



LINGUISTICS

The University of Kansas



Graduate Student Guide

August 2018

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UNIVERSITY OF KANSAS
DEPARTMENT OF LINGUISTICS
GRADUATE STUDENT GUIDE

Date of this Revision: August 2018

1.0 Introduction

1.1 Purpose

This document is written primarily for the graduate students in the Department of Linguistics but also for the faculty members to aid them in their advising. Copies will be filed with the College Graduate Division and with Research and Graduate Studies.

1.2 Nature

This is an official document, supplementing — and giving additional details to — the Graduate Catalog and the Catalog of the College. Any procedure that is not treated or is not clearly defined herein or in Department Minutes of a later date (this document supersedes — or repeats — all decisions previously published) should be brought to the attention of the Department so that it may rectify the error.

2.0 General

2.1 Use in Advising

Faculty members expect to spend their advising time discussing substantive matters regarding students' academic progress, not in explaining rules. This document is intended to help us attain that objective.

2.2 Student Use of this Document

Students should be able to determine exactly where they stand at any time concerning the fulfillment of department rules and regulations. By referring to this document and to checklists kept in their files, students will know what still remains to be done, or at least will be able to ask specific questions about their status. All graduate students may obtain copies of their checklists in order to record their progress in fulfilling requirements.

2.3 Changes to this Document

Rules of procedure and requirements are set up so as to direct students toward the M.A. or Ph.D. and to make sure that when students receive the degree, they will have indeed reached the level of competence associated with that degree; in other words, requirements are a means to maintain standards. However, as the staff changes, and as the discipline evolves, specific rules and requirements are often questioned and sometimes changed. It is our hope that the procedures and requirements set forth in this document will be general enough to be maintained for some time, while being sufficiently precise to answer most questions students may have.

3.0 Graduate Advising

3.1 Entering Students

The Director of Graduate Studies (DGS) of the Department serves as the advisor of entering students until the students select their advisors based on their research interests and mutual agreement with the faculty members they wish to work with.

3.2 Selection of an Advisor

Before enrolling for his/her third semester of graduate work, each student should select an advisor who will help the student plan a course of study. The student will ask a faculty member to serve in that capacity and, if that person agrees, will obtain his/her written consent for departmental records. The advisor can be the faculty member initially assigned or any other member of the Linguistics faculty. Students may request a change of advisor at any time, subject to the approval of the Director of Graduate Studies. When a proposed change does not receive approval from the DGS, a student may appeal to the entire Department. The advisor exercises much responsibility in directing a student's program and in interpreting rules.

3.3 Further Committees

A. The M.A. Research Project Committee

When the student is ready to begin writing a research project (typically during the third semester of coursework), the student should form a research project committee consisting of a project director as chair, and two other members of the faculty selected by the student and the project director. As soon as the committee is formed, the membership should be entered into the student's file for the department's record and the Director of Graduate Studies should be informed. The research project committee, in addition to approving the project topic, supervising the project, and conducting the M.A. final oral exam (research project defense), will assume all the functions of an advisor.

B. The Post-M.A. Advisory Committee

In preparation for the qualifying papers (major and minor papers; see 6.2.5 for detailed requirements for these papers), a student in the Ph.D. program will select a three-member advisory committee appropriate to the areas he/she has selected to write the papers in. The advisory committee approves the topics, helps the student develop and write the papers, and eventually approves the papers. The membership of the committee should be officially entered into the student's file for the department's record and the Director of Graduate Studies should be informed.

C. The Ph.D. Committee

When the major and minor qualifying papers have been approved by the advisory committee, the student may form a Ph.D. committee consisting of four members of the linguistics faculty and one external member. The Ph.D. committee works with the student to develop the dissertation proposal and takes part in both the Oral Comprehensive Exam and the Ph.D. defense. The membership of the committee should be officially entered into the student's file for the department's record and the Director of Graduate Studies should be informed (see 6.2.8a for further details).

3.4 Biannual Meetings with the Committee

Students should meet with the entire committee appropriate for their progress level in the program every semester to inform the committee of their academic progress. Students who have not formed a committee should meet with the advisor if one has been selected or the Director of Graduate Studies.

3.5 Annual Review of Student Progress toward Degree

Each spring semester the faculty reviews the progress of all graduate students and will send an individual letter to each student outlining progress in the program.

3.6 Non-Degree Seeking Students

Non-degree-seeking students will select an advisor of their choice.

3.7 Turn-Around Time for Student Papers

When a student submits a draft of a research project, a qualifying paper, a dissertation proposal, or a dissertation to the advisor or the committee, the advisor and members of the committee should provide feedback to the student within three weeks. The student should submit an electronic copy to the Director of Graduate Studies KULING_GRAD@ku.edu) when submitting the paper, and the DGS should follow up with the advisor and the committee at the end of the three-week timeframe.

3.8 Obtaining Exceptions to Regulations

Each time the advisor (or the committee appropriate to the student's progress level in the program) proposes a change in a student's program that is not specifically allowed for in this or subsequent documents, it shall be reported to the Director of Graduate Studies, who will inform the Department and the student in writing. If neither the student nor a faculty member asks within two weeks of the written notice that the matter be discussed at a department meeting, the change will be entered on the official checklist in the student's file. The formal recording of decisions should keep everyone aware of any trends that might have long-range effects on the program or on the student's academic progress. Such changes may not be made during the summer or between semesters.

4.0 Admissions**4.1 General Procedures**

General admissions procedures are those established by Research and Graduate Studies, described in the Catalog. Procedures within the Department are given in the following sections.

4.2 Prerequisites

- A. The Graduate Record Exam (GRE) is required of all graduate applicants. (Note: GRE scores are used by Research and Graduate Studies in awarding of Graduate Fellowships.)
- B. For the M.A. program, the prerequisites are three (3) hours of Linguistics 700, Introduction to Linguistic Science or its equivalent. Prerequisites for the Ph.D. program include the requirements for the M.A. degree as outlined in 6.1.

