Table of Contents

Introduction ........................................................................................................................................... 4
Graduate Advising and Review .................................................................................................................. 4
  Director of Graduate Studies .................................................................................................................. 4
  Department of Language and Literature Graduate Committee ........................................................... 4
  Language Representative ....................................................................................................................... 4
  Supervisory Committee Responsibilities and Procedures ...................................................................... 5
  Requesting a Change of Supervisory Committee .............................................................................. 5
  Graduate Student Advisory Committee ............................................................................................... 5
  Graduate Student Review ...................................................................................................................... 6
  Graduate Student Orientation ............................................................................................................... 6
  Teaching Assistants ............................................................................................................................. 6

Graduate School Policies ......................................................................................................................... 7
  Attendance ........................................................................................................................................... 7
  Grading and Credit Policies ................................................................................................................... 7
    Grading Policies ................................................................................................................................... 7
    Minimum Acceptance Grades ............................................................................................................. 7
    Credit/No-credit Grading ..................................................................................................................... 7
  Credit Policies ..................................................................................................................................... 7
    Undergraduate Petition for Graduate Credit ..................................................................................... 7-8
    Transfer of Credit ............................................................................................................................... 8
    Limitations of Credit ........................................................................................................................... 8
    Course Numbers ................................................................................................................................... 8-9
  Language Requirements ....................................................................................................................... 9
  Registration .......................................................................................................................................... 9
    Registering for Classes ....................................................................................................................... 9
    Minimum Continuous Registration ................................................................................................... 9
    Course 7990 Limitations ..................................................................................................................... 9-10
    Leave of Absence .............................................................................................................................. 10
    Maximum Hours .................................................................................................................................. 10
    Thesis & Dissertation Regulations .................................................................................................... 10

Graduate Degree Requirements ........................................................................................................... 11
  Master Degree ...................................................................................................................................... 11
    Selection of the Supervisory Committee ......................................................................................... 11
      French, Spanish, M.A. ......................................................................................................................... 11
      CLCS M.A. ....................................................................................................................................... 11
      MALP ............................................................................................................................................... 12
      WLMA ............................................................................................................................................ 12
    Minimum Continuous Registration .................................................................................................... 12
    Program of Study ............................................................................................................................... 12-13
    Residency Enrollment Requirements ................................................................................................. 13
Approval of Program of Study ..........................................................13
Time Limit ........................................................................................13
Doctoral Degree ................................................................................13
Ph.D. Supervisory Committee ..........................................................13-14
   CLCS & Spanish Ph.D. .................................................................14
Minimum Continuous Registration ....................................................14
Program of Study ............................................................................14
Time Limit ........................................................................................14-15
Exceptions ........................................................................................15
General Information .........................................................................16
Notice and Readmission ....................................................................16
Provisions for the Grade of Incomplete ............................................16
Tuition and Residency .......................................................................16
Graduate Research and Publication ..................................................16
Computer Lab, Keys, and Cubical Space ...........................................17
Communication ...............................................................................17
Important Websites ..........................................................................17
Electronic Graduate Record File ......................................................17
Required Paperwork ........................................................................18
Sample Semester Schedule ..............................................................19
For Students in Full Coursework ......................................................19
Tuition Benefit Program Information ...............................................20
Tuition Benefit Requirements ..........................................................20
   Teaching Assistant ......................................................................20
   Research Assistant ......................................................................20-21
   Graduate Assistant .....................................................................21
Tuition Benefits Program Signature Sheet .......................................21
Tuition .............................................................................................21-22
Graduate Subsidized Health Insurance ............................................22
Graduate Health Insurance ..............................................................23
Miscellaneous ..................................................................................23
Forms ...............................................................................................24
Graduate Student Roadmap .............................................................24-25
Program of Study Form ..................................................................26-25
Master Supervisory Committee Form .............................................28
Master Exam/Thesis Form ...............................................................29
Ph.D. Supervisory Committee Form ...............................................30
Ph.D. Exam/Thesis Form .................................................................31
INTRODUCTION

Graduate study in the Department of Languages and Literature provides training in the literary traditions associated with several world languages: French and Francophone Studies; Spanish Peninsular and Latin American Studies; Spanish Language Pedagogy; and Comparative Literary and Cultural Studies (CLCS), which allows students to put cultural traditions into relationship through a comparative method by using two or more language traditions, such as Classical Greek and German. All degree candidates will study the theoretical foundations and methods of contemporary literary criticism as the basis of their graduate coursework. The Masters in World Languages (WLMA) is an alternative degree path within the department. Its language and pedagogy based curriculum includes certification to teach in the Utah public school system.

GRADUATE ADVISING AND REVIEW

Director of Graduate Studies (DGS)

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

Department of Language and Literature Graduate Committee

A departmental graduate committee is elected or appointed each year to create and recommend policies and regulations directly related to the department’s graduate program. The department’s Director of Graduate Studies, who serves as a non-voting member of the committee, chairs the committee. In addition to policy formation and on-going review of the Graduate program, the Graduate Committee acts on requests for variance from established rules and regulations. The committee also serves as an appellate body for students and faculty members requesting a review of supervisory committee actions or other matters affecting the graduate program in general or an individual student in particular.

