

# UNIVERSITY OF CONNECTICUT

Department of Linguistics

## *Graduate Program Policy Handbook*

2023-2025

*(Document last revised: 13 August 2024)*  
*(Individual policies revised as noted in each section)*

*This document should be consulted in conjunction with the latest version of the procedures document called 'Generals, Defense, Dissertation, Graduation Information' and referred to in the current handbook as the Procedures document*

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## **Important Deadlines For students entering Fall 2024**

### First Year (2024-25)

*End of Spring*      2 May 2025      Choose Pre-Generals major advisor and associate advisor  
Submit Plan of Study

DEADLINE to meet the University’s eligibility requirements for classroom teaching. Students who miss this deadline will be ineligible for any of the fall GA-ships assigned in April/May/June. For more information, see the following website: ([English Policy](#)).

### Second Year (2025-26)

*End of Fall*      5 Dec 2025      Choose and meet with the overseer of the 1st general examination paper

*Mid-January*      15 Jan 2026      Proposal for 1st general examination paper due (2 pages)

*End of Classes*      1 May 2026      Choose and meet with the overseer of the 2nd general examination paper

*End of May*      31 May 2026      Proposal for 2nd general examination paper due (2 pages)

### Third Year (2026-27)

*Fall*      1 Oct 2026      1st general examination paper due

*Spring*      1 Mar 2027      2nd general examination paper due

7 May 2027      FUNDING deadline for 1<sup>st</sup> general exam (see p.10)

### Fourth Year (2027-28)

*Spring*      1 March 2028      FUNDING deadline for 2<sup>nd</sup> general exam (see p.10)

*End of Spring*      May 2028      Dissertation prospectus due

### Fifth Year (2028-29)

*End of Spring/Summer*      Defense, filing of the dissertation, and graduation

*See notes on Time Limits for completion of the Ph.D. Degree in the Graduate Catalog (p. 19).*

## **Important Deadlines For students entering Fall 2023**

### First Year (2023-24)

*End of Spring*      3 May 2024      Choose Pre-Generals major advisor and associate advisor  
Submit Plan of Study

### Second Year (2024-25)

*End of Fall*      6 Dec 2024      Choose and meet with the overseer of the 1st general  
examination paper

*Mid-January*      15 Jan 2025      Proposal for 1st general examination paper due (2 pages)

*End of Classes*      2 May 2025      Choose and meet with the overseer of the 2nd general  
examination paper

*End of May*      31 May 2025      Proposal for 2nd general examination paper due (2 pages)

### Third Year (2025-26)

*Fall*      1 Oct 2025      1st general examination paper due

*Spring*      1 Mar 2026      2nd general examination paper due

8 May 2026      FUNDING deadline for 1<sup>st</sup> general exam (see p.10)

### Fourth Year (2026-27)

*Spring*      1 March 2027      FUNDING deadline for 2<sup>nd</sup> general exam (see p.10)

*End of Spring*      May 2027      Dissertation prospectus due

### Fifth Year (2027-28)

*End of Spring/Summer*      Defense, filing of the dissertation, and graduation

*See notes on Time Limits for completion of the Ph.D.  
Degree in the Graduate Catalog (p. 19).*

## 1. PH.D. PROGRAM REQUIREMENTS – OVERVIEW

The Ph.D. program consists of the following components:

- Coursework
- General Examination (Two papers with oral examinations)
- Dissertation Prospectus
- Dissertation and Final Examination (Defense)

Student progress is monitored by an advisory committee, selected by the student.

Most students in the department also hold Graduate Assistantships, either Teaching Assistantships or Research Assistantships or both. For relevant policies, see section 10.3.

## 2. ADVISORY SYSTEM

- Deadlines:**
- Choose Pre-Generals major and associate advisors – End of first year
  - Choose Dissertation major and associate advisors – After successful completion of General Examination
  - Change major advisor / advisory committee – Any time

A notable feature of our program is the extent to which we encourage our students to engage in original research from the earliest stages of their education. The advisory system and the general examination are particularly geared toward helping students to develop their research skills and realize their scholarly ambitions.

