

**University of Kentucky  
Department of Hispanic Studies**

**Graduate Student Handbook**



***2022-2023***

*Revisions Approved 10/22*

# 2022-2023 GRADUATE STUDENT HANDBOOK

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## **I. INTRODUCTION**

The purpose of this handbook is to help graduate students by providing answers to questions regarding the graduate program of the Department of Hispanic Studies at the University of Kentucky. While it is not designed to be exhaustive in scope, it outlines the requirements and expectations for students pursuing a graduate degree. The most updated information on the life of the Department of Hispanic Studies can be found on-line.

Information contained in this handbook has been taken from many sources, including the *Graduate School Bulletin* located on-line:

<http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>

Students are advised to consult these sources for more detailed and up to date information as needed. This handbook is intended as a guide to department procedures, not as a substitute for the *Graduate Student Bulletin* or other official publications of the University of Kentucky.

## **II. THE PH.D. DEGREE (with M.A. *en passant*)**

### **A. AREAS OF CONCENTRATION**

Each student, in consultation with the Director of Graduate Studies and the Dissertation Director, selects four areas of specialization:

Major Area

Minor Area (outside the Department of Hispanic Studies)

2 Allied Fields inside the Department of Hispanic Studies

The Minor Area involves training in a separate theoretical framework, which will contribute substantively to the dissertation's interdisciplinary focus; see full description below.

Major Areas and Allied Fields must be selected from among the following department Areas:

Medieval Literary and Cultural Studies

Early Modern Literary and Cultural Studies

18<sup>th</sup>/ 19<sup>th</sup>-Century Peninsular Literary and Cultural Studies

20<sup>th</sup>/21<sup>st</sup>-Century Peninsular Literary and Cultural Studies

Colonial and 19<sup>th</sup>-Century Spanish American Literary and Cultural Studies

20<sup>th</sup>/ 21<sup>st</sup>-Century Spanish American Literary and Cultural Studies

Hispanic Linguistics

### **B. DEGREE REQUIREMENTS**

#### **1) COMPLETION OF COURSEWORK**

Students will take a broad range of Peninsular, Spanish American and Linguistics courses.

18 courses (54 credit hours total) to include four required courses:

SPA 553 Pedagogy and the Teaching of Spanish (3 credits)

SPA 602 Introduction to Hispanic Linguistics (3 credits)

SPA 606 Introduction to Critical Theory and Cultural Studies (3 credits)  
SPA 770 Introduction to Hispanic Studies (3 credits)

At least 5 courses must be in the student's Major Field

- 1 seminar-level course
- 1 Independent Study (SPA 782) during which the dissertation proposal is written
- 3 more courses in major field

Doctoral students must take a minimum of two courses outside of the Department of Hispanic Studies (these make up what is known as the "Minor Area").

The Minor Area consists of at least two graduate-level (500-level or above) courses taken outside of the department. This requirement exists in order to better prepare students for an increasingly interdisciplinary research arena. These two courses should fall within the same disciplinary area, department, or program if possible. (Example: two courses in the area of Latin American Studies, 1 in Sociology and 1 in Political Science; or two courses in Linguistics). The two courses should contribute directly to the theoretical approach of the proposed dissertation, and for this reason the selection of the Minor Area should be discussed with the Director of Graduate Studies and the Dissertation Director. Students are encouraged to consider whether or not to pursue a Graduate Certificate related to their area of study, where relevant (e.g. Gender and Women's Studies; Social Theory; Latin American, Caribbean and Latino Studies). At least one of the Minor Area courses must be taken on site at UK in order to establish a relationship with the professor from that area who will serve on your Advisory Committee.

## 2) AN OVERALL GRADE POINT AVERAGE OF 3.0 OR HIGHER

Funding from the Graduate School in the form of teaching assistantships, research assistantships, or any other fellowship is contingent upon maintaining at least a 3.0 GPA.

## 3) READING PROFICIENCY in one language in addition to Spanish and English.

If the Major Field is Medieval Literature and Culture, the recommended language is Latin.

This requirement may be satisfied in one of several ways:

- completion of one of the accelerated graduate level language courses (011 courses in French, German, or Italian) with a grade of B or better)
- completion of the fourth semester of a foreign language with a grade of B or better at an accredited college or university
- completion of a more advanced foreign language course (beyond the fourth semester level, with all coursework and readings in the target language) with a grade of B or better at an accredited college or university
- completion of an accelerated graduate level language course for reading knowledge with a grade of B or better, at UK or another accredited university
- transfer of credits from a language course taken to satisfy the requirements for a master's degree at another accredited university
- completion of special examinations given for graduate reading courses with a grade of B or better (for languages that do not have a 011 course at UK).
- completion of a placement test (e.g. in Portuguese or other approved languages)

administered by the foreign language programs of the University, and testing to a level beyond the fourth semester of foreign language study, which is the equivalent of a grade of B or better. This method may be appropriate for students with significant life experience in the foreign language culture, and requires the approval and recommendation of the Director of Graduate Studies.

NOTE: the 011 courses do not constitute graduate credit, and therefore must be taken in addition to a graduate 9-credit course load during the Fall or Spring semester. It is highly recommended that students take these 011 Reading courses in the Summer if possible.

#### 4) SUCCESSFUL COMPLETION OF THE WRITTEN AND ORAL QUALIFYING EXAMS

#### 5) COMPLETION AND APPROVAL OF A DISSERTATION

The University of Kentucky Graduate School's detailed requirements for the preparation of the dissertation are contained in "Instructions for the Preparation of Dissertations and DMA Projects" available at [www.gradschool.uky.edu/thesdissprep.html](http://www.gradschool.uky.edu/thesdissprep.html). Decisions about the length, scope and nature of the dissertation will be made by the Dissertation Director of each student.

