation. The Chair of this committee, along with the Graduate Advisor, approves your registration form each quarter. It is important to stay in close touch with your committee during your entire graduate career.

You will have either four or five separate Advising Committees during your time in the graduate program: a Provisional Guidance Committee, an M.A. Thesis Committee (if you entered the program without an M.A.), a Doctoral Committee, an Ad Hoc Publishable Paper Committee, and a Ph.D. Dissertation Committee. In addition, you will have a Qualifying Exam Committee, which administers the oral Qualifying Exam but does not provide advising as the other committees do. Each of the Advising Committees is described in this section; the Qualifying Exam Committee is described in the following section.

All committees expire at the beginning of each academic year, with the exception of M.A. and Ph.D. Committees officially registered with the Graduate Division. By the end of October each student must complete a Linguistics Department Graduate Student Committee Form and submit it to the Graduate Program Assistant. You may decide that you wish to maintain the same committee, or you may choose a new one, based on your evolving interests and plans. Each November the faculty will review the committee membership for each graduate student. Students without committees will be contacted at this time. If a student is on approved leave or conducting research in the field, then the existing committee remains intact until the student returns to campus. At that time it may be necessary to form a new committee, unless the existing committee is registered with the Graduate Division.

It is important to retain some continuity throughout your graduate career, particularly during the later stages. The

committee administering your Qualifying Examination should include at least one faculty member who has been following your career in your primary or secondary areas of interest, working with you in independent study, on the thesis, on the publishable paper, and/or on dissertation preparation. Once your M.A. Thesis and Ph.D. Dissertation Committees have been established, they should be changed only if circumstances warrant it, and only after extensive consultation with your Chair.

### **Provisional Guidance Committee**

Your first committee, called the Provisional Guidance Committee, consists of two members and is appointed by the faculty on the basis of your interests as stated in your graduate application. By the beginning of your second year, you must form a regular Advising Committee with members of your choosing. This committee may have the same make-up as your Provisional Guidance Committee, or you may select new members.

If you enter the graduate program with an M.A. from another institution, you should shift from your Provisional Guidance Committee to a Doctoral Committee as soon as possible during your first year.

### **M.A. Committee**

If you are in the M.A. program but are not yet ready to write an M.A. thesis, your Advising Committee consists of two faculty members. You should establish an M.A. Thesis Committee as soon as your research area has been determined.

If you are writing an M.A. thesis, your Advising Committee must consist of three faculty members to be registered with the Graduate Division by completion of Master's Form I: Nomination of Thesis Committee for Master's Degree Candidates. The Committee Chair must be a member of the Linguistics Department. The other two members are typically Linguistics Department faculty, but the Department may approve an outside member by petition if the thesis topic warrants this. The Graduate Division requires that all three members be UC ladder faculty, but non-ladder faculty can serve on the committee by petition from the Department. During the fall quarter following the completion of your M.A. thesis, you must choose a new Advising Committee; this committee may have the same or a different roster of faculty members.

### **Doctoral Committee and Ad Hoc Publishable Paper Committee**

Upon passing the screening review, you must establish a Doctoral Committee to guide your progress through the Ph.D. program. A typical committee will contain at least three members of the Linguistics Department, unless the Committee Chair in consultation with you determines that your academic interests justify the inclusion of a UC faculty member from outside the Department, in which case there may be only two departmental members on the committee. In no case shall there be fewer than two members of the Linguistics Department on the committee. The membership of your advisory committee may evolve as you progress through the various stages of the doctoral program, with successive committees established for the publishable paper, Ph.D. orals, and Ph.D. dissertation.

During the stage of the writing of the publishable paper, you will also constitute an Ad Hoc Publishable Paper Committee, whose overlap with the Doctoral Committee depends on the relationship between the publishable paper topic and the dissertation topic. The Ad Hoc Publishable Paper Committee consists of three members, at least two of whom must be from the Linguistics Department. In order to facilitate continuity in your program, there must be at least one faculty member, typically the Committee Chair, serving on both the Ad Hoc Publishable Paper Committee and the Doctoral Committee.

Both the Doctoral Committee and the Ad Hoc Publishable Paper Committee are Department-internal committees. To form these committees, you should complete the departmental Graduate Student Committee Form and submit it to the Graduate Program Assistant.

### **Dissertation Committee**

When you are ready to choose a topic for your Ph.D. dissertation, you must establish an official Dissertation Committee. If this committee is different from the committee that administered your General Qualifying Exam (see below), then these differences need to be registered with the Graduate Division by completion of Doctoral Degree Form I: Nomination of Doctoral Committee for the Degree of Doctor of Philosophy or Musical Arts and the UCSB

Graduate Student Conflict of Interest Form. The Dissertation Committee must be approved by the Department Chair and officially appointed by the Graduate Division Dean.

The Chair of the Dissertation Committee should be the person most appropriate for your dissertation area. Department policy generally discourages Co-Chairs.

The following policies are relevant to the makeup and workings of this committee:

#### *Composition*

Dissertation Committees must have at least four members, all of whom read and approve the prospectus and read and sign the dissertation. At least three of these members must be UC faculty (which includes emeriti). At least two of the four members must be from within the Department of Linguistics, and at least one member must be from outside the Department of Linguistics. The Graduate Division requires that UC members be ladder faculty, but non-ladder faculty can serve on the committee by petition from the Department. At least three committee members must be present at the prospectus exam (in exceptional cases, members may participate via videoconferencing or other means). The makeup of the committee must be approved by the Dissertation Committee Chair, who must be a member of the Department of Linguistics. A Dissertation Committee of four is recommended; if you wish to have a larger committee, you may petition the Department faculty for approval.

#### *More information relevant to outside members*

Adjunct Faculty, Affiliated Faculty, and all other UCSB faculty outside the Department of Linguistics are considered by the UCSB Graduate Division to be eligible only as ‘outside’ committee members.

In extremely rare cases, an outside member may serve as Co-Chair under the condition that the committee agrees that (a) special expertise is needed for your dissertation from outside the Department, and (b) the outside member’s role will be substantial enough to warrant the title of Co-Chair. This person would also count as an outside member.

The Department has issued a policy statement concerning the role and responsibilities of outside members; you should provide this information to any first-time outside member of your committee.