Each year a single faculty member is designated as the first-year advisor. This first-year advisor assists all entering students in the planning of the first-year program. This advising relationship can be amended by selection of a Pre-Generals major advisor at any time during the first year; in case the major advisor has not been selected by April of the student's first year, the first-year advisor designation expires. By the end of the first year of study, the student will have selected a major advisor, and in consultation with that advisor, will choose at least two associate advisors to constitute the student's (pre-Generals) advisory committee, and complete a Plan of Study (see Procedures document). This advisory committee helps students during the first years of their Ph.D. program through the completion of the General Examination.

The first advisory committee expires after successful completion of the General Examination (both papers filed). At that time, as students prepare the prospectus, they designate a (dissertation) advisory committee. This may be the same as the major advisor and committee they worked with up to this point, but need not be, and should be declared (via a change in Plan of Study form, if needed) in conjunction with preparing the prospectus.

Students are reminded that (in addition to the above) they have the option of changing their major advisor and/or committee members at any time, as their interests change.

(Revised Feb 2023)

### 3. COURSE REQUIREMENTS

#### 3.1 Overall requirements

For students entering Fall 2023 and Fall 2024, the following courses are required:

**Core Courses:**

**18 credits**

- a. All of:
  - 5110 Acquisition I
  - 5310 Phonology I
  - 5410 Semantics I
  - 5510 Syntax I
- b. At least two of:
  - 5120 Acquisition II
  - 5320 Phonology II
  - 5420 Semantics II
  - 5520 Syntax II
  - 6210 Morphology

**Electives:**

**22 credits**

At most 6 credits of LING 6799 “Examination of...”  
(see section 3.2 for policy on LING 6799 and Audit)

Total: **40** credits

Students are expected to discuss their courses with their advisor and/or the Director of Graduate Studies in advance of registration.

Entering students are expected to take all four first-semester courses in their first year. Students are very strongly encouraged to take at least 3 of the core courses in the spring of their first year. Exceptions can be made under special circumstances with approval of the faculty as a whole, but even so, all core course requirements should be completed by the end of the second year.

(Revised May 2023)

#### IMPORTANT NOTES ON COURSE REQUIREMENTS<sup>1</sup>

All students are required to register for a total of 15 credits of GRAD 6950 – Dissertation Research. These credits do not count towards departmental course credit requirements; however, **they must be included in the Plan of Study**. It is strongly recommended that students register for these credits as early as possible (e.g., starting from the third year).

Many courses at the 6000 level may be repeated for credit; check with department if unsure.

**Note: Students holding a Graduate Assistantship must register for 6 or more credits each semester (GRAD 6950 counts towards this requirement).**

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<sup>1</sup> For students entering without an MA (or equivalent) note that 30 credits of graduate study are required to obtain a “Level II” stipend.

**Note to International Students: Students holding an F1 or J1 visa need to meet minimum credit requirements each semester to qualify as full-time students. The basic requirement is currently 6 credits per semester with a Graduate Assistantship or 9 credits without, although limited exceptions apply.**

(Revised May 2023)

### **3.2. General Policies on use of LING 6799 (Special Topics)**

(1) LING 6799 (*Investigation of Special Topics*) is our course number for independent study at the graduate level. When registering for LING 6799, the student can provide a more specific title to reflect the topic of study. This is accomplished by **completing the online [Student Enrollment Request Form](#) (located on the Office of the Registrar Forms webpage) to request approval for enrollment. The Registrar's Office will enroll the student in the course if the request is approved.**

(Registrar website Aug 2023)