Language Area Representative

Each language area of the graduate program in the Department of Languages and Literature has a graduate Language Area Representative. That Representative will be the student’s principal contact person regarding course work content after the first semester of the program, as well as advisor for selecting a Supervisory Committee and preparing exam lists.
Supervisory Committee Responsibilities and Procedures
The Supervisory Committee is vital to a student’s graduate program. This committee approves the student’s academic program, prepares and evaluates the qualifying (comprehensive) examination, approves the thesis or dissertation prospectus and the thesis or dissertation itself, and administers and judges the final oral examination. Decisions concerning program requirements, examination, and the thesis/dissertation are made by majority vote of the committee. It is expected that all members of the Supervisory Committee will be present in order to hold any formal meeting, which may result in an official committee action. Circumstances may exist, however, that make this expectation an unreasonable burden on the candidate or committee. In those cases, the Supervisory Committee Chair will consult with the Director of Graduate Studies to arrange an alternative that still provides for full participation by the majority of the committee.

Requesting a Change of Supervisory Committee
Because students’ interests change throughout their graduate programs and faculty members may accept other positions or be absent from campus for extended periods, it is occasionally necessary to request a change in supervisory committee membership. The Director of Graduate Studies is responsible to assist in these negotiations as requested by the student or faculty. After informally discussing the change with the committee members involved, a “Request for Change in Supervisory Committee,” must be initiated. This form is available on the Graduate School website, prepared by the student, and is submitted to the department’s Director of Graduate Studies for approval. The approved request is then forwarded to the Graduate School for inclusion in the student’s official university file. Only the departmental “Request for Change in Supervisory Committee” form will be accepted by the Graduate Records Office, and names of committee members listed on the approved form must correspond with all signatures on official candidacy forms, examination reports, and the thesis or dissertation final approval page.

Graduate Student Advisory Committee (GSAC)
The Graduate Student Advisory Committee (GSAC) serves to represent the Department of Languages and Literature graduate population. Each year the department’s graduate student community elects three members to represent graduate student voices in the department as well as the larger university community. GSAC also functions as the official liaison between graduate students and faculty. In this capacity, their duties include attending faculty meetings when necessary, communicating with the graduate office, and submitting student recommendations to the faculty on decisions regarding retention, promotion, and tenure (RPT).
**Graduate Student Review**

The language area faculty reviews all graduate students in the Department of Languages and Literature at least once yearly. The purpose of the review is to assess the overall progress of each student in the program, and to identify means by which the faculty can assist each student to achieve success in the program. To support the entire review process, the graduate office will solicit standardized information on teaching, service, and course work derived from each student and supporting prior to the graduate review.

**Graduate Student Orientation**

A mandatory orientation session is scheduled for all incoming graduate students at the beginning of fall semester. The purpose of this meeting is to introduce students to departmental policies and requirements, and provide information about matters of specific concern to new degree candidates. Students are further encouraged to meet individually with members of the faculty throughout the first semester of residency in order to discover mutual interests and discuss individual goals and objectives.

**Teaching Assistants**

For those students who receive a TA-ship, there is a mandatory Graduate Teaching Assistant Workshop that occurs one week prior to the start of fall semester. The goal of the orientation is to introduce new TAs to Department policies and practices regarding teaching the introductory language courses, provide instructors with the tools needed to teach effectively, and promote the excellence we expect from our TAs. Returning TAs are required to attend the last day or two of the workshop each year that his/her Assistantship is renewed.
GRADUATE SCHOOL POLICIES

For more information concerning Graduate School Policies please visit http://gradschool.utah.edu/graduate-catalog/.

Attendance
The University expects regular attendance at all class meetings. Students are responsible for satisfying the entire range of academic objectives and requirements as defined by the instructor. Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor’s approval, shall be permitted to make up both assignments and examinations.

Grading and Credit Policies
The University confers graduate degrees upon candidates who meet the requirements designated by the appropriate graduate committees, the Graduate Council, and the faculty.

Grading Policies

Minimum Acceptable Grades
Candidates for graduate degrees are required to maintain a 3.0 or higher GPA in course work counted toward the degree. A grade below C- is not accepted for credit toward a graduate degree. Some departments further restrict C grades.

Credit/No-credit Grading
Graduate students are granted the option, subject to approval by their major department and review by the dean of The Graduate School, to enroll in some courses in which they will be graded on a credit/no-credit (CR/NC) rather than on a letter-grade basis. The intent of the CR/NC option is to free students to extend their studies to areas outside their major or specialty and to take classes they otherwise might not take if they had to compete with majors for a letter grade.

Credit Policies

Undergraduate Petition for Graduate Credit
University of Utah students may be allowed to select for graduate credit certain graduate-level courses (5000 level or above) taken while enrolled as an undergraduate student. Such graduate credit is limited to six semester hours or two courses. Credit used to earn the undergraduate degree may not be counted toward a graduate degree. Students are
encouraged to seek advance approval of the dean of The Graduate School on an
Undergraduate Petition for Graduate Credit form available in the Registrar’s Office and on
The Graduate School website. However, if a student seeks retroactive graduate credit for
courses taken as an undergraduate, permission may be granted only if a grade of B or better
was earned in the specified courses and if the courses were taken no more than three years
prior to the petition.