## **Progress to Degree**

### **Time to Degree**

In consultation with the Department of Linguistics, the Graduate Division has set the following time limits for Linguistics graduate students: Advancement to Candidacy must be completed no more than four years from entry into the program; the Ph.D. degree must be completed no more than seven years from entry into the program. However, the departmental expectation is that the Ph.D. degree will take approximately five to six years total to complete, with the first two years spent completing the Master’s program. Students who fail to make timely progress on their work toward degree are in danger of being placed on academic probation. Students on probation are not eligible for teaching assistantships and other financial support. More information on academic probation is available from the Graduate Program Assistant and the Graduate Division.

## **Courses and Courseload**

### **Registration**

Near the end of each quarter, you will complete a departmental registration form. You should make an appointment to discuss the next quarter’s schedule with your Committee Chair and the Graduate Advisor, both of whom must also sign the form. Your form must be returned to the Graduate Program Assistant prior to registration for the next quarter’s classes. Any subsequent changes must also be discussed with, and approved by, your Committee Chair and the Graduate Advisor.

If a course for which you are registering requires an instructor code, contact the Graduate Program Assistant. If a course for which you are registering requires an approval code, contact the instructor directly.

The normal courseload is 12 units each quarter. Every full-time student must be registered for at least 12 units. It is inadvisable to take substantially more than 12 units each quarter. In addition to regular courses and seminars, you may choose or be required to take the following. See the UCSB Catalog for course descriptions and additional information.

- LING 270A (Professionalism I), 270B (Professionalism II): LING 270A and 270B provide a series of practical training workshops to prepare Linguistics graduate students to enter the profession. You may register for either or both courses whenever you and your Chair feel you are ready to focus on the specific topics covered in each.
- LING 271 (Research Orientation): All first-year students are required to take LING 271 (2 units) during Fall quarter.
- LING 272 (Linguistics Colloquium): All students are expected to attend colloquia regularly. Each quarter, you should register for LING 272 for 2 units for attending colloquia, or for 4 units if you present a full-length colloquium. Attendance is monitored informally.
- LING 297 (Graduate Studies): This course is for graduate students who wish to take an undergraduate course for graduate credit (with extra work).
- LING 500 (Teaching Assistant Practicum): You may register for LING 500 (up to 4 units) during any quarter in which you are a Teaching Assistant (TA). You should register by using the instructor code of the instructor for the course for which you are a TA (if the course is taught by a regular faculty member) or of the Graduate Advisor (if the course is taught by a graduate student Teaching Associate).
- LING 505 (Teaching Assistant Seminar): This training course (1 unit) must be taken before you are eligible to serve as a TA. It is usually offered only during Spring quarter.
- LING 591 (Research in Linguistics): Research Assistants (RAs) may register for LING 591 for up to 4 units. You should register by using the instructor code of the principal investigator on the grant supporting your work or, if appropriate, your Committee Chair.
- LING 592 (Writing in Linguistics): If you are revising a thesis, publishable paper, or seminar paper for publication, you may register for LING 592. You should register by using the instructor code of the principal investigator on the grant supporting your work or, if appropriate, your Committee Chair.
- LING 596 (Directed Reading and Research): You should register for LING 596 while researching and writing your publishable paper, using the instructor code of your Committee Chair. In addition, LING 596 may be used for advanced research on a specific topic on which you have already done the appropriate foundational work and for which there is no regular course available.
- LING 598 (Master's Thesis Research and Preparation): You should register for LING 598 while researching and writing your M.A. thesis, using the instructor code of your Committee Chair.
- LING 599 (Ph.D. Dissertation Research and Preparation): You should register for LING 599 while researching and writing your dissertation, using the instructor code of your Committee Chair.

### **Courses outside the Department**

In some cases, graduate courses taken outside the Department may count toward your M.A. or Ph.D. course requirements. Advice should be sought from your committee. With your committee's approval, the Department will then consider a written petition justifying your request. Courses include those offered through the Intercampus Exchange Program for Graduate Students, which allows you to take classes at any other UC campus, as well as the biennial Linguistic Society of America Institute. Credit can only be considered for courses that are taken for a letter grade and are equivalent in workload to a quarter-long graduate course.

### **Department Colloquia**

All students are expected to attend the colloquia regularly, whether or not they are enrolled in LING 272: Linguistics Colloquium. Regular attendance serves to provide exposure to a variety of viewpoints and subjects that may not otherwise be available, as well as to a higher level of academic discourse than is found in most classes. It thus constitutes an important part of the graduate program.

## **Grading and Evaluation**

### *Grading*

Only courses taken for a letter grade may count toward the degree. You should avoid asking for Incompletes, and instructors have the right to deny such requests. If the instructor agrees that an Incomplete is absolutely necessary, you must fill out an Incomplete Petition prior to the time when grades are submitted. In any course undertaken by a graduate student, the “I” (Incomplete) grade will automatically revert to a failing grade unless the work is completed and a grade reported to the Registrar by the end of the subsequent quarter. Students with 12 or more units of unfinished coursework will be placed on academic probation after first receiving an advisory letter. This will render the student ineligible for financial support. In addition, students must complete all unfinished coursework before an M.A. or Ph.D. degree can be awarded.

### *Auditing*

Students should not attend courses without being enrolled. If you wish to attend a course but do not have time to complete the normal workload, you should enroll for the course on an S/U (Satisfactory/Unsatisfactory) basis. Students so enrolled will be expected to attend the class regularly and to participate fully in the assigned reading and discussion. Other course expectations should be discussed with the instructor at the beginning of the term.

### *Faculty Review of Student Progress: The End-of-Year Letter*

In addition to completing the graduate program requirements in a timely manner, students are expected to demonstrate the ability to do the following independently:

- (1) master the basic literature in the field and evaluate it critically
- (2) formulate research questions
- (3) identify relevant data and analytic methodology for addressing these questions
- (4) understand, synthesize, and apply pertinent literature to these questions
- (5) write clearly

At the end of each academic year, the faculty holds a meeting during which each graduate student’s progress toward these goals is discussed and assessed. Student progress may also be discussed among faculty at other points in the year as well. The purpose of these discussions is to encourage good work, to spot problems, and to evaluate the student’s likelihood of successful completion. All students must submit a portfolio two weeks before the faculty meeting at which the end-of-year review is scheduled. The portfolio must contain: (1) a one-page single-spaced statement of the student’s progress and achievements during the past year, including an explanation of any obstacles or delays in progress, and a discussion of the student’s plans for the coming year, including any upcoming milestones in the program; (2) an unofficial transcript from GOLD, including all coursework and grades at UCSB, including courses in progress; (3) a current CV; (4) a writing sample of at least 20 pages based on original research. The writing sample must be representative of some aspect of the student’s scholarly interests and must have been written during the current academic year (e.g., a master’s thesis, a publishable paper, a seminar paper, a published article, a dissertation chapter).