- (2) Up to 6 credits of LING 6799 can be included in a student's Plan of Study and applied to the Department's course-credit requirement for the Ph.D. When LING 6799 is used in this way, it should be given a title that includes the word EXAMINATION (e.g., 'Examination of complementizer systems').
- (3) Any number of additional credits for LING 6799, not counted towards the Ph.D. course-credit requirement, is permitted. In particular, when a student holds regular meetings with a supervisor, they should register for one credit of LING 6799 for each hour of weekly meeting time.
- (4) When the student is auditing a course, the University's registration status of 'Audit' is the preferred option, but students should not register as auditors if they wish to take the same course for credit later. Instead, they should consult with the instructor and register for 1 to 3 credits of LING 6799, depending on the amount of regular coursework that they will be completing.
- (5) The Office of the Registrar imposes a limit on the number of times a student can register for LING 6799, but this limit can be raised. In the event of a problem, the student should contact the Director of Graduate Studies.

### **3.3. LING 6899 (Directed Research)**

A course taken at another university can be counted as a regular course for purposes of the Ph.D. requirements. To obtain UConn credit for such a course, the student should register for LING 6899, Directed Research in Linguistics, with an appropriate UConn faculty member.

(Policy updated: November 2010)

### 3.4. Course Sequence Illustrations

A typical course package (for a student entering in 2024) might follow one of the sequences below (these are illustrations; individual plans may vary): courses are 3 credits except as noted.

#### Example 1

	<b>Fall</b>	<b>Spring</b>	<b>Credits</b>
<b>Year 1</b>	5110 Acquisition I 5310 Phonology I <sup>2</sup> 5410 Semantics I 5510 Syntax I	5120 Acquisition II 5320 Phonology II 5420 Semantics II 5520 Syntax II	24
<b>Year 2</b>	6510 R&R Syntax 6530 Comparative Syntax	6420 Topics in Semantics 6050 Field Methods	12
<b>Year 3</b>	6310 Problems in Phonology GRAD 6950 (3 credits) 1 <sup>st</sup> GE paper due	6020 Professional Methods (1 cr) 6520 Problems in Syntax GRAD 6950 (2 credits) 2 <sup>nd</sup> GE paper due	7 dept 5 GRAD
<b>Year 4</b>	GRAD 6950 (6 credits)	GRAD 6950 (6 credits) Prospectus due	12 GRAD
<b>Year 5</b>	GRAD 6950 (6 credits)	GRAD 6950 (6 credits)	12 GRAD

#### Example 2

	<b>Fall</b>	<b>Spring</b>	<b>Credits</b>
<b>Year 1</b>	5510 Acquisition I 5310 Phonology I 5410 Semantics I PSYC 5570 (Foundations 1)	5120 Acquisition II 5420 Semantics II COGS 5130 (Foundations 3)	21
<b>Year 2</b>	5510 Syntax I 6110 Methods in Acquisition	5520 Syntax II COGS 5150 (Foundations 5)	12
<b>Year 3</b>	COGS 5120 (Foundations 2) GRAD 6950 (3 credits) 1 <sup>st</sup> GE paper due	6020 Professional Methods (1 cr) COGS 5140 (Foundations 4) GRAD 6950 (2 credits) 2 <sup>nd</sup> GE paper due	7 dept 5 GRAD
<b>Year 4</b>	GRAD 6950 (6 credits)	GRAD 6950 (6 credits) Prospectus due	12 GRAD
<b>Year 5</b>	GRAD 6950 (6 credits)	GRAD 6950 (6 credits)	12 GRAD

<sup>2</sup> In Fall 2024, Phonology I is not offered due to departmental teaching needs. Students should take this course in Spring 2025.