**Transfer of Credit**
Graduate credit may be transferred from other institutions. Credits transferred from another
institution may be used for only one degree. *Up to six semester hours of transfer credit may
be applied toward fulfillment of graduate degree requirements if they are of high letter
grade (B or higher; ‘credit only’ grades are unacceptable), are recommended by the
student’s supervisory committee, and were taken within four years of semester of admission
to the University of Utah for master’s students and within seven years of semester of
admission to the University of Utah for doctoral students.*

Note: When taking credit from another university (study abroad, exchange programs, etc.)
you must have an official transcript sent to the University of Utah Office of Admissions. No
transfer credit will be evaluated without an official transcript from the university you studied
at. Please visit the Office of Admissions Graduate Admissions Division website
(http://admissions.utah.edu/apply/graduate/) for more information.

**Limitations of Credit**
Credit earned by nonmatriculated students may or may not apply to a graduate degree
program. Graduate programs are designed and approved by faculty committees assigned to
supervise each graduate student. Decisions on accepting course credit are made initially by
these supervisory committees. *Only nine semester hours of nonmatriculated credit, taken no
more than three year prior to approval, can be applied toward a graduate degree.* Exception
to either of these requirements must be requested by the department chair or supervisory
committee chair and approved by the dean of The Graduate School. AOCE Ulearn
Independent Study (formerly correspondence or home-study) courses are eligible for
graduate credit with department approval. Students may not register for CR/NC courses in
their major departments unless a course in the major department is offered only on a CR/NC
basis. (See also Credit/No-Credit Grading earlier in this section.)

**Course Numbers**
*Courses numbered 6000 and above are considered graduate-level. Courses numbered 5000
to 5999 can count toward graduate degrees. Courses numbered 3000 to 4999 are upper-
division (junior and senior) courses. Those numbered 1000 to 2999 are lower-division*
(freshman and sophomore) courses.

**Language Requirements**
Departments may require “standard proficiency” or “advanced proficiency” in language competence in one or more foreign languages for graduate degrees.

**Registration**

**Registering for Classes**
Graduate students should register via the World Wide Web to secure their classes. For details about registration procedures, see Registration in the Undergraduate Information section of this catalog.

**Minimum Continuous Registration**
All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence (see Leaves of Absence section, page 10). Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree including, the defense of the project, thesis, or dissertation.

*Teaching Assistants are required to register for a minimum of 9 credit hours each semester to qualify for the Tuition Benefit Program. International students will need 12 credit hours.*

Note: Maintaining Continuous Registration status may differ from full-time enrollment status. Please see The Office of the Registrar. (http://registrar.utah.edu/)

**Course 7990 Limitations**
A doctoral student may register for Continuing Registration (course number 7990) if the candidate is not using faculty time or University facilities, except for the library. Course number 7990 is limited to a maximum of four semesters with no exceptions. After reaching the limit of four semesters, a student must enroll for a minimum of three credits of 7970 through the semester when the defense takes place.
Continuing Registration (course number 7990) cannot be used for verification of half- or full-time enrollment in order to qualify for deferment of student loan repayments or to receive student loan funds. The department class number for 7990 changes each semester and is available to students only through the department’s graduate advisor. There is a limit of four semesters for use of 7990.

**Leave of Absence**
Students who wish to discontinue their studies for one or more semesters may request a leave of absence from the department’s DGS, which will be evaluated and granted subject to the approval of the Dean of the Graduate School. All leave of absences are for a maximum of one calendar year and students must formally request an extension if necessary. For more information and the required paperwork please visit [http://registrar.utah.edu/handbook/leave.php](http://registrar.utah.edu/handbook/leave.php).

**Maximum Hours**
No candidate for a graduate degree is permitted to register for more than 16 credit hours in any single semester. *A schedule of nine hours is considered a full load for master’s and doctoral degree candidates.* Requests for exceptions to this policy should be submitted in writing to the dean of The Graduate School by the student’s supervisory committee chair. Students in the Tuition Benefit Program (TBP) are advised to refer to the TBP information page to review policies related to maximum hours. [http://www.gradschool.utah.edu/tbp/guidelines.php](http://www.gradschool.utah.edu/tbp/guidelines.php)

**Thesis & Dissertation Regulations**

*A Handbook for Theses and Dissertations* contains information on The Graduate School’s policies and procedures for preparing a thesis or dissertation, having it edited by the Thesis Editor, and filing it as the final step in graduation. The Handbook includes an explanation of the University of Utah format, examples of forms and essential pages for the thesis, a list of departmentally-approved style guides, and a discussion of copyright issues.

A copy of the Handbook is available on The Graduate School website at ([http://gradschool.utah.edu/thesis/?page_id=145.](http://gradschool.utah.edu/thesis/?page_id=145.))
GRADUATE DEGREE REQUIREMENTS

Students are reminded that they are responsible for understanding and complying with the requirements for the academic and professional degrees described in this section. For more information about the Graduate Degree Requirements please visit The Graduate School website (http://gradschool.utah.edu/graduate-catalog/degree-requirements/), and the Department of Languages and Literature website (languages.utah.edu).