Following the end-of-year meeting, all students will receive letters notifying them of the faculty’s assessment of their progress. The end-of-year letter is designed to communicate the faculty’s evaluation of each student and will be used by the Department and the Grad Division as a record of the information that each student has received regarding his or her progress in the program and any potential problems. Students who are on track will be given a deadline for their next milestone within the program. Students who have missed a previous deadline or are otherwise experiencing difficulties or making inadequate progress toward the degree will receive a statement of the problems to be remedied, along with specific recommendations and a deadline by which improvement must be made. Students making inadequate progress will also be advised that if their performance does not improve within the specified time, the Department will take steps to initiate academic probation, potentially leading to eventual dismissal from the program. Such students should meet with their advisor immediately to discuss the situation and develop an action plan that integrates the faculty recommendations.

In addition to the end-of-year letter, the faculty discusses each graduate student's progress in the program at the end of each quarter. Students who are identified as having difficulties will meet with their faculty advisor or the Graduate Advisor to develop a plan to keep them on track toward their next milestone.

### **Academic Probation**

Students may be placed on academic probation if they fail to meet minimum standards of performance in their academic work. Specific grounds for academic probation include (but are not limited to) failure to make timely progress on academic milestones and failure to maintain the minimum required grade point average (GPA). While the Graduate Division sets the minimum GPA at 3.0, the Linguistics Department sets the higher standard of 3.7 to avoid academic probation.

## **Language Requirements**

There are two language requirements in the graduate program, one at the M.A. level and another at the Ph.D. level. You should consult with your committee soon after you begin your graduate program to discuss how you will fulfill these requirements. If you enter with an M.A. you may request that a successfully completed language requirement in your previous program be used to substitute for the UCSB Ph.D. language requirement.

You must demonstrate knowledge of one research language before receiving an M.A. and the second language before advancing to candidacy. A research language is a foreign language with a substantial relevant literature on general linguistics. At present, French, German, Spanish, Russian, Mandarin, Japanese, and Korean qualify automatically. If a substantial literature exists in a different language on an area of linguistics pertinent to your particular area of research, you may petition the faculty for permission to use this language to fulfill one of the language requirements. If you are a native speaker of a language other than English you may count English as one of your foreign languages; no exam to assess your proficiency in English is necessary.

Knowledge of a foreign language can be demonstrated by one of the following methods of examination within your area of interest:

- (1) English translation of a 500-word passage on a topic in linguistics, chosen by the examiner, to be produced within one and a half hours with the aid of a dictionary and with no more than eight points of erroneous comprehension (2 points for each major error significantly affecting meaning, 1 point for each minor error). The faculty member in charge of exams for a particular language will specify a sample of material comparable to what can be expected on the exam. Translation exams may be taken in May or October, on a date to be set by the examiner.
- (2) a 4- to 6-page double-spaced English summary (1,000 to 1,500 words), written over a single weekend, of a substantial linguistic article chosen by the examiner. Summary exams may be taken in May or October, on a date to be set by the examiner.
- (3) a research paper that independently fulfills a course or degree requirement and contains copious references to linguistic literature in the foreign language of interest, with the understanding that the works referred to shall be lent to the examiner for verification.

You may petition to substitute a contact language for one of the two required foreign languages. Knowledge of this language can be demonstrated by either of the following methods:

- (1) a conversation with an examiner showing ability to use the language for research purposes
- (2) an audio or video recording of a fieldwork session in which you can be observed to be successful in using the language effectively as a contact language.

Whichever type of examination is chosen, its acceptance depends on the availability of a qualified person to judge the result. It is your responsibility to find such a person if one has not already been designated by the Department.

Language exam dates are announced in fall and spring. If you plan to take a language exam, you should fill out a departmental Application for Foreign Language Exam at least two weeks before the exam is to be given and submit it to the faculty member administering the exams for that language. A student who fails a foreign language exam must wait three months before taking it again.

## **The Practical Phonetics Exam**

Students must demonstrate proficiency in the production and perception of the sounds of the International Phonetic Alphabet before receiving an M.A. Proficiency will be determined by an oral exam administered by a faculty member during fall quarter of each year. During fall quarter of the first year of graduate school, each student should contact the faculty member administering the exam to arrange a mutually convenient time to take the exam. The exam consists of pronouncing a list of nonsense words consisting of strings of symbols drawn from the IPA chart. Students whose performance is not judged to be satisfactory are given the opportunity to take the exam again.

## **The M.A. Program**

### **Students entering without an M.A.**

Coursework and requirements for students entering without an M.A. can be found in the Linguistics Department's Requirements Checklist and Schedule Planner.

### **“Slash” Courses**

If you are entering without an M.A., you will meet with Department faculty to see whether you need any “slash” courses to prepare for your graduate program. Slash courses are defined by the campus registrar as courses in which both graduate and undergraduate students may enroll. The undergraduate and graduate courses have different numbers for the two levels, with a separate discussion session for graduate students. For the graduate program in Linguistics, slash courses are considered to be essential preparation for work at the graduate level. Certain courses may be required as prerequisites to M.A.-level courses. Slash courses do not count toward course requirements for the M.A. degree, with the exceptions of LING 208 and 237.

### **The M.A. Thesis**

The M.A. thesis is a significant document representing original research, to be written during the second year. You should choose your thesis topic in consultation with your Committee Chair, who will advise you about committee makeup. The thesis may be primarily descriptive in nature, or it may take the form of a publishable paper, with a sound empirical basis and clear argumentation leading to a specific theoretical point. It should be approximately 30 to 40 pages in length, double-spaced. If you feel that there are good reasons for making it longer, you may petition your Thesis Committee through the Committee Chair.