## 4. SPECIAL NOTES FOR EXPERIMENTAL WORK

- Students proposing an **experimental study** for either general examination (see below) must take **an appropriate methods course, such as** Linguistics 6110 (Methods in Acquisition). The major advisor will determine which course the student should take and when. This course counts towards the 22 credits of electives.
- Certain experiments require approval for research with human subjects from the University Institutional Review Board (IRB). This is a time-consuming process – it is imperative to start on the approval process early.
- The first step is to become fully acquainted with the policies of the IRB. Students need to complete the Human Subject Protection Training, an on-line course giving federally-mandated important information about research with human subjects. This training should be completed before any work with human subjects commences, whether this is the student’s own research or work on a research project of a faculty member. Instructions and a link to the CITI Training program are on the IRB website (<https://ovpr.uconn.edu/services/rics/irb/citi-training/>).
- Each research project involving human subjects must be approved by the IRB. Forms, templates, and samples can be found on the IRB website. Student projects are submitted under both the student’s name and the name of a faculty member responsible for the project (i.e., the overseer or advisor of the project). It should be noted that many of the questions do not seem to apply to the type of research the linguistics student is typically involved with, because the same forms are used for more invasive studies. It would be a good idea to look at a previously approved protocol for guidance, and to seek feedback from faculty. Once the protocol and consent forms are submitted to the IRB, it is very common for revisions to be needed before the forms can be approved. **Work with human subjects cannot start before the forms are approved, so the process must be started early.**

(Last revision: 15 April 2014)

## 5. GENERAL EXAMINATION PAPERS

### 5.1. General Information about General Examinations

#### *Due Dates:*

First paper:	Choose overseer and topic Proposal due Paper due (exam version)	Second Year, End of Fall Second Year, Beginning of Spring Third Year, Fall
Second paper:	Choose overseer and topic Proposal due Paper due (exam version)	Second Year, End of Spring Second Year, End of May Third Year, Spring

**Important:** See below for absolute deadlines which trigger potential loss of department funding if not met.

Students proposing experimental work for a general examination paper should take note of the additional regulations (Section 4) and plan their time accordingly.

The General Examination (GE) consists of two papers of publishable quality, one in a topic closely related to the student's special area of interest, the other in a different area. One requirement of the General Examination is that the student demonstrate breadth of knowledge in the field. Consequently, the two papers must not be too close in topic. Typically, two papers that differ on at least two of the levels listed below will meet the breadth requirement. If the proposal for the second paper differs from the first paper on only one level listed below, the student must make the case that the breadth requirement is being met. The final decision about the breadth requirement will be made during a faculty meeting.

- (i) High-level question: grammar, acquisition, processing, neuro, language change
- (ii) Linguistic level: morphology, phonology, semantics, syntax, etc.
- (iii) Linguistic phenomenon: e.g., ellipsis, A'-movement, OCP, scope, type shifting
- (iv) Methodology: e.g., native speaker intuitions, elicited production, corpus analysis, computational modeling, reaction times, EEG, fMRI, etc.

The proposal for the first paper is due to the Director of Graduate Studies by the beginning of the spring semester of the second year. The completed first paper, ready for the examination, must be submitted to all members of the committee in the fall semester of the third year (October 1). The proposal for the second paper is due to the Director of Graduate Studies by end of May following the spring semester of the second year (May 31). The completed second paper, ready for the examination, must be submitted to all members of the committee in the spring semester of the third year (March 1).

Proposals for general examination papers identify a problem to be investigated and the nature of the investigation. The proposal has a maximum length of 1,000 words (approximately two single-spaced pages) plus bibliography, which includes references to be consulted even if not cited. In the planning stage for a proposal, students discuss their plans with faculty in the area of the planned research and, upon consultation, name one faculty member on the proposal as the desired overseer for the project. In the case of the second paper, the student must provide the overseer with the proposal for the first paper, or the completed first paper, if possible, so that the overseer of the second paper can judge if the breadth requirement is being met. For both the first and second paper, shortly after the proposal submission deadline, faculty meet to discuss all proposals. For each proposal, the overseer suggests additional committee members, taking students' preferences into consideration where applicable. Committees are then assigned by the Director of Graduate Studies in consultation with the full faculty, and the approved proposals are filed in the main office. At a later meeting (usually before Spring break of the second year for the first proposal, and before Thanksgiving break of the third year for the second proposal), committees report to the faculty on their projects' progress and prospects for timely completion. Measures required to address any problems are decided and conveyed to the students at that time.