Master Degree
Selection of the Supervisory Committee
Unless otherwise approved by the dean of The Graduate School, a supervisory committee consisting of three faculty members, the majority of whom must be regular (tenured or tenure track) faculty in the student’s major department, is appointed no later than the second semester of graduate work. If a graduate student’s preliminary work is deficient, the supervisory committee may require supplementary undergraduate courses for which no graduate credit is granted. Each degree path has its own informal process for committee selection:

French & Spanish, M.A.
A standing committee of 3 faculty members from the student’s language area, one of whom will serve as chair, will be appointed each year by the language-area faculty. The Graduate Academic Advisor will inform students of the committee’s constitution towards the end of the second semester. The Graduate Academic Advisor keeps a record of the committee in the student’s department file and forwards the information to the Graduate School for final action by the Dean of the Graduate School. Students are strongly encouraged to consult with their Supervisory Committee Chairperson before leaving for the summer.

CLCS M.A.
During the second semester of graduate study students request that a faculty member in their area of research serve as chair of their thesis committee. In consultation with the Supervisory Committee chairperson the student identifies and solicits two (2) additional faculty members to serve on the committee. Finally, the student initiates a “Request for Supervisory Committee,” which is submitted to the department’s DGS for approval. This form is available on the Languages and Literature website and remains in the student’s departmental file. When approval is granted, the Graduate Academic Advisor forwards the information to the Graduate School for final action by the Dean of the Graduate School.
MALP
During the second semester of graduate study students request that a faculty member in their area of research serve as chair of their committee. In consultation with the Supervisory Committee chairperson the student identifies and solicits two (2) additional faculty members to serve on the committee. Finally, the student initiates a “Request for Supervisory Committee,” which is submitted to the department’s DGS for approval. This form is available on the Languages and Literature website and remains in the student’s departmental file. When approval is granted, the Graduate Academic Adviser forwards the information to the Graduate School for final action by the Dean of the Graduate School.

WLMA
The Graduate Supervisory Committee includes the WLMA program advisor and the faculty liaison for the WLMA program in the College of Education. In consultation with the program advisor, students select one (1) additional member in their language area from the Department of Languages and Literature. Students may request that either the program advisor or the additional department faculty member serve as the Supervisory Committee chair. Finally, students initiate a “Request for Supervisory Committee,” which is submitted to the department’s DGS for approval. This form is available on the Languages and Literature website and remains in students’ departmental file. When approval is granted, the Graduate Academic Advisor forwards the information to the Graduate School for final action by the Dean of the Graduate School.

Minimum Continuous Registration
Candidates for the Master of Arts degrees in the Department of Languages & Literature must complete a minimum of 30 graduate credit hours, of which a minimum of 24 hours is represented by course work. Students should understand that some programs might require much more than this minimum. A maximum of six credits may be transferred from another institution for inclusion in a program of study, and a maximum of nine credits completed at the University of Utah while on non-matriculated status may be included. Inclusion of transfer or non-matriculated credit in a student’s program of study requires the approval of the supervisory committee.

Program of Study
The Graduate School requires candidates for master’s degrees to devote a minimum of 30 credit hours to their graduate courses (i.e., courses numbered 5000 and above) and thesis. A minimum of 24 graduate credit hours must be in course work, with the balance in thesis hours or alternative to the thesis (when allowed by the department). All course work counted toward the degree must be
approved by the student’s supervisory committee.
Each master’s program requires a distinct, complete set of course work. Course work used to meet the requirements of one master’s program may not be used to meet the requirements of another.

**Residency Enrollment Requirements * **
At least 24 credit hours must be in resident study at the University of Utah. The Graduate Council may approve departmental or programmatic exceptions to the minimum residency requirements and proposals for new programs or academic offerings using distance learning technologies and/or off-campus sites, as provided by Graduate School policy.
*Does not refer to or fulfill State Residency Requirements.

**Approval of Program of Study**
*One semester prior to graduation*, a complete program of study should be entered into the Graduate Records Tracking System by the department graduate coordinator and then approved by the student’s supervisory committee and the director of graduate studies. Once the student is admitted to candidacy for the master’s degree, this program of study is reviewed by The Graduate School.

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

**Doctoral Degree**
The Doctor of Philosophy degree is awarded for high achievement in an advanced specialized field of study. It requires competence in independent research and an understanding of related subjects. The degree is not awarded simply for the fulfillment of residence requirements and the accumulation of credits.

**Ph.D. Supervisory Committee**
Each supervisory committee consists of five faculty members. The committee chair and the majority of the committee must be regular (tenured or tenure track) faculty in the student’s department. One member of the committee must be appointed from outside the student’s major department. The outside member is normally from another University of Utah department.
However, the dean of The Graduate School may approve requests to appoint a committee member from another university where appropriate justification and supporting documentation is provided. The supervisory committee is responsible for approving the student’s academic program, preparing and judging the qualifying examinations, approving the dissertation subject and final dissertation, and administering and judging the final oral examination (dissertation defense). Each degree path has its own informal process for committee selection:

**CLCS & Spanish PhD**

Doctoral students compose a committee of five (5) faculty members, one of whom must be from outside the Department of Languages and Literature. The Committee is chaired by the student’s mentor, who is usually identified at the time of entry into the program, and should be constituted no later than the third semester of coursework in preparation for the Qualifying Exams and the Dissertation Proposal.