- C. The foreign language prerequisite for the M.A. program is the ability to read in a foreign language (not English) with a significant linguistic literature. The student's advisor will determine whether or not a particular language is suitable.
- D. Courses counted as prerequisites will not count toward the minimum number of hours for the degree.
- E. Further prerequisites are detailed below (4.3, 4.4, 6.1.A. and 6.2.A.).

4.3 Admission to the M.A. program.

These are handled by the entire faculty of the Linguistics Department as follows: When a student's application dossier is complete, it is circulated among the faculty. If a majority of the graduate faculty of the department vote in favor of admitting the student, he/she will be admitted. A student's application will be discussed and voted on at a faculty meeting if any faculty member so requests before the student is admitted or if the student's admission would be provisional or probationary. Admission to the MA program depends on an evaluation of the student's potential for completing the MA and the availability of a faculty member to serve as the student's advisor.

- A. A student will be accepted if his/her grade point average satisfies the Graduate School requirements for regular admission, and if his/her undergraduate courses and/or work experience indicate reasonable preparation for graduate study in Linguistics. If the average is below that required by Research and Graduate Studies, the Director of Graduate Studies may recommend admission on probation or on special status.
- B. Included in the letter of acceptance, there will be an explicit statement about any courses that must be taken to fulfill prerequisites. Courses that must be taken to complete prerequisites will not count toward the total hours required for the M.A. (The way in which prerequisites have been fulfilled will also be listed on the checklist of each student.)
- C. Non-native speakers of English must provide evidence of English proficiency in one of the following ways:
 - (1) Graduation with a baccalaureate degree (or higher) earned in residence from an accredited U.S. institution of higher education, or from such an institution whose medium of instruction is English. This does not apply to degrees earned online.
 - (2) TOEFL scores of no less than 53 (paper) or 20 (computer) or 20 (internet-based test) in reading, listening, and writing; or
 - (3) International English Language Testing score of no less than 6.0, with no part of score below 5.5.

4.4 Admission to the Ph.D. program

These are handled by the entire faculty of the Linguistics Department as follows: When a student's application dossier is complete, it is circulated among the faculty. If a majority of the graduate faculty of the department vote in favor of admitting the student, he/she will be admitted. A student's application will be discussed and voted on at a faculty meeting if any faculty member so requests before the student is admitted or if the student's admission would be provisional or probationary. Admission to the Ph.D. program depends on an evaluation of the student's potential

for completing the Ph.D. and the availability of a faculty member to serve as the student's advisor.

Students with only a baccalaureate degree are welcome to apply to the Ph.D. program if their ultimate degree objective is the Ph.D. If admitted, they will be admitted into both the M.A. and Ph.D. programs, in which case they will have to complete all M.A. requirements (thesis option) before moving onto Ph.D. studies.

Students originally admitted to the M.A./Ph.D. program when entering the Linguistics graduate program should know that this does not constitute automatic acceptance to the Ph.D. program.

Students with an M.A. in linguistics from another institution may also be admitted as M.A./Ph.D. students. If their M.A. training is not deemed by the faculty to be equivalent to ours, additional course work will be required. Students whose M.A. degree is deemed equivalent to ours and who are directly admitted into the Ph.D. program, may also be required to make up any deficiencies in breadth through additional course work.

A. For New Students:

- (1) The applicant must have the minimum grade point average required by Research and Graduate Studies for all previous college or university work.
- (2) Applicants must have positive letters of reference from at least three persons familiar with their academic ability.
- (3) Non-native speakers of English must provide evidence of English proficiency in one of the following ways:
 - (a) Graduation with a baccalaureate degree (or higher) earned in residence from an accredited U.S. institution of higher education, or from such an institution whose medium of instruction is English. This does not apply to degrees earned online.
 - (b) TOEFL scores of no less than 53 (paper) or 20 (computer) or 20 (internet-based test) in reading, listening, and writing; or
 - (c) International English Language Testing score of no less than 6.0, with no part of score less than 5.5.

B. For Students Already in our M.A. Program:

Students originally admitted to the M.A. program who are completing the M.A. degree (research project option) and want to continue toward the Ph.D. must submit the following to the Director of Graduate Studies by January 1st: a 5-7 page summary of the M.A. research project, a timeline for completing the M.A. which has been approved by the M.A. advisor, and a 1-2 page statement that outlines the type of research that the student would like to conduct at the Ph.D. level and the student's ultimate goals upon completing the Ph.D. Any decision to apply for the Ph.D. program must be taken in consultation with the advisor or Director of Graduate Studies. Acceptance into the Ph.D. program will be contingent on two criteria: (1) a grade of '2' on the M.A. research project (2) approval of the Linguistics faculty that the student should be allowed to continue in the program based on strength of the student's application. The M.A. research project is graded on the following scale: '0' - fail; '1' - pass without consideration for admission to the Ph.D. program; '2' - pass with consideration for admission to the Ph.D. program. The admissions decision will be made at a faculty meeting following the student's defense of the M.A. research project.

5.0 Degrees Offered

5.1 M.A.

Students pursuing the M.A. normally are preparing for a specialized position that requires a sound knowledge of general Linguistics or are intending to continue for the doctorate.

5.2 Ph.D.

The Doctor of Philosophy program provides a solid foundation in the central areas of Linguistics as well as the opportunity for in-depth specialization in a variety of areas.

6.0 Descriptions of Programs

The requirements listed below are those in effect for students entering the programs after July 1st, 2015. Students enrolled prior to those dates may, at their option, continue under the old regulations or may choose to work under the new regulations (in toto). The department will consider petitions for exceptions to any of the requirements listed in this section (see Section 11).

6.1 M.A. Program

Briefly, the requirements for the Master's degree consist of two prerequisites (6.1.A), thirty-three hours of graduate coursework (6.1.B), and one of two exam options: a written comprehensive exam (6.1.C) or a Master's research project with an oral examination on the research project (6.1.D) and. Students who wish to pursue the MA research project option must have the support of a faculty mentor and the approval of the Director of Graduate Studies.