The examining committee consists of at least three members, including the overseer, approved by the faculty. The overseer and at least one additional committee member will be UConn faculty members in Linguistics, from the following categories:

- Tenure-track faculty in the UConn Linguistics department (including faculty with a joint appointment)
- Current visiting faculty in Linguistics

Other individuals who may serve as additional members of a committee include:

- Faculty with affiliate status with the department
- Postdocs
- UConn faculty from other departments
- Faculty from other universities

To comply with Graduate School rules for general examinations, there are at least five different faculty members on the two examining committees for the two examination papers for each student.

The examination paper should be submitted with a cover sheet that lists the overseer and the members of the examining committee, and should include a one-page abstract summarizing the contents of the paper. The full paper is submitted by the due date to the members of the examination committee and any faculty member who requests it. The paper should be submitted at least one week in advance of the examination. Any member of the faculty can participate in an examination and advise the examining committee. The results of the examination, however, are the responsibility of the examining committee designated at the time the proposal is accepted, except for unanticipated extenuating circumstances.

The outcome of a general exam may include the following options:

- a. Pass without revisions
- b. Pass with revisions to satisfy the overseer
- c. Pass with revisions to satisfy the committee
- d. Revisions and re-examination necessary

The overseer communicates the outcome of the exam to the Program Coordinator. If revisions have been called for, the overseer communicates acceptance of the revised paper to the Program Coordinator and the student submits the final approved version to the office.

Students can consult with any faculty member for advice on general examination proposals and papers, whether or not the faculty member is named to the examining committee for the paper under the procedures outlined above.

### **On Completion of the Second General Exam Paper**

- Students need to complete the Report on the General Examination for the Doctoral Degree once they receive final approval from their second generals overseer.
- See the ‘Procedures’ document for important information.

After the examination, the Report on the General Examination, indicating the result of the entire examination and the names of all faculty members participating, must be signed by the members of the advisory committee and submitted to the Office of the Registrar Degree Audit Team **no later than the date of the submission of the Dissertation Proposal.**

(p.20, *Graduate Catalog 2023-2024*)

(Requirements last revised: 4 June 2024)

Once the student completes the General Examination, they become eligible to apply for The Graduate School's Conference Participation Award (formerly the Doctoral Student Travel Award). The award supports students to present their research at conferences. Application information is available on The Graduate School [website](#) for each semester. (Note: For Fall 2024, applications were accepted between June 1 and June 30, 2024. Keep an eye on the website for Spring 2025 applications.)

Normally, work submitted for the General Exam is not collaborative. If some portion of the work has resulted from a collaboration, the student must inform the General Exam Committee, and must demonstrate that his or her individual contribution is sufficient to satisfy the General Exam requirements. See section 9 below for specifics of the department's policy on collaboration.

(Revised April 2018)

## 5.2. Note on Deadlines for Continued Support

- Failure to complete the GE papers on time will lead to the student losing any guarantee of financial support received from the Department. If a student has failed to submit the final version of the first GE paper by the **end of the spring semester in the third year (specifically, by the last day to submit grades)**, then the student is no longer considered to be making satisfactory academic performance for the purposes of funding. The student loses any departmental fellowship support and is automatically removed from the primary pool for GAships. (Such a student may be entered in the pool for any unassigned GAships, subject to availability, but no such funding is guaranteed.) Since this is the final version of the paper, the examination and any revisions that are required must have been completed by this date.
- Similarly, if a student has failed to submit the second GE paper by **March 1 of the spring semester of the fourth year**, they will be removed from the primary funding pool. This is a full year after the ordinary due date.
- For any student facing a deadline for continued support, the overseer must, at least six weeks before the deadline, work with the committee to set an exam date that will allow the student to meet the deadline, including time for revisions. The exam date should be set whether the committee deems the student ready at that point or not.
- At the discretion of the overseer, students whose paper is not ready by the exam date will have a meeting with the committee on the scheduled exam date to discuss the explanation for the paper's delay and decide on a course of action.

As with all rules and regulations, appeals for extension may be considered in **exceptional** circumstances. The key word here is ‘exceptional;’ extensions to the above deadlines are not routinely granted.