Once you have formed your M.A. Thesis Committee and have developed a topic, you should schedule a one-hour meeting with the committee members to present an outline or overview of your thesis, including sample data and analyses. The committee must approve your plan before you can continue. You should stay in close contact with your committee throughout the planning, research and writing of the thesis. Upon completion, a copy of the thesis must be given to the Department library.

You should allow at least six weeks between the time your Chair agrees that the thesis as a whole is ready for distribution to the other committee members and the time you expect to file. This will allow two weeks for your committee to read your thesis and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary. The faculty are committed to returning thesis drafts within the specified two-week period; if a faculty member has not returned your paper to you in that time period, you should ask other committee members, the Graduate Advisor, or the Department Chair to contact the faculty member. In the case of a revised draft,

committee members have two weeks to read and respond to the draft or they forfeit their right either to require further revisions or to reject the thesis.

## **Students entering with an M.A.**

Coursework and requirements for students entering with an M.A. can be found in the Linguistics Department's Requirements Checklist and Schedule Planner.

### **M.A.-Level Courses and Equivalencies**

If you already hold an M.A. degree, your Provisional Guidance Committee will advise you concerning any M.A.-level courses that will be required in view of your previous training. You should anticipate that you may have a few such courses to complete, since UCSB courses may differ in content from those taken elsewhere, even if the titles are the same.

### **Submission of the M.A. Thesis for Review**

If you entered the program with an M.A. degree, you should submit your M.A. thesis to the Department for consideration as equivalent to a UCSB Linguistics thesis. A thesis will be deemed equivalent if it is judged to be comparable in scope, quality, and originality to an M.A. thesis produced in Linguistics at UCSB. You can arrange to have your thesis considered by giving a copy to the Graduate Advisor or your Committee Chair, specifying that you want to have it reviewed. You should plan to do this as soon as possible after starting your UCSB graduate work. Two evaluators appropriate to the area of the thesis will be appointed by the Department Chair, serving as your Thesis Review Committee. If the thesis is approved, you will be eligible for the screening review once all M.A.-level courses and other requirements have been met. If it is not approved, you will be advised about revising it or submitting a thesis equivalent (see following section). In either case, your M.A. degree will be recognized by the Department; you will not need to earn an M.A. degree from UCSB, and you will continue to take the courses you need for the Ph.D. When the thesis is approved by the Thesis Review Committee, they should complete the M.A. Thesis Equivalent Report Form.

### **The M.A. Thesis Equivalent**

If you entered with an M.A. degree, but either (a) a thesis was not produced as part of your previous M.A. program, or (b) your submitted thesis was judged not equivalent to a thesis in Linguistics from UCSB, you will be required to write a thesis equivalent paper. The goal of the thesis equivalent is to give you experience in engaging in original work and to give the faculty an opportunity to assess your ability to perform dissertation-level research. An M.A. thesis equivalent should either be comparable to a UCSB M.A. thesis in Linguistics (see above), or to a substantial paper of publishable quality. You will form a Thesis Review Committee to oversee your work. You should stay in close touch with your committee throughout the research and writing process and aim to complete the thesis equivalent as soon as possible. When the thesis equivalent is approved by the Thesis Review Committee, the M.A. Thesis Equivalent Report Form should be completed and submitted to the Graduate Program Assistant.

## **The Ph.D. Program**

### **The Screening Review**

The screening review is normally held in the spring of the student's second year in the program, and no later than fall of the third year. Under exceptional circumstances, a student may petition the Department for an extension of the deadline. Based on the screening review, the faculty will either pass the student, thereby admitting him or her into the doctoral program, or fail the student. A student who fails the screening review will be placed on probation, with clearly stated expectations regarding standards that must be met within a specified time period, normally within three months following the screening review. If at the end of the specified time the faculty determines that the student has given evidence of having met the specified standards, he or she will be allowed to repeat the screening review a second time, at the next available opportunity. If the student does not provide evidence of having met the specified standards, or if the student fails the second screening review, he or she will be dismissed from the program. Students may repeat the screening review no more than once.

By the time of the screening review, it is expected that students will have fulfilled all of the following requirements:

- (1) Completed or been exempted from all M.A.-level courses
- (2) Completed or been exempted from the M.A. language exam
- (3) Had the M.A. thesis or thesis equivalent accepted by the appropriate committee
- (4) Completed all Incompletes and fulfilled the UCSB residency requirement

Passing the screening review is contingent upon faculty assessment of the M.A. thesis or thesis equivalent, all M.A.-level coursework, and the student's potential for independent research with an appropriate Doctoral Committee.

Students undergoing screening review must submit a portfolio two weeks before the faculty meeting at which screening review is scheduled. The portfolio must contain: (1) a one-page single-spaced statement of the student's progress and achievements within the program, including an explanation of any obstacles or delays in progress, and a discussion of the student's planned research at the Ph.D. level; (2) an unofficial transcript from GOLD, including all coursework and grades at UCSB, including courses in progress; (3) a current CV; (4) a writing sample: for students entering without an approved thesis, the writing sample should be the M.A. thesis or thesis equivalent; for students entering with an approved M.A. thesis, the writing sample should be an original research paper of at least 20 pages completed at UCSB that is representative of the student's scholarly interests (e.g., a seminar paper, a publishable paper).

### **The Publishable Paper**

After completion of the M.A. thesis or thesis equivalent, and before the Qualifying Examination, you must produce one paper of high quality suitable for publication in a major refereed journal. Topics for publishable papers frequently though not necessarily emerge from course papers or seminar papers. The paper must be on a different topic than the M.A. thesis or thesis equivalent. The publishable paper is written under the guidance of a three-person Ad Hoc Publishable Paper Committee, chaired by an appropriate faculty member.

Once you have formed your Ad Hoc Publishable Paper Committee and have developed a topic, you should schedule a one-hour meeting with the committee members to present an outline or overview of your publishable paper, including sample data and analyses. The committee must approve your plan before you can continue. You should stay in close contact with your committee throughout the planning, research and writing of the publishable paper. In addition, in consultation with the committee, you should choose a journal that would be an appropriate outlet for the paper, and write and format accordingly.