A. Prerequisites

- (1) Three hours of Linguistics 700, Introduction to Linguistic Science.
- (2) The ability to read in a foreign language (not English) with a significant linguistic literature. Proof of the student's ability to read linguistic literature in the specified languages may be demonstrated either by successful completion of the course or courses offered by the language departments or by examination. A current list of authorized examiners is kept in the Department Minutes Book. The student shall be exempt from the exam if he/she has 16 semester hours in the language before entering.
- (3) Students who do not meet these prerequisites, but have an undergraduate major in a related field (such as a foreign language, English, speech, anthropology or psychology) may be accepted with the provision that they make up their deficiencies as soon as possible.

B. Minimum Course Work

Thirty-three hours of graduate work including:

- (a) LING 794 Proseminar
- (b) LING 705 Phonetics I
- (c) LING 712 Phonology I
- (d) LING 725 Syntax I
- (e) **One** of the following acquisition courses:
LING 709 First Language Acquisition
LING 715 Linguistics & Second Language Acquisition
- (f) **One** of the following processing courses:
LING 735 Psycholinguistics
LING 738 Neurolinguistics
- (g) **One** of the following research methods courses:
LING 720 Research Methods in Linguistics
LING 741 Field Methods in Linguistic Description
LING 782 Research Methods in Child Language
- (h) Twelve hours of electives to be determined by the student and the student's advisor, not to include LING 998 Independent Study. Students must have prior written permission from their M.A. committee to enroll in non-linguistics courses as electives.

C. Written Comprehensive Examination

The M.A. written comprehensive examination option is only available to students seeking a terminal M.A. degree. It is given in written form and is taken no later than the semester in which the student is enrolled for his/her thirty-third hour of course work applicable to the M.A. in Linguistics. Students who wish to take the M.A. examination must indicate their intent to do so six weeks in advance of the exam. Students who subsequently decide not to take the exam must notify the department no later than two weeks before the exam.

The M.A. written comprehensive examination will be composed and administered by the faculty of the department and will consist of three of the following parts:

- (1) Phonetics and phonology
- (2) Syntax
- (3) First language acquisition or second language acquisition
- (4) Psycholinguistics or neurolinguistics

Faculty in each of these areas will submit exam questions which will need to be approved by the entire faculty for inclusion on the exam. The M.A. written examination will be given in one session of three hours. It should be noted that this is a comprehensive examination. Although some of the faculty may provide students with reading lists of an advisory nature, the Department does not provide an official reading list. Grading of the M.A. written examination will be done on a scale of 1-10, with 6.0 or above constituting a "Pass." If a student receives a failing score on a given question, the answer and score will be reviewed by a second faculty member. In cases of disagreement, the Director of Graduate Studies will make the final decision. A student must pass all parts of the written exam but if two parts are passed, the student need only take the part failed the next time the exam is offered. In case of failure, the student may

retake the exam only once. A student who fails the written comprehensive examination must take it the next time it is offered. If a student fails a second time, he/she will not be permitted to continue work for the M.A. Failure to appear for an exam for which the student has enrolled constitutes a failure.

D. Research Project

The Master's research project should consist of a detailed research proposal and include pilot results and/or preliminary analyses. Students continuing on to the Ph.D. should be able to continue working on the project with the aim of submitting it as a qualifying paper for the Ph.D. program.

An M.A. candidate in residence who has begun work on a research project must enroll for at least one credit hour of LING 899 Master's Research Project each semester (summer session excluded) until the thesis is completed. (Continuing enrollment after the completion of all coursework is a Research and Graduate Studies as well as a Department requirement.) However, no student will be allowed to enroll in LING 899 a second time until an M.A. research project topic has been approved in writing by the full membership of a research project committee (chair plus two additional members) and entered into the student's file.

Three hours of Master's Research Project credit (LING 899) may be applied toward the minimum of thirty-three hours for the degree.

The research project must be defended successfully in an oral examination. The oral exam is scheduled when all three committee members have indicated in writing their approval or disapproval of the research project for defense and at least two (including the director) have approved scheduling the exam.

The final oral exam is scheduled by the chair of the research project committee to be given at least two weeks after the final write-up of the research project is filed in the department office and the faculty members of the department are notified. When the oral examination is scheduled, Research and Graduate Studies will be notified of the examination by a Progress-to-Degree form. If agreed by both the candidate and the advisor, the MA project oral examination is open to the public.

Following the oral examination, the student's performance will be evaluated by the project committee and reported by a Progress-to-Degree form to Research and Graduate Studies as the outcome of the Master's oral examination.

E. M.A. Transfer Credits

Students who enter into the M.A./Ph.D. program with an M.A. from a regionally accredited graduate school may transfer up to six hours of graduate credit. Eight hours may be approved for transfer if the student holds a baccalaureate degree from KU. Only work graded B (3.0 on a 4.0 scale) or higher may be transferred. The decision of whether to allow a particular course to be transferred rests with the individual faculty member who teaches the equivalent course in the evaluation of whether the course to be transferred is comparable to ours.

F. M.A. Timetable

The M.A degree is expected to take 2 years (maximum: 2.5 years).

Year 1:

Complete 18-24 credit hours (3-4 courses/semester) consisting of core and elective courses

Contact potential M.A. research project faculty mentor during the second semester.

By the end of the first year, inform the Director of Graduate Studies whether you wish pursue the comprehensive exam option or the research project option. Students who wish to pursue the research project option must obtain approval from the DGS. A student's ability to pursue the research project option will be determined on the basis of performance in classes and feedback from the faculty at the annual graduate student progress meeting.

Year 2:

Comprehensive Exam Option

Students pursuing the M.A. written comprehensive exam should take this exam no later than the semester in which the student is enrolled for his/her thirty-third hour of course work applicable to the M.A. in Linguistics.

This option is only available to students seeking a terminal M.A. degree.

Research Project Option

M.A. Committee formation and approval

Complete all remaining course requirements (a total of 33 credit hours is required for the M.A.)