(Policy 22 March 2004; revised 10 April 2012)

### 5.3. Notes for advisors and overseers

- GE Proposal should be submitted to the Director of Graduate Studies (DGS) by the due date for consideration by faculty at its next regular meeting.
- Outcome of examination is conveyed by memo to the DGS and the Program Coordinator, with deadline for revisions (if any).
- When revisions are completed to satisfaction of committee, overseer sends a memo to Program Assistant and DGS.
- Completed final paper (with revisions made and approved) is deposited with the Program Coordinator in the department office.

## 6. LEAVE OF ABSENCE

Under compelling personal or medical reasons, a graduate student may request a leave of absence from his or her graduate program for a period of up to 12 months (one calendar year). The request for a leave of absence must be made in writing using the *Request for Leave of Absence from Graduate Studies Form*. The completed application form must bear the signatures of the student, the student’s Major Advisor, and the Department or Program Head. The completed application form is to be submitted to the Graduate School for review and approval at least 30 days before the leave of absence is to commence, or the earliest date possible in extenuating circumstances. See the Graduate School website for more information.

Before resuming graduate studies, the student must be reinstated in the Department. This means that the student must submit a letter of application for reinstatement. The faculty will review the student's application and will inform him or her of their decision. The faculty will also inform the student in writing of the new deadlines (for passing the General Examination Papers, for maintaining eligibility for Financial Aid, or for submitting the Dissertation Prospectus – whichever will be applicable at the time of reinstatement).

During the leave period, the student will not be eligible for funding from the Department.

**Note for international students:** International students are strongly encouraged to consult with International Student & Scholar Services (ISSS) regarding the requirements and consequences for their immigration / visa status during a leave.

## 7. DISSERTATION PROSPECTUS

**Due date:** Fourth year, end of spring semester

### 7.1. Description of Prospectus

The prospectus is a well-thought-out description of the work one proposes to undertake for the dissertation. It is a proposal, not a finished project. Yet, enough work should have been done on the project to indicate that it will be successful.

The prospectus should be submitted before preparation of the dissertation is well underway. Failure to present the prospectus early may result in wasted effort on a dissertation. The prospectus should be submitted to the head of the department ideally at least six months before the oral defense. The prospectus may not be submitted before the Ph.D. Plan of Study has been fully approved.

Note that the Dissertation Proposal is considered in-progress if any required IRB/IACUC approval has not yet been obtained.

The approved Dissertation Proposal must be on file in the Office of the Registrar before the public announcement of the final dissertation defense.

The prospectus must first be approved by all members of the student's advisory committee. Following this approval, it undergoes one of two departmental approval processes: (a) review by a committee of two faculty members not on the advisory committee; or (b) review by at least two faculty members who are present at an oral presentation of the prospectus (e.g., at Ling Lunch). See the 'Procedures' document for more detailed information.

The prospectus should emphasize the theoretical relevance of the study for linguists who are not specialists in the area of the dissertation. It should include relevant background, and point out the novelty of the proposed study.

In undertaking their review, the reviewers will ask:

- Is the prospectus clear for the linguist who is not an expert in the specific area of the dissertation? Does the prospectus convey to the non-specialist reader that the project is soundly conceived and the prospectus thoughtfully written?
- Is the prospectus well written, well organized, and well argued?
- Does the prospectus describe a project of appropriate scope?
- Does the student demonstrate full knowledge of the subject and an understanding of the proposed method of investigation?
- Does the student show awareness of the relevant research by others?
- Does the student show how the proposed investigation, if successful, will contribute to scientific knowledge?

The prospectus should include:

- an accurate title;
- a concise statement including:
  - the purpose, importance, and novelty of the study;
  - for experimental works, the methods and techniques to be used in data collection and analysis;
  - information about what languages will be studied, and why
  - a bibliography.
  - An appendix may be included for experimental details and similar material, but
  - it must be possible for the reader to skip the appendix without loss of continuity.