**Minimum Continuous Registration**

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

**Program of Study**

Candidates for the Ph.D. degree ordinarily must complete no fewer than three full years (six semesters) of approved graduate work (i.e., courses numbered 6000 and above) and a dissertation. More time may be required. In truly exceptional cases, a shorter period of time in graduate work may be approved by the dean of The Graduate School. If a supervisory committee finds a graduate student’s preliminary work deficient, the student may be required to register for and complete supplementary courses that do not carry graduate credit. Ph.D. candidates must file the Program of Study form with their departments. This form, which lists course work and research hours, is due one semester before graduation in order for the graduate coordinator to enter that information online in a timely manner. Courses taken through alternative delivery methods (e.g., via EDNET or the Internet) are approved on a programmatic basis through the Graduate Council.

**Time Limit**

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

**Exceptions**

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

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

Students who do not maintain registration as listed above will be removed from the program after the “Last Day to Add” deadline has passed for that semester (typically two weeks after regular classes begin), unless the student has taken a leave of absence. To reenter the program, students must follow the normal application procedures for all student applications, including application to the University Admissions Office. A complete list of the application procedures is available on the department’s website.

Provisions for the Grade of Incomplete
In the unlikely event that special circumstances intervene to prevent the timely completion of course work the grade of “incomplete” (indicated on the records as “I” or “T”) may be granted. Students may not have more than two (2) “Incomplete”-s on their record at any given time or they will be asked to take a leave of absence before continuing course work. MA or PhD candidates with “Incompletes” will not be permitted to sit for Exams until they have completed the work.

Tuition and Residency
Graduate tuition and fees are charged to each student enrolled in courses. Resident tuition is imposed for course numbers 6970, 6980, 7970, 7980, and 7990 regardless of resident or non-resident status. Any qualifying graduate student in the graduate program MUST apply for Utah residency. If a student is from out of state, he/she is subject to 1-year residency before formally applying to pay in-state tuition.

Graduate Research and Publication
Because PhD-level work involves independent scholarship, all students are expected to be engaged in research activities as advised by the supervisory committee in addition to regular course work. Each student is held responsible at the annual graduate review for a summary statement of research, creative endeavors, or other scholarly work for the previous twelve months. Further, evidence of original research is considered an essential criterion in assessing a doctoral student’s academic progress.
**Computer Lab, Keys, and Cubical Space**

Graduate students in the department will have access to the computer lab in LNCO 1950. The student U-Card will be used to gain access to the lab through the proximity reader. Keys will no longer work to access the lab. Student’s can obtain a U-Card from the U-Card Office at 255 Union—students’ should request a proximity card at that time.

TA’s and graduate students may use the computer lab for school related work, however students must provide their own flash drive in order to save their work and their own supply of paper for the printer. The printer is not to be used to make copies of tests or assignments; these should be submitted to the office copy room with a “Request for Copies” form. *Do not run transparencies through the lab printer.*

Teaching Assistants will be issued keys to the Teaching Assistant offices and outside entrance. Each TA is assigned a cubicle space to be used for meeting students during office hours and prepare lesson plans. Students who are not currently teaching for the department may be asked to vacate their cubicle space and surrender their keys.

**Communication**

All communication from the University and the department will be sent to the student’s U-Mail account, including calls for papers, employment opportunities, conferences and other important information; therefore *students should check their U-Mail account daily.*

**Important Websites**

- Department of Languages and Literature: [http://languages.utah.edu](http://languages.utah.edu)
- Graduate School: [http://www.gradschool.utah.edu/](http://www.gradschool.utah.edu/)
  (Information on forms, Graduate School policies, thesis and dissertation guidelines)

**Electronic Graduate Record File**

The Electronic Graduate Record File is one of the most important tools a student can use to keep on track for graduation. You can view your Electronic Graduate Record File by logging into the Campus Information System ([http://cis.utah.edu](http://cis.utah.edu)) and clicking on “Graduate Student Summary” under the Graduate Students section. If you need further help finding this section, please visit the following website for a tutorial ([https://gradschool.utah.edu/students/egrf_student_tutorial.php](https://gradschool.utah.edu/students/egrf_student_tutorial.php)).
Required Paperwork

Forms are available from the Graduate Secretary, or can be found on the Languages and Literature’s website (http://languages.utah.edu/graduate/graduate_forms.php).

- Program of Study Form ................................................................. 26-27
- Master Supervisory Committee Form ........................................ 28
- Master Exam/Thesis Form ............................................................. 29
- Ph.D. Supervisory Committee Form .............................................. 30
- Ph.D. Exam/Thesis Form ............................................................... 31
SAMPLE SEMESTER SCHEDULE

For Students in Full Coursework

1st Semester (Fall) 12 credit hours
  CLCS 6600: Research and Bibliography

LANG 6410: Methodology
  1 Area Seminar
  Graduate Workshop (6900)

2nd Semester (Spring) 12 credit hours
  CLCS 6760: Theory
  2 Area Seminars
  Graduate Language Study (7300)

3rd Semester (Fall) 12 credit hours
  2 Area Seminars
  1 CLCS Seminar
  Graduate Workshop, Language Study, or Thesis Hours

4th Semester (Spring) 12 credit hours
  2 Area Seminars
  1 CLCS Seminar
  Graduate Workshop or Thesis Hours
TUITION BENEFIT PROGRAM INFORMATION

Tuition Benefit Requirements
The University of Utah provides a Tuition Benefits Program (TBP) ranging from 50% to 100% of a student’s eligible tuition. These students are employed by the University, and fall into one of four categories, and are compensated at an approved level. The categories are:

- Graduate Teaching Assistant (TA)
- Graduate Research Assistant (RA)
- Graduate Assistant (GA)
- Graduate Fellow (GF)

*Students participating must be full-time, matriculated graduate student in good standing.* For a full description of this program, as well as its requirements and limitations, please go to [http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/](http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/).