Submit M.A. research project proposal (2-3 pages plus bibliography) to advisor and M.A. committee during the third semester

Meet with the entire M.A. committee (advisor plus 2 members) during the fourth semester

Complete M.A. research project and oral examination during the fourth semester and no later than the fifth semester

Students are encouraged to select an area of concentration and faculty advisor in that area as soon as feasible. For each area, the advisor will be able to recommend to students which courses to take to finish the M.A. degree in a timely manner. The student and M.A. committee together must insure that the scope of the thesis project is feasible given the allotted time.

Students who are not able to take a minimum of 9 Linguistics credit hours per semester (e.g., AEC requirements need to be fulfilled) should devise an adjusted timetable with their advisor.

Students who have completed the 33 credit hours required for the M.A. degree but have not yet passed the oral examination of the research project should not enroll in advanced courses without approval from their advisor. Instead, enrollment in Master's Research Project credit hours, reading groups, and/or independent study is strongly encouraged.

If the M.A. research project has not been completed by the end of the fifth semester, the student's file will be reviewed by the entire faculty and recommendations will be made on how the student should proceed.

6.2 Ph.D. Program

For the Ph.D., students must complete all M.A. requirements as well as additional requirements at the Ph.D. level.

Briefly, the requirements for the Ph.D. degree consist of two prerequisites (6.2.A), fifty-seven credit hours (6.2.C), a research skills requirement (6.2.D.1), a research presentation requirement (6.2.D.2), an M.A. research project (6.2.D.3), two qualifying papers (6.2.E), a dissertation proposal (6.2.F.1), an Oral Comprehensive Examination (6.2.F.2), and a Doctoral Dissertation and its oral defense (6.2.H).

A. Prerequisites

- (1) Three hours of Linguistics 700, Introduction to Linguistic Science.
- (2) The ability to read in a foreign language (not English) with a significant linguistic literature. Proof of the student's ability to read linguistic literature in the specified languages may be demonstrated either by successful completion of the course or courses offered by the language departments or by examination. A current list of authorized examiners is kept in the Department Minutes Book. The student shall be exempt from the exam if he/she has 16 semester hours in the language before entering.
- (3) Students who do not meet these prerequisites, but have an undergraduate major in a related field (such as a foreign language, English, speech, anthropology or psychology) may be accepted with the provision that they make up their deficiencies as soon as possible.

B. Residence

Two semesters, which may include one summer session, must be spent in full-time resident study at the University of Kansas. Students who are not enrolled in full schedules (9 credit hours per semester) are advised to verify their status regarding residency and have a statement in writing entered into their file if they have met the residency requirement even though not enrolled for 9 credit hours.

C. Minimum Course Requirements

Fifty-seven credit hours consisting of thirty-three credit hours at the M.A. level and twenty-four hours at the Ph.D. level:

- (1) M.A. coursework: Thirty-three hours of graduate work including:
 - (a) LING 794 Proseminar
 - (b) LING 705 Phonetics I
 - (c) LING 712 Phonology I
 - (d) LING 725 Syntax I
 - (e) **One** of the following acquisition courses:
LING 709 First Language Acquisition
LING 715 Linguistics and SLA
 - (f) **One** of the following processing courses:

- LING 735 Psycholinguistics
LING 738 Neurolinguistics
- (g) **One** of the following research methods courses:
LING 720 Research Methods in Linguistics
LING 741 Field Methods in Linguistic Description
LING 782 Research Methods in Child Language
- (h) Twelve hours of electives to be determined by the student and the student's advisor, not to include LING 998 Independent Study. Students must have prior written permission from their M.A. committee to enroll in non-linguistics courses as electives.
- (2) Ph.D. coursework
- (a) Methods requirement: LING 741 Field Methods in Linguistics Description. If already taken for M.A., replace with one of the following:
LING 720 Research Methods in Linguistics
LING 782 Research Methods in Child Language
- (b) **Three** of the following second level courses:
LING 707 Phonetics II
LING 714 Phonology II
LING 716 Second Language Acquisition II
LING 726 Syntax II
LING 731 Semantics
LING 737 Psycholinguistics II
LING 739 First Language Acquisition II
LING 742 Neurolinguistics II
LING 791 Morphology
Second-level courses already taken for the M.A. degree will count toward the Ph.D. requirements. However, the requirement of a total of 24 credit hours remains.
- (c) One advanced seminar in Linguistics (LING 998 Independent Study, LING 850 Research in Experimental Linguistics, LING 851 Research in Acquisition and Processing, and LING 852 Research in Field Linguistics do not count toward this requirement.)
- d) Nine hours of electives to be determined by the student and the student's advisor. Students must have prior written permission from their advisory committee to enroll in non-linguistics courses as electives. (LING 998 Independent Study, LING 850 Research in Experimental Linguistics, LING 851 Research in Acquisition and Processing, and LING 852 Research in Field Linguistics do not count toward this requirement.)

D. Additional Requirements

Before taking the Oral Comprehensive Examination, a student must fulfill the following requirements:

(1) Research Skills Requirement

One of the following courses:

- (a) A course in Statistics with a grade of B or above.
(b) A course in a computer programming language with a grade of B or above.

(c) Computational Linguistics (LING 783) with a grade of B or above.

(2) Research Presentation Requirement

Students must give one research presentation each semester beginning in their second year of the program. For students who are just beginning their independent research projects, this presentation may involve the discussion of published research relevant to the student's research interests. This requirement may be satisfied through a presentation in one of the empirical research seminars (LING 850, LING 851, & LING 852), a presentation at a local, regional, or international conference, a presentation in the Linguistics colloquy series, or a presentation at any other relevant forum as determined by the faculty advisor. Students must include the titles and dates of these presentations in their annual report each year.

(3) M.A. Research Project

The Master's research project should consist of a detailed research proposal and include pilot results and/or preliminary analyses. Students in the Ph.D. program should be able to continue working on the project with the aim of submitting it as a qualifying paper for the Ph.D. program.