The prospectus is to be as brief as possible without sacrificing completeness. The limit is 15 pages, with 1-1/2 line spacing, no smaller than 10 point type, and no smaller than 1-inch margins all around. The bibliography is not included in the 15-page limit.

After the reviewers have read the proposal or considered the oral presentation, they will recommend one of the following:

- Approve
- Approve with comments
- Revision needed
- Reject

(Revised: 17 December 2002; minor revisions: 8 August 2007)

## **8. DISSERTATION AND DEFENSE**

### **Deadlines**

Defense draft to committee members	2 weeks prior to defense
Announce Oral Defense in University Events Calendar	2 weeks prior to defense
Send a working copy of your dissertation to your Advisory Committee and to the Program Coordinator for the department files	2 weeks prior to defense

### **Instructions for Ph.D. Candidacy**

Upon approval of the plan of study, passing the general examination, and having had the dissertation prospectus fully approved, the student becomes a candidate for the degree of Doctor of Philosophy. At this time (or before), the student and the advisory committee determine a schedule for completion of dissertation research, submission of an outline, submission of drafts, and submission of a final draft, aiming toward completion of the dissertation by the end of the fifth year of study.

## **The Dissertation**

The dissertation is to make a significant contribution to the candidate's field of specialization. The student should work regularly with the major advisor and advisory committee in conducting the research of the dissertation and in preparing the written document.

Normally, work submitted for the dissertation is not collaborative. If some portion of the work has resulted from a collaboration, the student must inform the advisory committee, and must demonstrate that his or her individual contribution is sufficient to satisfy the dissertation requirements. See section 9 below for specifics of the department's policy on collaboration.

## **Final Examination (Defense)**

All members of the advisory committee are expected to have seen drafts of the dissertation and to have discussed its content with the student well before the defense version of the dissertation is submitted.

A preliminary defense date can be set well in advance for planning purposes, once each committee member agrees that there is a reasonable expectation for a defensible draft to be produced at least two weeks before the defense date.

The (complete) defense version must be submitted to all members of the committee at least 2 weeks in advance of the defense date, at which time the date can be confirmed. If the defense draft is not submitted by this date, the defense is automatically postponed.

Any member of the committee may declare that the defense should be postponed at any point if the work is not deemed satisfactory.

The final examination is oral and under the jurisdiction of the advisory committee. It deals mainly with the field of the dissertation.

In preparing for the Oral Defense and final submission of the dissertation, please attend to instructions in the Procedures document.

(Policy date: January 2013, Revised August 2023)

## **After the Defense**

The advisory committee determines the necessary revisions to the dissertation during the meeting at the end of the defense. The advisor will instruct the student regarding changes to be made to the dissertation and approvals required. They will set a timeline for the completion of these changes.

When students are preparing to leave the department, they should be sure to clear their desks, leave keys for mobile pedestals and make arrangements with the Program Coordinator for the settling of any bills and the forwarding of snail mail. Departing students are strongly encouraged to keep us up to date with their mailing addresses and professional positions!



## 9. POLICY ON COLLABORATION FOR GENERAL EXAMINATION AND DISSERTATION

1. Students are encouraged to engage in collaborative projects with faculty and/or other students because we believe collaboration is an important component of modern linguistic science. We also believe that adopting different roles in collaborative projects is a potentially valuable component of graduate education.
2. The purpose of general examination papers and dissertations is to demonstrate a student's ability to design and carry out novel research projects.
3. Collaborative projects can be used as general examination papers and dissertations as long as the project demonstrates a student's ability to design and carry out novel research projects. **This means that the text of the paper or dissertation must be written by the student (not by the collaborators)**, the student's intellectual contribution to the project must be clear, and the project must demonstrate the student's research ability to the satisfaction of the evaluating committee.
4. For collaborative projects that involve both students and faculty, all faculty are encouraged to formulate an explicit set of criteria for authorship and author order according to the best practices of their sub-discipline. Faculty are encouraged to share these criteria as early as possible in the planning of the project.
5. For collaborative projects that only involve students, all students are encouraged to discuss criteria for authorship and author order as early as possible in the planning of the project.

