

University of Utah



DEPARTMENT OF WORLD LANGUAGES & CULTURES

THE UNIVERSITY OF UTAH

Graduate Student Handbook

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INTRODUCTION

Graduate study in the Department of World Languages and Cultures 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 World Languages and Cultures 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 World Languages and Cultures 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 World Languages and Cultures 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 World Languages and Cultures 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 non-matriculated 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 non-matriculated credit*, taken no more than three years 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>.

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

Thesis & Dissertation Regulations

Please visit the Thesis Office website (<http://gradschool.utah.edu/thesis/>) for more information about Thesis and Dissertation regulation.

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.)

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 World Languages and Cultures website (<http://languages.utah.edu/index.php>).

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 (Languages and Literature 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 (Languages and Literature 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 World Languages and Cultures 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 World Languages and Cultures 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 World Languages and Cultures. 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 World Languages and Cultures website and remains in students’ 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.

Minimum Continuous Registration

Candidates for the Master of Arts degrees in the Department of World Languages and Cultures 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 (Languages and Literature PhD)

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

Minimum Continuous Registration

PhD candidates must be regularly enrolled at the University and register for a minimum of 14 credit hours of Thesis Research (7970) after the completion of coursework. Students who have requested a leave of absence or have 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

TA's and graduate students may use any 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 a lab printer.*

Teaching Assistants will be issued keys to the Teaching Assistant offices and LNCO building.

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 World Languages and Cultures: <http://languages.utah.edu/index.php>
 - *Current Student Information:* http://languages.utah.edu/graduate/grad_info.php
- Graduate School: <http://www.gradschool.utah.edu/>
(Information on forms, Graduate School policies, thesis and dissertation guidelines)
- The Modern Languages Association: <http://www.mla.org/>

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>) 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 (<http://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial/>).

Required Paperwork

Program forms are available from the Academic Coordinator and can also be found on the department's website (http://languages.utah.edu/graduate/graduate_forms.php).

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 Assistant (GA)
- Graduate Research Assistant (RA)
- 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/>.

- 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

- When students are entered into the Tuition Benefit Program, they will receive an email requesting their approval.
- Students will need to approve their Tuition Benefit and sign the Graduate Tuition Benefit Approval form electronically in CIS.
- If students do not electronically sign the approval form by September 2, they will incur a late fee and their tuition will be paid late as well.

Tuition

TBP does not cover tuition right away. You will continue to see your bill online. Do not worry! As long as the academic coordinator 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.

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

Subsidized insurance is available to TAs and RAs, who are receiving a full 100% tuition benefit. The insurance is the same Student Health Insurance policy offered to all U of U students.

UnitedHealthcare is the insurance provider. Coverage for dependents is not subsidized. Students who wish to add dependents to their policy may do so any time during the open enrollment period. For questions about coverage, depend coverage, or customer service please visit their (<https://www.uhcsr.com/utah>), or call 1-800-767-0700. For dependent billing questions, contact Karen Lesch | klesch@uhcsr.com | 1-800-237-0903 x6253.

Qualifying students are billed for 20% of the premium through Income Accounting, the Graduate School pays the remaining 80% at the beginning of each semester.

Rates and brochures for the subsidized graduate health insurance policy through UnitedHealthcare (<https://www.uhcsr.com/utah>) are available online, or from:

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

Medical assistance is provided at the Student Health Center please visit their website (<http://studenthealth.utah.edu/>) for more information.

Insurance ID Cards: All students that signed up for UnitedHealthCare should receive and email approximately 10 business days after enrollment that explains how to set up an online account and print their UnitedHealthCare ID card. If you do not receive a card please call customer service at 1-800-767-0700. Go to the [UnitedHealthCare website](#) to set up an account and print the ID card.

International students:

All international students must have health insurance. International students on a tuition benefit will automatically be signed up for subsidized health insurance, which will be billed to a student's tuition. International students can only waive coverage if they already have an insurance policy that meets specific requirements.

International students must go to <https://studentcenter.uhcsr.com/utah> to either waive or confirm health insurance coverage.

For questions regarding international student coverage please contact Kerry Hill | kerry.hill@studenthealth.utah.edu | 801-581-5804.

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.
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