An M.A. candidate in residence who has begun work on a research project must enroll for at least one credit hour of LING 899 Master's Research Project each semester (summer session excluded) until the thesis is completed. (Continuing enrollment after the completion of all coursework is a Research and Graduate Studies as well as a Department requirement.) However, no student will be allowed to enroll in LING 899 a second time until an M.A. research project topic has been approved in writing by the full membership of a research project committee (chair plus two additional members) and entered into the student's file.

Three hours of Master's Research Project credit (LING 899) may be applied toward the minimum of thirty-three hours for the degree.

The research project must be defended successfully in an oral examination. The oral exam is scheduled when all three committee members have indicated in writing their approval or disapproval of the research project for defense and at least two (including the chair) have approved scheduling the exam.

The final oral exam is scheduled by the chair of the research project committee to be given at least two weeks after the final write-up of the research project is filed in the department office and the faculty members of the department are notified. When the oral examination is scheduled, Research and Graduate Studies will be notified of the examination by a Progress-to-Degree form. If agreed by both the candidate and the advisor, the MA project oral examination is open to the public.

Following the oral examination, the student's performance will be evaluated by the project committee and reported by a Progress-to-Degree form to Research and Graduate Studies as the outcome of the Master's

oral examination. The committee will evaluate the M.A. research project with the following grades: 0-fail, 1-pass but cannot continue to the Ph.D. program, 2-pass and can continue to the Ph.D. program.

E. Qualifying Papers

The student needs to write two qualifying papers — a major paper in the area of specialization and a minor paper in a different area. Both papers should represent original work. The major paper may be an expanded version of the M.A. research project and should be of publishable quality. The minimum lengths of the major and minor papers are 25 pages and 15 pages, respectively.

Before completion of course work, the student should form an Advisory Committee (3.3.B), whose role is to help the student with the qualifying papers. The major and minor papers are developed in close consultation with the student's committee and the two papers should be supervised by different faculty members when possible. It is the advisory committee's responsibility to ensure the breadth of the papers' topics. The topics of the papers when approved and the eventual approval of the papers should be officially entered into the student's file for the department's record and the Director of Graduate Studies should be informed. The adequacy of the papers is evaluated on the quality of the literature review, theoretical contribution, and research integration as well as the basis of their logical coherence and organization. The papers are only officially submitted after the committee has signed the approval form and placed a copy of the form in the student's folder. The papers should typically be submitted no later than one semester after the student has completed the 24 credit hours mentioned under 6.2.C. The student does not need to orally defend the qualifying papers.

F. Dissertation Proposal and the Oral Comprehensive Exam

(1) Dissertation Proposal

When the major and minor qualifying papers have been approved by the advisory committee, the student may form a Ph.D. committee (3.3.C), which helps the student work on the dissertation, starting from the dissertation proposal. The proposal should clearly identify the research questions that the dissertation will address, include a comprehensive literature review, lay out the methodology for the research, discuss preliminary data and results, if any, and present a timetable for the dissertation research. The minimum length for the dissertation proposal is 10 pages. The topic of the dissertation, once approved by the Ph.D. committee, should be filed in the student's folder.

(2) The Oral Comprehensive Exam

- (a) This is the official exam required by Research and Graduate Studies and consists of an oral defense of the dissertation proposal mentioned in 6.2.F.1 and the answering of any other questions related to the fields of study of the dissertation research. It must be taken within two months (excluding summer) after the student has turned in the dissertation proposal.
- (b) The Oral Comprehensive exam committee is the Ph.D. committee, which consists of four members of the faculty of the Department plus the outside member required by Research and Graduate

Studies (3.3.C). The student may suggest names for the committee, including the outside member, but the final composition of the committee is determined by the student's advisor in consultation with the Director of Graduate Studies. The student or a faculty member may request that the committee membership be reviewed by the entire department.

- (c) The student, in consultation with his/her Ph.D. committee, will propose a date for the Oral Comprehensive exam. At least two weeks before the date of the proposed exam, the Chair of the Department or the Director of Graduate Studies will submit a Progress-to-Degree form to the College Office/Graduate Affairs, officially setting the date for the exam and listing the members of the examination committee. The exam is not confirmed as scheduled until the College Office/Graduate Affairs approves the request for examination. On or before the date that the Progress-to-Degree form is sent to Research and Graduate Studies, the Office Manager will announce the exam (date, time, place, & committee) to all Linguistics faculty by email, with one copy posted.
- (d) The oral exam will typically last two to three hours.
- (e) The exam will be conducted by the student's Ph.D. committee. Any member of the Graduate Faculty may attend — and ask questions at the invitation of the chair of the exam — but only the committee of record, including the outside member, shall vote.
- (f) A secret ballot shall be taken immediately after the student has been excused from the examination room. For this first ballot, the members may write: "Pass," "Fail," or "Discuss." If the result is unanimously pass or fail, there may be a short discussion of matters to be brought to the attention of the student, but the student will be recalled as soon as possible and informed of the decision. If the result of the first ballot is not unanimous, there will be discussion. When the chair of the committee feels that there has been sufficient discussion (his/her decision may be challenged and overruled by a majority vote), he/she will call for a second secret ballot, in which a majority shall decide the outcome. In the second ballot, only "Pass" or "Fail" may be written on the ballots.
- (g) A student who fails the oral exam will take it again at a time determined by the exam committee, in consultation with the student. A student will not be permitted to take the oral exam more than three times.
- (h) Upon passing the oral comprehensive, the student becomes officially a "Ph.D. candidate."