(Last Revised 21 April 2015)

## 10. GRADUATE ASSISTANTSHIPS AND OTHER FUNDING

### 10.1. External Fellowships

Graduate students are strongly encouraged to pursue sources of support external to the university, such as fellowships. Since department-internal support is limited, external support increases the funding available to all students within the department. External support is also prestigious and can reduce the number of hours a student must work in Graduate Assistantships (GA-ships), making more time available to devote to studies.

### 10.2. Graduate Assistantships

GAs are paid for the period August 23 – May 22 (with the exception of leap years, in which case the pay period ends on May 21), and are expected to work the paid number of hours on average for the full period, including dates when classes are not in session. The current GEU contract specifies that GAs with academic year appointments shall have a right to 4 weeks (20 business days) of time off from expected duties. GAs appointed for less than an academic year have time off on a prorated basis. Ordinarily, this time off is taken during the breaks between

classes. Arrangements for other modifications to the work schedule should be made in consultation with the faculty member responsible for the GA.

### **10.3. Graduate Assistants Employability Policy**

*All graduate assistants must comply with the University's stated policies on (spoken) English proficiency ([English Policy](#)).*

Students who are not eligible for classroom instruction as defined by this policy by the end of their 2<sup>nd</sup> semester of study will not be in the pool for GAships assigned during April-May-June for the following academic year. (In particular, students should satisfy the policy by the date of the last posted Microteaching test in the spring semester of the second year.) If and when any such students do pass the English Certification, they may be entered in the pool for any unassigned GAships, and returned to regular funding assignments made for each academic year in late spring.

This policy does not affect a student's eligibility for pre-doctoral fellowship funds.  
(Policy date: 19 April 2005)

## APPENDIX A: Course Requirements

**For students entering fall 2014 (or later),** the following courses are required.

**Core Courses** (18 credits)

- a. 5110, 5310, 5410, 5510
- b. At least two of: 5120, 5320, 5420, 5520, 6210

**Electives** (22 credits)

At most 6 credits can be LING 6799 “Examination of...” (see section 3.3 for policy on LING 6799 and Audit)

***Total: 40 credits***

**For students entering fall 2011 to 2013,** the following courses are required.

**Core Courses** (21 credits)

- a. 5110, 5310, 5410, 5510
- b. Three from 5120, 5320, 5420, 5520

**Electives** (22 credits)

At most 6 credits can be LING 6799 “Examination of...” (see section on LING 6799 for additional details)

***Total: 43 credits***

## APPENDIX B: Terminal Master's Degree

In some cases, when a student elects to leave the program without completing a Ph.D., a terminal M.A. degree may be appropriate. The University has two systems for achieving a terminal M.A. degree. For most Linguistics students, Plan B (Non-thesis) is appropriate. Following are the requirements for a Plan B M.A. degree.

- Student must have a minimum of 30 units.
- If the plan involves a change in the advisory committee, that should be done first (see [the Graduate Catalog](#) and/or the Grad Information document).
- The Plan of Study is to be filled in and signed, then submitted to the Registrar's office (see details about submitting signed forms in the Grad Information document).
- The student and major advisor come up with three topics from two broad areas (e.g., semantics and syntax). The topics are fairly specific areas that the student knows something about (in acquisition, an example would be 'the root infinitive phenomenon in acquisition'). The topics are presented to the faculty for approval to ensure sufficient breadth.
- The exam itself is oral, with the student and the committee members. The committee members take turns asking questions that are related to the topics selected. The exam takes about 1 hour.
- Following the exam, the committee decides on the outcome. Possible decisions:
  - Pass
  - Student should submit a written response on one question (if the discussion in the exam was not sufficient)
  - Re-do
  - Fail
- When the committee is satisfied, the Report on Final Exam form is completed and submitted (see Grad Information document and/or Registrar's website).
- Additional requirements for graduation can be found on the Registrar's website.