- No student is required to work more than 20 hours per week. Students who work more than 20 hours per week, in the same job, will be ineligible to participate in the tuition benefit program.
- If you have multiple assignments you may not be eligible for subsidized insurance – example if you work as a TA and a GA.
- If you have another job on campus, please send the graduate secretary the information for the payroll reporter in that department.
- Student must have a cumulative GPA of 3.0 or better.

Teaching Assistant (TA)
TAs must be registered for at least 9 *graduate level credit hours throughout the semester*, but no more than 12 credit hours will be benefited.

- Students adding and/or dropping courses after the add/drop deadlines are responsible for any and all charges incurred. Add *before* you drop a course!

Research Assistant (RA)
RAs must be registered for at least 9 *graduate level credit hours throughout the semester*, but no more than 11 credit hours will be benefited.

- Students adding and/or dropping courses after the add/drop deadlines are responsible for any and all charges incurred. Add *before* you drop a course!
- Students who may have multiple assignments, such as TA and RA, the Tuition Benefit Program will only pay up to 11 credit hours.
- RAs are able to participate in the Summer Tuition Benefit Program. During the summer, the RA needs to be registered for at least 3 credit hours. Tuition benefit will only cover 3 credit hours.
  - In order to participate in TBP during summer you must have been an RA for both the previous fall and spring semesters.
- Be aware that there is an 84 credit hour rule. Once you exceed 84 credit hours, TBP will only pay the in-state amount. The remaining amount is your obligation.

**Graduate Assistant (GA)**
GAs are not eligible for subsidized insurance.

**Tuition Benefits Program Signature Sheet**
- Around the second week of September you’ll need to sign a signature sheet.
- The Graduate Secretary will only send the one email letting you know the form is ready for you to sign and the deadline.
- If you do not make the deadline, the form will be forward to Jolyn Schleiffarth. You will then need to sign the form with her at the Graduate School office.
  *This is not guarantee that she will let you.*

**Tuition**
TBP does not cover tuition right away. You will continue to see your bill online. Do not worry! As long as the graduate secretary has entered your information and set up payroll, and you the student has registered for classes, and comply with all other requirements, you will be fine.
- **TBP will pay for graduate courses only. Undergraduate courses count towards the 9 credit hours required to stay active but are not covered by TBP.**
- Students adding and/or dropping courses after the semester’s published add/drop deadlines are responsible for any and all charges incurred, including withdrawals.
- **TBP does not cover differential tuition, non-mandatory course fees, international fee, lab fees, CR/NC courses, etc.**
- If registration falls below nine credit hours at any time during the semester, a student becomes ineligible for TBP participation and will be billed the full tuition for that semester.
- Students with a partial TBP or more credit hours must pay the remaining tuition by the tuition deadline. If you receive a late fee, the department will not cover the fee nor petition a waiver.
- Under the TBP, thesis hours are always billed at in-state rate, if that is all you are registered for.
- While on TBP, tuition calculates as In-State. Once you’ve received 40 credit hours, the Graduate School asks that you take the steps to become a resident. (Does not apply to International Students)
  - Forms are found at Graduate Admissions, 250 SSB
  - There is a deadline, so please be aware of that.

Students should frequently check their tuition bill statement for unpaid balances. Your tuition bill is found in CIS under Student Financials – Student Tuition Bill. For question about your tuition bill, you can contact Income Accounting located in SSB Rm. 165 or call 801-581-7344.

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

- Subsidized amount – $159 per semester (Fall 2012)
  - Pay directly to Income Accounting
- Always need to use Student Health Centers
- Referrals: If you would prefer to see another doctor, you need to get a referral from the Student Health Center – not a guarantee that they will give a referral. Always go there first!
- Upgrade: Go through GM Southwest directly. If you would like to add dependents – go through GM Southwest directly. If you do either of these you will pay the amount directly to GM Southwest.
- Any questions regarding the Health Insurance contact Jolyn Schleiffarth:
  - Office: 302 Park Bldg
  - Phone: 801-581-6020
Graduate Health Insurance
- Available through the same company for any graduate student.
- All international students will be automatically signed up for health insurance. You must go to the website to register. You may choose to waive the insurance if you plan on buying from another source.
  - If you choose to participate in the subsidized insurance, the graduate secretary will inform the appropriate people.

Miscellaneous
- Non-matriculated students and those on probation cannot participate in TBP.
** TBP is a privilege not a right. You have the privilege of participating in this program. With this privilege comes responsibility. It is your responsibility to know and comply with all requirements.
Please Note: It is the responsibility of each graduate student to be aware of important deadlines, to ensure graduation in a specific semester.

Updated: June 2013

**GRADUATE STUDENT ROADMAP**

**Step 1**  
**Graduate Supervisory Committee**  
*Beginning of Second Year*

Talk to your department coordinator about forming your Graduate Supervisory Committee. Please complete the Graduate Committee form and turn it into the Languages and Literature's graduate secretary. When your committee is formed, an Electronic Graduate Record File is established and approved by the Graduate School. For more information about the Graduate Supervisory Committee please see the Graduate Student Handbook.