G. Post-Comprehensive Enrollment

After passing the comprehensive oral examination the candidate must be continuously enrolled — including summer sessions — in at least one credit of LING 999 Doctoral Dissertation until the degree is completed; each enrollment shall reflect as accurately as possible the candidate's demands on faculty time and University facilities. Students must also enroll in either LING 850 Research in Experimental Linguistics, LING 851 Research in Acquisition and Processing,

or LING 852 Research in Field Linguistics at least once following their comprehensive exam. During this time, until the degree is completed or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate shall enroll for a minimum of 6 hours a semester and 3 hours a summer session. Post-comprehensive enrollment may include enrollment of LING 999 during the semester or summer session in which the comprehensive oral examination has been passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate shall continue to enroll each semester and each summer session until the final oral examination has been passed; the number of hours of each enrollment shall be determined by the candidate's advisor and must as accurately as possible reflect the candidate's demands on faculty time and University facilities.

H. The Doctoral Dissertation

(1) Committee

The dissertation committee is the Ph.D. committee that takes part in the Oral Comprehensive Exam. The names of the committee members are sent to Research and Graduate Studies after the oral comprehensive has been passed. When the committee names are reported on the Progress-to-Degree form, Research and Graduate Studies will verify that all members are eligible, but the student and committee chair should also check that each member is authorized to serve on a dissertation committee. This process must be completed before the student will be allowed to enroll in LING 999 for a second time. Any changes in committee membership must also be reported to the faculty. Such changes must be approved in writing by all old and new committee members and by the student. If any one of the principals is not satisfied with the changes, the case will be decided by a majority vote of the graduate faculty of the department. The Progress-to-Degree form will be sent after the faculty members of the Department have been informed and, if necessary, have reviewed the changes. After the dissertation is in substantially final form, no such changes will be approved except under extraordinary circumstances.

(2) Procedure

Each committee shall meet shortly after being constituted (or reconstituted in the case of a change in committee membership) to determine the procedures it wishes to follow. It will be the responsibility of the chair of the dissertation committee to see that the other readers have access to copies of the dissertation in progress, though the candidate is responsible for preparing and distributing this material. The following guidelines are suggested: The student will submit chapter length sections to the dissertation director and at least a second reader as work progresses, and make revisions according to their comments and discussion. The other readers will be asked to read the first complete draft for general criticism, well in advance of the time proposed for the defense, and the student will make revisions according to his/her comments.

- (3) **Defense**
 When at least four members of the Ph.D. committee including the director have given approval in writing for defense of the dissertation (all members must indicate approval or disapproval in writing), an oral defense of the dissertation may be scheduled. The oral defense committee is the Ph.D. committee. If it seems advisable to substitute one or more members from outside the department for Linguistics Department faculty, the dissertation director will notify the faculty of the proposed committee membership and if no objection is received within two weeks, a Progress-to-Degree form will be submitted, listing the members of the committee, title of dissertation and proposed date of the oral defense (see the next paragraph for further details concerning submission of the Progress-to-Degree form). If there is an objection, the faculty of the department will decide the committee membership by majority vote before the Progress-to-Degree form is submitted. As soon as possible, complete unbound copies of the dissertation, in the format required by Research and Graduate Studies, will be made available to entire committee, one copy will be placed on file in the department office, and the faculty members of the department will be notified. After these copies have been made available, a proposed date for the exam will be set by the dissertation director in consultation with others involved and a Progress-to-Degree form will be submitted, listing the members of the committee, title of the dissertation, and proposed date. The exam is not officially set until the Progress-to-Degree form has been approved by Research and Graduate Studies. If within one week after notification a faculty member judges the dissertation on file in the department office not to be a complete copy, he/she may request a determination by the department as a whole. The faculty will make this determination within five days. If by majority vote the dissertation is judged to be complete, the defense will be given as scheduled. If not, the defense will be rescheduled for a date two weeks after a final, complete version is filed in the department office. The defense will normally last one to one and one-half hours. It is open to all members of the Graduate Faculty and to the public. The student will be asked first to summarize his/her dissertation and evidence, and then will be questioned by the committee. Vote will be by the committee of record and will be taken immediately after the exam by secret ballot (see procedure under Oral Comprehensive Exam, Section 6.2.F.2.f).
- (4) **Disposition of Final Copies**
 The Research and Graduate Studies requirements for preparation and submission of final copies of the dissertation are available at the College Office, Graduate Affairs, and are available online at http://www.graduate.ku.edu/04-02_etd.shtml. The Research and Graduate Studies deadline for receipt of the dissertation is approximately 2 weeks before the date on which the degree is to be conferred. The department will not certify completion of requirements until a bound copy has been received. At present, Research and Graduate Studies requires electronic submission of the dissertation, the Department requires one bound copy, and it is expected that the student will present one bound copy to the dissertation director. The bound copy submitted

to the department must have the title and student's name printed on the spine.

7.0 Written Work

7.1 General

All written work for the Department must follow a neat format. M.A. research projects or dissertations must be typewritten and double-spaced. The student should consult with the instructor or advisor on the appropriate style sheet.

7.2 Plagiarism

Plagiarism is presenting someone else's words or work as your own. Plagiarism applies to material taken from a book, article, or the Internet, or to material taken from another person without properly citing your sources. Paraphrasing another writer, substituting words, or rearranging sentences from the work of another also constitutes plagiarism. Plagiarism is easily detected with databases and search engines.

Plagiarism is academic misconduct and is a violation of rules and regulations of the University of Kansas. Penalties for academic misconduct range from failure of the assignment to expulsion from the University. The KU Writing Center provides guidance on academic integrity, incorporating and properly citing reference sources, and how to avoid plagiarism.

7.3 Class Papers

Although instructors may require only one copy of a term paper, and will return papers corrected, it is wise to develop the habit of making at least one extra copy. Be sure always to include a cover sheet giving your name, instructor's name, course number and name, and the date. We neither require nor encourage the use of binders or fancy covers.

8.0 Student Files

8.1 Responsibility

Graduate student files are the joint responsibility of the Director of Graduate Studies (for new students), the respective advisors, and the students, although the department Office Manager will normally take care of keeping each file up to date.

8.2 Contents

The files should contain the original application, transcripts, and letters of recommendation, official correspondence (from and to the student, letters written on the student's behalf to other officers of the university or to scholarship agencies, etc.), current KU transcripts and grade reports, and a degree progress checklist.