After you have produced a draft that your Chair feels is ready, he or she will tell you that your paper can be distributed to the other members of your committee. You should allow at least six weeks between the time your Chair agrees that your paper is ready for distribution to the other committee members and the time you would like to schedule your oral examination. This will allow two weeks for your committee to read your paper and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary. When your publishable paper has been approved by your committee, the Qualifying Examination can be scheduled. It is your responsibility to produce a paper of acceptable quality prior to the Qualifying Examination. Some students may take longer than six weeks to produce suitable revisions. In other cases, extensive revisions may not be necessary and the examination can take place shortly after the paper is circulated. The faculty are committed to returning drafts of publishable papers within the specified two week period; if a faculty member has not returned your paper to you in that time period, you should ask other committee members, the Graduate Advisor, or the Department Chair to contact the faculty member. In the case of a revised draft of a paper, committee members have two weeks to read and respond to the draft or they forfeit their right either to require further revisions or to reject the paper.

Post-M.A. students who wish to submit a publishable paper for consideration during their first year must first officially change their Provisional Guidance Committee to a Doctoral Committee and form an Ad Hoc Publishable Paper Committee.

## **The Seminar Requirement**

Ordinarily students will fulfill the seminar requirement by taking 2 two-quarter seminars in different areas. However, in consultation with both the instructor and the student's faculty advisor, students may alternatively choose to develop a seminar paper independently based on their work in any 200-level Linguistics course other than MA-level required courses; this course cannot be used to fulfill any other Linguistics degree requirement. To complete the seminar requirement, the student must enroll in Linguistics 593: Seminar Paper. Ideally, this course will be taken in the quarter following the "seminarized" course, but with instructor and advisor agreement Linguistics 593 can be taken in a later quarter. It is the student's responsibility to notify the instructor early on to discuss the possibility of seminarizing a particular course. Students need to be aware that it may not be possible to seminarize a particular course in a particular quarter, due to either content or timing issues.

## **The Qualifying Examination**

The Qualifying Examination consists of a discussion among you and your committee members on general linguistics. Preparation for this discussion begins with your first linguistics course and continues throughout your graduate career. The Qualifying Exam should be taken by the end of winter quarter of the fourth year, upon completion of all doctoral coursework and acceptance of the publishable paper. The second of the foreign language exams must be taken prior to the oral qualifying exam.

The Qualifying Exam should be scheduled to allow for two hours, with about 100 minutes devoted to the examination and the remaining time to committee consultation. The maximum number of times this exam can be taken is two.

Three members of your Doctoral Committee will conduct the examination; these must be faculty members who are internal to the Department. In the usual case, the Doctoral Committee will consist of faculty members oriented to the dissertation area. At the completion of the Qualifying Examination, all committee members must sign Doctoral Degree Form II: Report on Qualifying Examinations for the Doctor of Philosophy or Musical Arts, which should then be given to the Graduate Program Assistant for processing.

The exam is intended to broadly examine your knowledge in both general linguistics and your dominant area(s). Your performance should demonstrate that you are comfortable discussing a broad range of topics in linguistics, can think independently about issues, have integrated knowledge from various subfields, and have thought through the place of your research and specialties within the field of linguistics as a whole.

The main body of questions will be taken from the range of topics covered in the M.A. curriculum. The exam will also include some questions based on your area(s) of specialization. You should meet with each committee member prior to the exam to discuss your previous coursework and independent research. The Chair of your Doctoral Committee will coordinate with the other committee members before the exam in order to ensure that the questions planned for the exam provide adequate areal coverage.

Exam questions are designed in order to elicit in-depth discussion of a topic. Typically, the discussion begins with a relatively basic question and then the conversation develops to encompass broader themes. Where possible, you should relate the discussion to your own work or data. You are encouraged to bring up particular linguistic examples appropriate for the question. You may not consult notes or other materials during the exam.

At the end of the exam, each committee member will first individually rank in writing the student's performance with respect to each of the following criteria, using a integer scale of 0-2 (0 = unacceptable; 1 = acceptable (the default score); 2 = truly exceptional):

- Accuracy, specificity, and relevance of responses
- Breadth of knowledge and ability to synthesize across areas
- Depth of understanding, including the ability to ground the discussion in theoretical context
- Creative and independent thinking, including the ability to contextualize the student's research and specializations within the field of linguistics as a whole
- Clarity of thought and expression

The committee members will then discuss each criterion separately, compare their evaluations, and as a committee vote on a single numerical score for each criterion. These scores will then be added to determine the final exam score, which will fall between 0 and 10.

- A score of 0 on any criterion will result in a grade of Fail, regardless of scores on other criteria.
- A score of 5 or above will result in a grade of Pass.
- A score of 9 or 10 will result in a grade of Pass with Distinction.

The score will be used by the committee for its own assessment of the student's performance and will not be divulged to the student. However, the Chair of the committee will meet with the student after the exam and provide an evaluation of the student's performance in each of these areas.

### **Advancement to Candidacy**

After successfully completing the Qualifying Examination and filing Ph.D. Form II with the Graduate Division via the Graduate Program Assistant as described above, completing all requirements discussed above, and meeting the residency requirement stipulating that students must be registered for three consecutive quarters, you will advance to candidacy upon payment of the Advancement to Candidacy Fee.

### **Candidate of Philosophy (C. Phil.) Degree**

Some students may find it useful to obtain the C. Phil. degree, which indicates successful advancement to candidacy. This degree is only offered by campuses of the University of California. If you would like to be awarded a C. Phil. degree, you must submit a Graduate Student Petition along with a statement from the Department Chair confirming that all requirements for advancement have been met. The petition must be submitted within one year of advancement.

### **Dissertation Topic**

The Department advises against pursuing the same topic for your M.A. thesis and your Ph.D. dissertation, but it does not have an absolute policy on this matter. You should consult your committee if you wish to discuss this issue. Expansion and revision of an M.A. thesis is not normally an acceptable dissertation.