**Step 2**  
**Electronic Graduate Record File**  
*Beginning of Second Year*

The Electronic Graduate Record File is one of the most important tools a student can use to keep on track for graduation. You can view your Electronic Graduate Record File by logging into the Campus Information System (http://cis.utah.edu) and clicking on “Graduate Student Summary” under the Graduate Students section. If you need further help finding this section, please visit the following website for a tutorial (https://gradschool.utah.edu/students/egrf_student_tutorial.php).

**Step 3**  
**Apply for Graduation**  
*One Semester Before the Semester of Graduation*

All candidates for graduation must complete an Application for Graduate Degree with the Registrar’s Office, Graduation Division. Deadlines for submission are listed below. For more information please visit the following website (http://registrar.utah.edu/handbook/graduategraduation.php).

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEADLINE TO APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Graduation (December)</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring Graduation (May)</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer Graduation (August)</td>
<td>February 1</td>
</tr>
</tbody>
</table>

**Step 4**  
**Program of Study**  
*Beginning of Semester of Graduation*

Please complete the Program of Study form and turn it into the Languages and Literature’s graduate secretary. The information will be entered into your Electronic Graduate Record File. Your Graduate Supervisory Committee will approve your Program of Study no later than one semester before graduation. All graduate students should make sure that his/her Program of Study has been recorded in their Electronic Graduate Record File. For more information about the Program of Study please see the Graduate Student Handbook.

**Step 5**  
**Exam/Thesis**  
*Final Semester*

Please complete the Exam/Thesis form, if applicable to you, and turn it into the Languages and Literature’s graduate secretary. The information will be entered into your Electronic Graduate Record File.
Other Important Dates

**Thesis Defense**

Submitted by students, and cannot be submitted to the Thesis Office before thesis has been defended. Questions regarding theses and dissertations should be directed to the Thesis Office (https://gradschool.utah.edu/thesis/index.php).

Two forms are required to accompany any submission of defended thesis, the Supervisory Committee Approval form and the Final Reading Approval Form (https://gradschool.utah.edu/thesis/forms/signature_ms.pdf).

In addition to the two Thesis Office forms, the Department of Languages and Literature require each student to submit an Exam/Thesis Form, due at least 1 months preceding graduation. Turn the form into the department's Graduate Secretary so that the information can be entered into your Electronic Graduate Record File.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>Submission of Defended Manuscript for Format Approval</th>
<th>Submission of Final Copy for Thesis Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td>June 14, Friday</td>
<td>July 22, Monday</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>November 1, Friday</td>
<td>December 9, Monday</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>March 14, Friday</td>
<td>April 24, Monday</td>
</tr>
<tr>
<td>Summer 2014</td>
<td>June 13, Friday</td>
<td>July 21, Monday</td>
</tr>
</tbody>
</table>

**Comprehensive Exam/ Nonthesis Final Exam**

The Department of Languages and Literature require each student to submit an Exam/Thesis Form, due at least 1 months before graduation. Turn the form into the department's graduate secretary so that the information can be entered into your Electronic Graduate Record File. The exam must be completed by the date below.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>Comprehensive Exam  (If Required) / Nonthesis Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td>Aug. 2</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>Dec. 20</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>May 1</td>
</tr>
</tbody>
</table>

**Language Verification**

Language Verification must be completed by the date below. Please take transcripts or placement test results to Adelaide Ryder (adelaide.ryder@utah.edu), office is located in LNCO 1304, her office phone (801) 581-7570.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>Language Verification  (If Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td>Aug. 2</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>Dec. 20</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>May 1</td>
</tr>
</tbody>
</table>

*All forms can be found on the Languages and Literature website* (http://languages.utah.edu/graduate/graduate_forms.php)
*For more information please consult the Graduate Student Handbook and the Graduate School website.*
### Program of Study

**Name:**

**uNID #:**

**Current Date:**

**Degree Program:**

This degree is expected to be completed by the end of:

---

**Please Note:** All graduate students should make sure that everything has been recorded in his/her Electronic Graduate Record File. You can view your Electronic Graduate Record File by logging into Campus Information Systems (http://cis.utah.edu) and clicking on Graduate Student Summary under the Graduate Students section. Please use the Electronic Graduate Record File to fill out this form.

- List in numerical order the **Graduate courses (5000-7000)** that you have taken and will take to complete your degree.
- Transfer courses (6 credit hour maximum) require the chair of your committee to write a letter petitioning those classes to be accepted towards your POS.
- Courses taken as a non-matriculated graduate student may be counted (up to 9 credits) as long as those credits were not used towards another degree (graduate or undergraduate).

<table>
<thead>
<tr>
<th>Institution</th>
<th>When Registered</th>
<th>Department &amp; Course #</th>
<th>Section</th>
<th>Course Title</th>
<th>Qtr/Sem Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>U of U</td>
<td>Sum. 1999</td>
<td>FRNCH-6900</td>
<td>003</td>
<td>Literature and Democracy</td>
<td>4</td>
<td>A</td>
</tr>
</tbody>
</table>
Total hours: ______________

Thesis hours (if applicable): ______________

Please choose one of the following options as it applies to you:

Master's Comprehensive Exam: [ ] Project/Nonthesis: [ ] Thesis: [ ]

Doctoral Qualifying Exam: [ ] Coursework Only: [ ] NA: [ ]

Language Verification:

Target Language: __________________________________________

Please indicate how you learned the language.