8.3 Access

Access to student files is restricted to members of the Department faculty on official business and to the respective students, in accordance with the "Buckley Amendment." The Office Manager determines if an individual has the right to access and keeps a ledger of each use of the file.

8.4 Release

If a student wishes to have his/her file released to someone not in the Department, he/she must so state in writing. In the case of a student requesting transfer to another department, the Office Manager will transmit transcripts only and will keep the original application, a copy of the Progress-to-Degree form requesting transfer, and all correspondence until/unless it can be established that it is legal to release that correspondence.

8.5 Checklist

The checklist in each student's file is based on the set of requirements that was in effect at the time of his/her admission to the program unless the student has chosen to come under a new program. Students are encouraged to maintain duplicate checklists and to compare them with the official ones from time to time.

9.0 Program Changes

When rules or requirements for a given degree program are changed, they normally become effective for students entering at the beginning of the following semester. Students already enrolled at the time of the change may choose to work under the new regulations (in toto), but may not be forced to do so.

10.0 Grievance Procedures

A student with a complaint or grievance should attempt to work out the problem informally with the person or persons concerned. The assistance of the Chair or any neutral party may be used to seek a conciliatory solution. If no mutually satisfactory resolution can be arrived at, the student may follow the grievance procedures established for the department.

11.0 Petition Procedures

Whenever a graduate student wishes to petition for waiver of or a change in a rule, the student should write a letter to his/her advisor. The advisor will consider the petition (and may meet with the student) and make a decision, reported to the Department in writing. If neither the student nor any member of the faculty of the Department objects, the recommendation is final two weeks after publication. If there is an objection, the petition is then considered by the entire faculty as soon as possible.

12.0 Progress-to-Degree Forms**12.1 Purpose**

Progress-to-Degree forms are the official means by which the Department and Research and Graduate Studies communicate regarding changes in a student's status. They must be used to request transfer from one department to another, to request authorization to administer the comprehensive or final oral, and to notify Research and Graduate Studies of the results of exams.

12.2 Authorized Signatures

There are a number of signature lines on the Progress-to-Degree form. Only the Chair of the Department or the Graduate Advisor may sign the top line (requesting authorization to administer an exam). The M.A. and Ph.D. exam result lines may be signed by either the Chair of the Department, the Director of Graduate Studies, or the chair of the exam committee. The language exam line may be signed by the faculty member(s) currently authorized to administer that exam for the Department. (A current list of the "language examiners" is to be kept at the front of the Minutes book, with the lists of the committees and members thereof.)

13.0 Procedure in Maintaining Checklists for Graduate Students

13.1 Copies

An appropriate checklist will be maintained for each student, with an original copy in his/her permanent file and, if the student wishes, a duplicate which the student should keep updated by checking with the Office Manager or his/her advisor to see which entries have been made officially.

13.2 Entries

No entries will be made until the course or exam in question has been completed. Interim entries, such as enrollment, changes of enrollment, planned exams, thesis plans, should be made on an attached blank sheet.

14.0 Other Policies Affecting Graduate Students

This guide is intended to be complete, but students should regularly read the Minutes of Department Meetings, posted as soon as they are published after each meeting. Students may also read through the Department Statement of Organization and Procedures (O&P); each student representative will be given a copy of that statement.

14.1 Appointment of Teaching Assistants

Our overriding concern is to provide the best possible instruction in undergraduate Linguistics courses, while providing financial support and teaching experience in Linguistics for our graduate students.

A. Criteria

- (1) Teaching Assistants for undergraduate Linguistics courses will be selected on the basis of the following criteria:
- (2) It is strongly recommended that all candidates for TAships, by the end of the semester in which the selections are made, have successfully completed a minimum of one graduate-level course in each of the following areas: a) Phonetics, b) Phonology, c) Syntax, d) First or Second Language Acquisition, e) Psycho- or Neurolinguistics.
- (3) Academic excellence is essential. Grade point average in Linguistics work taken at the University of Kansas will be an important consideration. GPA in related fields may also be taken into account.
- (4) The TA Selection Committee will normally prefer students who have been admitted to the Ph.D. program by the deadline for application, and other things being equal, seniority in the graduate program may be considered.

- (5) Evidence of quality in prior teaching experience will be considered. Candidates should document relevant experience if they wish it to be taken into consideration by the TA Selection Committee. Documentation may take the form of teaching evaluations from any pertinent source (AEC, secondary school(s), other universities or departments, etc.) and/or of letters of recommendation from instructors or others who are familiar with the applicant's teaching. It is recognized that many applicants will not have had prior teaching experience. Demonstrated ability to organize and present material before a group is important, however. Useful experience can include course and seminar presentations in the Department as well as conference presentations and Linguistics Colloquies.
- (6) The KU Diversity Fellowships require a commitment from the Department to support the fellowship holder with an assistantship in the second and third years of the fellowship. To meet this commitment, priority will be given to holders of these fellowships in their second and third years.
- (7) Within the constraints of 14.1 above, the committee will attempt to ensure that all students who pass the Ph.D. Written Preliminary Examination without having taught a Linguistics course, and who desire to teach, have the opportunity to do so for at least one semester.

B. Limits on Appointments

- (1) According to KU regulations, a student who is admitted to a master's program has a six-semester limitation on his/her GTA appointments, a student who is admitted to a doctoral program has a ten-semester limitation, and a student who is admitted to a M.A./Ph.D. program has a twelve-semester limitation.
- (2) No student may hold a TA-ship the term of which begins in a semester after the one in which the student has successfully defended his/her dissertation.

C. Procedures

- (1) Completed applications for the academic year, fall semester, spring semester, or summer session are due by March 31.
- (2) After the final deadline for submissions of applications has passed, the faculty members of the TA Selection Committee meet and rank the applicants according to the criteria above.
- (3) The committee submits a written report to the Chair of the Department, recording any dissenting votes, and noting, where applicable, the candidates' preferences.
- (4) The Chair of the Department selects from the ranked list those candidates he/she believes best fit the staffing requirements for the semester(s) in question, in accordance with 14.1 above.
- (5) The Chair's final selection must be voted on by the faculty members of the Department.
- (6) Each candidate is notified in writing, after the Department's action on the Chair's final selection, of his/her selection or non-selection. This notification will come from the Chair of the Department. Each candidate who is not selected will be notified of his/her standing on the waiting list for positions that may become vacant.