### **Prospectus**

The prospectus is a document that outlines what you plan to do for your dissertation. It is written in consultation with your Ph.D. Committee Chair, who will guide you on what it should contain according to your particular dissertation topic. The prospectus should formulate your plans for carrying out the dissertation and should demonstrate to your committee that you are ready to write your dissertation. Typically, it will be 15 to 30 pages long double-spaced (or the equivalent length single-spaced, if your committee prefers) and will outline previous literature on the topic, show why your study is needed, present hypotheses, and give illustrations of the kind of evidence (in some cases in the form of a pilot study) you will provide for your hypotheses. If your dissertation is a linguistic description, the prospectus will present an outline of the topics you will treat and examples of the sorts of analyses you will offer. The prospectus should be clear and well-organized. When it has been approved by your Dissertation Committee, your Committee Chair will advise you that you are ready for your Prospectus Defense. During this time, you should be in close contact with your committee, especially the Chair.

The prospectus usually requires several drafts. You should allow at least six weeks between the time your Chair agrees that your paper is ready for distribution to the other committee members and the time you would like to hold your Prospectus Defense. This will allow two weeks for your committee to read your prospectus and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary.

### **Prospectus Defense**

After your prospectus has been written and any revisions required by the committee have been completed, there will be a two-hour oral examination based on your prospectus in which you will be expected to answer questions about your dissertation research and plans. The Prospectus Defense should be scheduled to allow two and a half hours for examining and committee consultation.

Agreement from the committee that the prospectus is ready for the Prospectus Defense does not guarantee that the prospectus will be approved by the committee at the Defense. The committee may require that the prospectus be revised after the Prospectus Defense (and may also require that the Prospectus Defense be retaken).

### **Doctoral Colloquium**

The Doctoral Colloquium is a requirement for the Ph.D.; it is your responsibility to notify the faculty Colloquium Director at least one quarter in advance of the time you would like to give your colloquium, in order to schedule a time. The Doctoral Colloquium must be given after the Prospectus Defense and when the writing of the dissertation is nearly completed. The exact content of the colloquium should be worked out in consultation with your dissertation Committee Chair, but it must be based on the dissertation research. Students living overseas and thus for whom it would be a financial hardship to return may petition to fulfill this requirement by other means.

### **Dissertation Defense**

The dissertation usually requires several drafts. You should allow at least eight weeks between the time your Chair agrees that your dissertation is ready for distribution to the other committee members and the time you would like to hold your Dissertation Defense. This will allow four weeks for your committee to read your dissertation and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary.

The Dissertation Defense is the last Ph.D. requirement, scheduled after the dissertation has been completed and all Committee members have read and approved it. By tradition, dissertation defenses are public events that are open to anyone you wish to invite, including family members, as well as to anyone else who wishes to attend. All UCSB members of the Dissertation Committee are required to attend. You will briefly present the major findings of the dissertation; for the bulk of the time the Committee will ask questions regarding the points raised in the presentation and in the dissertation itself. The format of the defense will vary according to the dissertation topic and should be discussed in advance with the Dissertation Committee Chair. The Dissertation Defense is two hours long; the Defense should be scheduled to allow two and a half hours for examining and committee consultation.

Under exceptional circumstances of economic hardship due to long-distance travel, you may petition to substitute a written defense for the standard oral defense. The written defense consists of responses to questions submitted by the Dissertation Committee.

Following a successful Dissertation Defense, Doctoral Degree Form III: Report on Final Examinations for the Degree of Doctor of Philosophy or Music must be filed with the Graduate Division. It must be signed by all members of the Dissertation Committee; the Committee Chair may sign on behalf of outside members of the committee, who need not be present at the defense. Outside members not present at the defense must, however, have agreed to abide by the will of the committee members present.

All members of the Dissertation Committee, including outside members, must personally sign the title page of the dissertation, which must be printed on paper of the type required by the university for the dissertation. It is advisable to have your committee sign several copies of the title page. You should allow time for outside members to receive, sign, and return multiple copies of the title page.

### **Graduation**

Following a successful Dissertation Defense, completion of any revisions suggested for the dissertation, and filing of Doctoral Degree Form III with the Graduate Division as described above, you are eligible to walk at graduation ceremonies. Under exceptional circumstances, a student who has nearly finished by the time of graduation at the end of spring quarter and whose Committee is convinced that he or she will have completed all requirements before the beginning of the following fall quarter may participate in the ceremonies.

### **Thesis and Dissertation Format and Archiving**

The Department has no policy on the format of the M.A. thesis or the Ph.D. dissertation apart from the UCSB Guide

to Filing Theses and Dissertations, which you should consult early in the process of writing your thesis and dissertation. The formatting specified in the Linguistic Society of America Style Sheet should be considered the unmarked option, but you should consult your committee for more specific guidance. The Department requires that an electronic (PDF) copy of each Master's thesis and Ph.D. dissertation be submitted to the Graduate Program Assistant.

## **Financial Support**

The following information is intended to inform Linguistics students about types of financial support available for graduate studies, and the application and allocation processes. There is a great range in options for support, and the details of how money is allocated and disbursed vary greatly. For that reason, this document does not attempt to present that information fully. Instead, students should consult the appropriate officer in the agency dispensing the money for details, such as the Graduate Program Assistant or Business Officer of the Department of Linguistics, the Financial Support staff at the Graduate Division, the Office of Financial Aid or the Office of the Registrar, or organizations dispensing fellowships. Students should note that most forms of financial aid are subject to federal income tax. For further information, students should consult the Graduate Division, the U.S. Internal Revenue Service, or a professional tax consultant.

## **Types of Support Available**

### **For Entering Students**

Students who have been accepted for admission into the program may receive campus-wide Central Fellowships, an offer of full or partial support from the Department, or no offer of financial support. Any offer of support is described in detail in an official award letter; this is a legally binding document and commits the Department and the university to the support detailed. Entering students both with and without financial support are expected to attend a grant-writing workshop during Orientation Week and apply for external fellowships, which generally have application deadlines in the fall quarter.

#### *Campus-wide fellowships*

Campus-wide fellowships offer from one to six years of support. Multiyear packages generally offer a combination of types of support, such that some years the student is given a fellowship stipend and focuses purely on his or her studies, and other years the student works as a Teaching Assistant (TA) or Research Assistant (RA) for the Department. The details of the support packages vary depending on which particular fellowship is awarded; students should read their fellowship award letter for details pertinent to their specific situation.