Native Speaker: [ ]

Placement Test: [ ] (Please attach proof of test results)

University experience: University of Utah: [ ] Other: [ ] (Please attach transcripts or DARS)

Indicate the highest level of language class taken: __________________________

Please review the Department of Language and Literature's Graduate Student Handbook for all program requirements.

The Program of Study as outlined has been approved by the chair of the applicant’s supervisory committee:

Committee Chair: ________________________________ Name ______________________________ Signature ______________________________ Date ______________________________

This form must be completed in full, and signed by all parties.

Return to Department of Languages and Literature Graduate Staff in LNCO 1400

Date entered into CIS: __________________ Entered by: __________________
MASTER SUPERVISORY COMMITTEE FORMS

Name: ___________________________ Last  First  Middle

uNID #: ___________________________  Current Date: ___________________________

Degree Program: _______________________________________________________________

New Committee:  □  Change of Committee:  □

Committee Chair: _____________________________________________________________

Name  Signature  Date

Committee Members: ___________________________________________________________

Name  Signature  Date

Name  Signature  Date

Name  Signature  Date

Justification for change: _______________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Please Note: All graduate student should make sure that everything has been recorded in his/her Electronic Graduate Record File. You can view your Electronic Graduate Record File by logging into Campus Information Systems (http://cis.utah.edu) and clicking on Graduate Student Summary under the Graduate Students section. Please use the Electronic Graduate Record File to fill out this form.

This form must be completed in full, and signed by all parties.

Return to Department of Languages and Literature Graduate Staff

Date entered into CIS: ___________________________  Date entered into CIS: ___________________________
 MASTER EXAM / THESIS FORM

Name: ___________________________  Last  First  Middle

uNID #: ___________________________  Current Date: ___________________________

Degree Program: ___________________________

Please choose one of the following options as it applies to you:

☐ Master’s Comprehensive Exam:  Date: ________________  Passed: ☐  Failed: ☐

☐ Thesis Defense Final Exam:  Date: ________________  Passed: ☐  Failed: ☐

☐ Project/Nonthesis Final Exam:  Date: ________________  Passed: ☐  Failed: ☐

The student’s examination and / or thesis / dissertation was evaluated by the committeee as follows:

Approved By:

Committee Chair:

Name  Signature  Date

Committee Members:

Name  Signature  Date

Name  Signature  Date

Please Note: All graduate student should make sure that everything has been recorded in his/her Electronic Graduate Record File. You can view your Electronic Graduate Record File by logging into Campus Information Systems (http://cis.utah.edu) and clicking on Graduate Student Summary under the Graduate Students section. Please use the Electronic Graduate Record File to fill out this form.

This form must be completed in full, and signed by all parties. Return to Department of Languages and Literature Graduate Staff

Date entered into CIS: ___________________________  Entered by: ___________________________
# PhD Supervisory Committee Forms

This form must be completed in full, and signed by all parties.

**Return to Department of Languages and Literature Graduate Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>uNID #:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Program:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New Committee: [ ] Change of Committee: [ ]

Committee Chair:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
</table>

Committee Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
<td>Department</td>
<td>Date</td>
</tr>
</tbody>
</table>

Justification for change: 

---

**Please Note:** All graduate student should make sure that everything has been recorded in his/her Electronic Graduate Record File. You can view your Electronic Graduate Record File by logging into Campus Information Systems (http://cis.utah.edu) and clicking on Graduate Student Summary under the Graduate Students section. **Please use the Electronic Graduate Record File to fill out this form.**

Date entered into CIS: ______________________ Date entered into CIS: ______________________
DOCTORAL EXAM / THESIS FORM

Name: ___________________________________________ ___________________ ___________________

Last First Middle

uNID #: ___________________________ Current Date: ___________________________

Degree Program: __________________________________________

Thesis Data: Thesis: [ ] Project/Nonthesis: [ ] Coursework Only: [ ]

Doctoral Qualifying Exam: Date: ___________________________ Passed: [ ] Failed: [ ]

Dissertation Proposal: Date: ___________________________ Passed: [ ] Failed: [ ]

Thesis Defense Final Exam: Date: ___________________________ Passed: [ ] Failed: [ ]

The student's examination and / or thesis / dissertation was evaluated by the committee as follows:

Approved By:

Committee Chair:

Name ___________________ Signature ___________________ Date ________________

Committee Members:

Name ___________________ Signature ___________________ Date ________________

Name ___________________ Signature ___________________ Date ________________

Name ___________________ Signature ___________________ Date ________________

Date entered into CIS: __________________________ Entered by: __________________________

Exam Form
(For at least 1 months preceding semester of graduation)

Please Note: All graduate student should make sure that everything has been recorded in his/her Electronic Graduate Record File. You can view your Electronic Graduate Record File by logging into Campus Information Systems (http://cis.utah.edu) and clicking on Graduate Student Summary under the Graduate Students section. Please use the Electronic Graduate Record File to fill out this form.

This form must be completed in full, and signed by all parties.

Return to Department of Languages and Literature Graduate Staff