14.2 Linguistics Graduate Student Association (LGSA)

LGSA is a duly constituted organization within the university, to which all enrolled graduate students automatically belong. Funding is provided largely by the Graduate Student Council from the student activity fee and there are no individual membership dues. Election of officers of the association (president, vice-president, & secretary/treasurer) is held late in the spring semester for the following academic year. Activities of the association may vary from time to time, but normally include:

- A. Maintenance of a small library: maintaining books purchased with student activity fee allocations, and student papers placed in the collection on the recommendation of a member of the faculty.
- B. Production of the Kansas Working Papers in Linguistics, an annual volume published online at KU ScholarWorks (<http://kuscholarworks.ku.edu/>) containing original research papers by graduate students and faculty.
- C. Maintenance of the 4th floor student computer lab.

14.3 Student Representatives to the Department

A. Linguistics Students Association

This body is the recognized student organization, consisting of all graduate and undergraduate students in Linguistics, which maintains communication between faculty and students. It provides the mechanism each year for electing student representatives to the Department. A total of n ($n = 20\%$ of the Department faculty) students, elected by their peers, will participate in meetings of the Department, with voting privileges. Their participation will be subject to the following conditions:

- (1) Students shall participate in discussion of and vote on departmental policies and planning (e.g., proposals of new courses and revisions of existing courses, formulation of degree requirements, preparation of reading lists, processing reports and requests for information).
- (2) Students shall not participate in discussion of matters pertaining to personnel and evaluations (e.g., selection and appointment of faculty committees or representatives, graduate admissions, M.A. and Ph.D. examination preparation and evaluation, recommendations for student awards and fellowships, budget matters), and other related matters as determined by the Chair.
- (3) Student opinion shall be solicited on such matters as promotion and tenure recommendations, recruitment of new faculty, and preparation of class schedules, but only faculty shall vote on them.
- (4) In the case of student petitions, the student representatives will be excused and shall not participate in the voting.

B. Scheduling Separate Meetings

Agenda of meetings should be planned so that student representatives may be present for an entire meeting or not at all. However, if circumstances require a mixed meeting, the first part will take up those matters in which the student participation is expected and authorized, and the latter part will take up those matters restricted to faculty participation.

C. Responsibilities

Student representatives will have the same responsibility as faculty members to attend and participate in meetings regularly. They are expected to be true representatives of the students in Linguistics.

14.4 Linguistics Awards

Two awards are made annually from the income of the Linguistics Scholarship Fund administered by the KU Endowment Association. All eligible students are automatically considered for these awards by the Fellowships and Awards Committee in the spring semester for the coming year.

- A. The Frances Ingemann Linguistics Scholarship is awarded annually to an outstanding graduate student in Linguistics. The amount of the award is determined by the Department each spring prior to the announcement of the competition. Persons interested in increasing the award are invited to send contributions designated for this award to the Endowment Association. To be eligible for the award, the student must be in residence and enroll in a minimum of 6 credit hours in Linguistics or linguistic-related courses (approved by the student's advisor) each semester. Students with other fellowships providing over \$15,000 of their support are not eligible but those who have teaching assistantships or who are otherwise working to pay their expenses may compete.
- B. Research Fellowship: this award recognizes senior graduate students (who are ABD or near ABD) who have shown exceptional achievement and promise in research. The fellowship provides support for one semester in which recipients will be able to focus on doing research.
- C. Graduate Teaching Award: this award recognizes exceptional teaching. Students who receive this award show exceptional commitment to their students and demonstrate the ability to bring Linguistics to life in the classroom.
- D. Outstanding Service Award: this award recognizes exceptional service. Students who receive this award have contributed in some way to the broader goals of strengthening the department.

15.0 Access to Department Facilities

15.1 Keys

Only teaching assistants and research assistants will be given keys to department offices, and only to those offices to be used in the performance of their duties. Exceptions may be requested by written petition to the Chair of the Department. Keys to the departmental labs may be obtained with verbal consent from each lab supervisor. A key to the anechoic chamber may be signed out from the Office Manager.

15.2 Library

The department library has both books and periodicals. Students are urged to use the materials in the library, but may withdraw certain titles by signing them out with the librarian: see the librarian for current procedures and for time limits.

15.3 Analog and Digital Recorders

Students may borrow recorders and digital compact flash cards to complete class assignments, but there are strict rules to be followed: see the Office Manager for current procedures and for time limits.

15.4 Tapes

There is a collection of audio and video tapes and DVDs for classroom use. Instructors may make arrangements with the Office Manager for other use by students. These materials are not to be removed from the room except for class use.

15.5 Computers

Computers in the department lab are for the use of Linguistics students, faculty, and staff engaged in linguistics-related coursework, research, or study. All other uses of the equipment in the lab have lower priority. The Chair may grant access to the lab to occasional users from other parts of the University community who are engaged in linguistic work. Personal files are not to be kept on lab computers and will be deleted regularly. A key deposit may be charged for after-hours access to the lab.

16.0 Linguistics Colloquy

Students and faculty interested in meeting regularly to hear a talk and discuss the topic of the talk formed a "Linguistics Colloquy" which has continued for many years. All Linguistics Graduate students are expected to attend the Linguistics Colloquy series as part of their training. The Colloquy Committee is normally elected for each academic year at the last colloquy of the spring semester, and is in charge of setting up the program and making arrangements. Both students and faculty may serve on the Colloquy Committee. The Chair of the Department is an ex-officio member of the Committee. The Department supports the Colloquy with secretarial help and publicity expenses. Following the Colloquy, there is usually a social gathering for further informal interaction.