#### *Block grants*

Each year the Department receives a "block grant" from the Graduate Division, which is essentially a block of money to be spent on graduate student support at the discretion of the Department. Often this money is offered to incoming students to help defray expenses for their first year, especially out-of-state tuition. It is generally disbursed in lump-sum payments at the beginning of the quarter.

#### *TAships and RAships*

Generally, TAships are not offered to incoming students for their first year in the program, because most students will not have taken LING 505, the required TA training course, prior to enrolling. In addition, the faculty prefer to observe students' academic background and competence prior to assigning them positions as TAs. Occasionally TAships become available which may be offered to first-year students who have completed LING 505, or those whom, in the faculty's opinion, have adequate preparation for the position. TAships pay partial fees, health insurance, and a salary disbursed on a monthly basis. TAships are awarded contingent on funds being received from the College of Letters and Science and may be revoked if a course is canceled or funds are otherwise not forthcoming; fellowship students for whom TA funding has been guaranteed will receive an alternative position or stipend.

## **For Continuing Students**

Continuing students have a wide range of funding options available.

### *Campus-wide fellowships*

Many continuing students are supported by the multiyear campus-wide Central Fellowships awarded during the recruitment process. Additionally, each year the faculty nominates students for single-year fellowships offered by the Graduate Division, which supply partial fees, health insurance, and a stipend.

### *Extramural scholarships and fellowships*

There are many extramural scholarships and fellowships available. Every student has a responsibility to investigate appropriate opportunities. You should use “The Source” on the Graduate Division’s website as a good initial starting point for identifying possible extramural sources of support. You are strongly encouraged to bring fellowship applications to your Advising Committee well before the deadline for advice on writing the application and for letters of recommendation. Occasional workshops on grant writing are offered by the Graduate Division and other agencies.

### *Block grants*

As described above, incoming students typically have first priority for block grant funding. Money that remains after recruitment allocations is disbursed among continuing students, generally as lump-sum payments at the beginning of the quarter.

### *Fee fellowships*

In addition to block grants, the Department also receives a certain number of need-based fee fellowships from the Graduate Division. To be awarded a fee fellowship, a student must have filed a Free Application for Federal Student Aid (FAFSA) (see Applying for Support below for more information). These fellowships may be used to pay full fees or to supplement the partial fees paid by TAships and RAships. Fee fellowships are sometimes combined with block grant allocations.

### *TAships in Linguistics*

Each year the Department is given a certain number of TA positions to assist with instruction in undergraduate Linguistics courses. The duties of TAs vary with the course, but generally include some combination of grading, holding discussion sections, holding office hours, and attending lectures. These appointments are generally made at the “.17 FTE (Full-time equivalent)” or 50% level (20 hours/week), although a few courses have “.08 FTE” or 25% TAships (10 hours/week). Before assuming a TA appointment, all students must complete LING 505, the TA training course, although in some cases completion of an equivalent course and/or an established record of excellent teaching from another university can substitute for LING 505. The Graduate Division has established that the total number of TAships and Associateships (see below) that can be awarded to any one student over the course of their graduate career is 12. Exceptions to this policy may be submitted to the Graduate Division for approval.

In order to serve as a TA for most upper-division courses, you must have completed coursework in the subject area prior to the beginning of the quarter of the TAship. Students who excel in the subject area, or who have chosen it as the focus of their M.A.- or Ph.D.-level research, are given priority of assignment. The following prerequisite courses (or their equivalents) for TAships are listed below. Courses that are recommended but not prerequisite are given in parentheses.

<u>Course</u>	<u>Prerequisite(s)</u>
107	211, 235
109	209, 234
113	(225)
115	215 (236)
137	(237)

### *Teaching Associateships*

Teaching Associateships differ from TAships in that Teaching Associates have full responsibility for a course,

including the course design, the lectures, and the grading, while TAs work to assist a faculty member who has these responsibilities. Teaching Associates always work in consultation with a faculty member. To receive a position as an Associate, you must have previous experience in the course as a TA, or, if the course does not normally have TAs, you must have an extensive background in the subject area. All Associates must also have taken LING 505, or its equivalent, or have an established teaching record. In addition, Associates must have completed a Master's degree prior to appointment. Appointment of Associates must be approved by the Graduate Dean, acting upon recommendations from the Department

#### *Graduate Student Researcher Appointments (RAships)*

Faculty members holding extramural grants may be in a position to hire Research Assistants. These appointments generally pay fees, health insurance, out-of-state tuition and a stipend, and generally require 20 hours/week of work.

#### *Other departmental positions*

A number of part-time staff positions are also available within the Department which offer an hourly wage, such as the library representative and the equipment manager. In addition, faculty members may hire students to work on research grants on an hourly basis. Other positions within the Department may occasionally become available.

#### *Other employment outside the Department*

Students who need funding are encouraged to seek employment outside the Department. TAs are often available in other departments (e.g. language departments, Asian American Studies, Black Studies, Writing Program). If you teach for another department, you should provide your teaching evaluations to the Linguistics Department so a complete teaching file for you can be maintained. A wide array of other jobs are also available both on and off campus.

#### *Need-based financial support*

Need-based loans and work-study awards are available to U.S. citizens and permanent residents through the Financial Aid Office. To be eligible for such support, you must file a FAFSA each spring. All TAs and RAs are strongly encouraged to apply for work-study awards, which generates additional departmental funds for student support.

Students who are not legal residents of the State of California are required to pay nonresident supplemental tuition as well as the mandatory tuition and fees paid by all students. See the Graduate Division website for the most current information about the cost of tuition and fees. Many sources of financial aid do not cover this expense, and so nonresident tuition is usually the responsibility of the individual student. Occasionally the Linguistics Department will offer block grant money to cover some of a student's tuition. *Students who are U.S. citizens or permanent residents but who hold legal residency in another state should establish residency in California after one year in order to avoid paying tuition after their first year in the program. You should consult the Financial Aid Office for information about how to establish California residency and begin the process as soon as you move to California.*

#### **Applying for Support**

All U.S. citizens and permanent residents requesting financial support must fill out a Free Application for Federal Student Aid (FAFSA every year). The deadline for submission of these forms is generally in early March. They are available through the Office of Financial Aid.

The Department of Linguistics also requires all continuing students to fill out a departmental Continuing Graduate Student Support Request Form. Generally these are returned to the Graduate Program Assistant in early or mid March. On these forms, you are requested to specify the quarters for which you need support, any support which has already been promised or applied for, and the types of support you would like to receive. You should feel free to specify particular teaching assignments that you would especially like or would prefer not to receive.

### **Priorities for Distribution of Support**

- (1) The Department's first priority is to honor all commitments made to students as part of the recruitment process. These students are thus given priority in the disbursement of TAships, RAships, fee fellowships, and block grant funds.
- (2) Principal Investigators holding intramural or extramural grants decide which students they will support as RAs.
- (3) Teaching Associates are selected on the basis of their teaching records, academic backgrounds and appropriateness for the course to be taught.
- (4) The Department will select students to fill all other positions and will try to allocate these in the fairest way possible, taking into consideration student qualifications and other relevant criteria, in addition to their requests on the support request forms.

Taking into account the value of the teaching experience to the student, the Department will try to make it possible for every student who wants to be a TA for a Linguistics course to have that opportunity at least once. Good teaching evaluations can positively affect a TA's priority for reappointment, especially for Teaching Associates. By the same token, bad teaching evaluations can negatively affect a TA's priority for reappointment and can cause a previously offered future TAship to be reassigned.

### **Criteria for Support**

The faculty considers and balances all of the following criteria during the process of allocating financial support:

- (1) Students with records of outstanding performance and productivity in course work, independent research, and publication are given high priority.
- (2) Students with excellent records in previous departmental appointments are given high priority. Students with poor records in previous departmental appointments are given low priority.
- (3) Students who have received many quarters of financial support from the Department over the course of their graduate career will be given lower priority than students who are relatively new to the program and who have received less support despite good qualifications.
- (4) Since a TAship is viewed as part of a student's professional training, if rank and qualifications are considered equal, preference will be given to the student who has TAed fewer courses. The goal is for every eligible student to have at least one quarter of TA experience.
- (5) Students who are on academic probation because they have exceeded the time limit either for advancement to candidacy or for completion of a degree may not hold a position as a TA, Associate, or RA. They are also not eligible for continuing student fellowships, block grants, or fee fellowships.

Note that these criteria do not include any assessment of financial need but are based entirely on merit. Students whose education is being funded by a relative, for example, are just as eligible for TAships as those with no such support.

Changes in support allocation occur regularly throughout the academic year. For example, a student might give up a TAship or RAship to take a fellowship. The position is reassigned to another student based on the same criteria listed above. Such appointments are made by the Department Chair in consultation with the Executive Committee.

### **Notification of Support**

Each student who has been awarded support by the Department receives an official letter specifying the details of the support offer at the end of the spring quarter or as soon as funding is made available. Students are then asked to accept or decline the award in writing. Any subsequent changes to a student's support package are made in a revised award letter and must also be accepted or declined in writing.

## **Teaching in the Department**

### **TA Responsibilities**

TA responsibilities may include the following:

- (1) assisting the faculty member in the preparation of course materials;
- (2) creating and/or maintaining the class website;
- (3) teaching discussion sections;
- (4) reading and grading student papers and examinations;
- (5) acting as a liaison between professor and students;
- (6) holding office hours;
- (7) giving a lecture in the course;
- (8) proctoring examinations;
- (9) maintaining a grading spreadsheet.

### **Responsibilities Not Appropriate for TAs**

TAs may assist the faculty member in, but are not to be given sole responsibility for:

- (1) the instructional content of any course;
- (2) the selection of student assignments;
- (3) the planning of examinations;
- (4) determining course grades.

### **The Faculty Mentor**

The faculty mentor for a TA is the instructor of the course or, in the case of Teaching Associates, the student's Committee Chair or the Graduate Advisor. The frequency and duration of meetings shall be determined by the faculty mentor, as he or she deems appropriate and necessary for effective course progress.

The faculty member should arrange with each TA for at least one visit to his or her discussion section, informing the TA in advance when the visit will occur. The faculty member should then meet with the TA to discuss his or her performance. These comments will be formalized in a letter of evaluation to be placed in the TA's file.

### **Discussion Sections**

TAs should be provided by the instructor in advance with enough information to be confident and secure with the content, emphasis, and presentation of the material in discussion sections.

### **Grading**

TAs should be provided with answer keys to exams and other assignments, as well as detailed guidelines with respect to assignment of points and possible conflicting analyses. Attention should be paid to maintaining uniformity among graders and minimizing student complaints of grader bias. Grades should be logged in a format agreed upon by the instructor.

### **Problem Resolution**

If problems arise concerning the roles or responsibilities of supervising faculty and TAs, the parties involved should meet to discuss the problem and its resolution. If this meeting does not result in a resolution, the TA or faculty member should consult with the Graduate Advisor or the Department Chair.

### **Academic Dishonesty**

In any case of suspected cheating, UCSB guidelines prevail.

## **Miscellaneous**

### **Leave of Absence**

A student may request a leave of absence for medical/health issues; pregnancy and/or parenting needs; family emergencies; military duty; research leave; or thesis/dissertation leave. Students should contact the Graduate Advisor or the Graduate Program Assistant for more information. Students with Central Fellowships must comply with the Graduate Division's Request for Change in Fellowship Schedule as part of the petition process.

### **Lapsed Status**

If a student does not register for courses and is not on approved leave, he or she is considered to have "lapsed." Quarters during which students have lapsed status count in the computation of normative time. If the student has an approved leave of absence, apart from an in absentia leave, the normative time clock stops. Please refer to the Graduate Division regulations for "in absentia leave," which requires partial payment of fees and full health insurance.

### **Availability of Faculty during Summer Term**

Students should recognize that faculty rely heavily on the summer to conduct research, write papers, prepare for classes, and take care of personal needs. Language exams, qualifying exams, planning meeting for the thesis or publishable paper, dissertation prospectus meetings, and dissertation defenses should not be scheduled during the summer. Students should respect the needs of the faculty and not expect them to be available during the summer.

### **Ombuds**

If a student has a grievance regarding the actions of a faculty member or some other problem, he or she should discuss it with one of the two ombuds in the Department, these being the Chair and the Graduate Advisor. The ombuds will decide upon appropriate action to address the grievance.

The Graduate Division has formulated procedures for graduate student disputes. Contact the Graduate Division for more information.