#### 6) TWO CONSECUTIVE SEMESTERS OF RESIDENCE PRIOR TO QUALIFYING EXAMS

Students must complete the requirement of 54 credit hours of graduate coursework within five years of entry into the doctoral program. Extensions up to an additional three years may be requested to fulfill the pre-qualifying requirement (see "Pre-Qualifying Time Limit" in the *Graduate School Bulletin* for more detailed information). The graduate faculty of a doctoral program (or group of programs) also has the option to petition the Graduate Council to reduce or increase the five year time limit. An awarded master's degree from the University of Kentucky or from another accredited school may satisfy 18 of this 36 hour pre-qualifying requirement. Such requests should be made by the DGS to the Senior Associate Dean of the Graduate School. For students with extensive prior graduate work, a waiver of additional pre-qualifying residency hours may be appropriate. Requests should be submitted in writing by the DGS to the Dean of the Graduate School and should include a detailed justification and evidence that the student's Major Professor and Advisory Committee support the request.

#### 7) TWO CONSECUTIVE SEMESTERS OF POST-QUALIFYING DISSERTATION RESEARCH

Students are required to enroll in a 2 credit hour course the semester that they take the Qualifying Examination, 767: Dissertation Residency Credit. They will be charged at the in-state tuition rate plus mandatory fees. Students will remain continuously enrolled in this course every fall and spring semester until they have completed and defended the dissertation. This will constitute full time enrollment. Students will be required to complete two semesters of 767 before they can graduate. If you are not a TA, you will be charged all tuition and fees.

#### NOTE: GRADUATE COURSES OFFERED BY GRADUATE SCHOOL

Graduate school offers certain courses for student's professionalization, including a certificate. Taking those courses is strongly encouraged for our graduate students. However, none of these courses will count towards the M.A. or the PhD in Hispanic Studies. If students take these courses, their credits would be in addition to the 36 required for the MA and the 54 required for the PhD.

### **III. THE M.A. DEGREE**

Students can enter the Graduate Program with the express interest of earning an M.A. Those who are advised after their third-semester review not to pursue the Ph.D. degree can opt for a terminal M.A. degree.

#### **A. DEGREE REQUIREMENTS**

Degree requirements include the following:

##### **1) COURSEWORK**

Students will take a variety of Peninsular, Spanish American and Linguistics courses.

12 courses (credit 36 hours total) to include

SPA 553 Pedagogy and the Teaching of Spanish (3 credits)

SPA 602 Introduction to Hispanic Linguistics (3 credits)

SPA 606 Introduction to Critical Theory and Cultural Studies (3 credits)

SPA 770 Introduction to Hispanic Studies (3 credits)

At least half of the courses must be at the 600- or 700-level. M.A. Students are not required to take courses outside of Hispanic Studies. A maximum of 9 credit hours may be transferred from another accredited M.A. program, with a minimum grade of B.

##### **2) AN OVERALL GRADE POINT AVERAGE OF 3.0 OR HIGHER**

Funding from the Graduate School in the form of teaching assistantships, research assistantships, or any other fellowship is contingent upon maintaining at least a 3.0 GPA.

**3) READING PROFICIENCY** in one foreign language in addition to Spanish and English. See Section II.3 above for ways to satisfy this requirement.

##### **4) SUCCESSFUL COMPLETION OF THE M.A. EXAM**

Approximately half of the M.A. Exam is based on coursework and the other half on the M.A. Reading List, which is available on-line at the Hispanic Studies site under “Graduate Program”: <http://hs.as.uky.edu/>

Students must take their written and oral M.A. Exams no later than six years after the initiation of coursework. Petitions for extension must be accompanied by documentation as to how the student has remained current in the field over this extended time period.

#### **B. THE M.A. EXAM EXPECTATIONS AND EVALUATION**

M.A. exams are administered either in January, May or August. They consist of two three-hour, closed-book written exams administered in person in the morning and afternoon of the same day at a location on campus, as well as a one-hour, in-person oral exam that is scheduled with the student and a three-member committee consisting of Hispanic Studies faculty. The oral component of the exam will be scheduled when classes are in session and as soon as possible after the completion of the written exam. Students must ensure that they can be physically present at the exam location on campus on the specified day and time. If they cannot be physically present, the exam must be rescheduled. The student will answer all questions in the language in which they are written. At least one-third of the questions will be written in the student’s non-native language (English or Spanish).

Approximately half of the M.A. exams are based on the M.A. Reading List and the other half on the coursework taken by each student. Students are responsible for the works included on the Reading List whether or not they have been studied in courses.



It is expected that students taking the M.A. exam will be able to do the following:

- a) define and describe in detail major movements, authors, trends, and some basic concepts central to literary theory, cultural studies and linguistics;
- b) discuss the themes, characters, and significant formal and stylistic aspects of any work on the reading list;
- c) comfortably and confidently use literary and linguistic terms;
- d) express him/herself competently and articulately in both Spanish and in English.

The **M.A. exam will be evaluated** as follows:

High Pass – the student has performed well in all areas of the exam.

Mid Pass – the student has performed adequately in most areas of the exam.

Terminal Pass – the student has failed to perform adequately in some areas of the exam but will receive an M.A.. However, the committee will recommend that the student not be admitted to the Ph.D. program and a note to this effect will remain in the student's academic file.

Fail – the student must retake the exam.

(Students may retake the M.A. exam once, after a wait period of at least six months after the initial exam date). The decision of the committee is unappealable.

#### **IV. SAMPLE PLAN OF STUDY for those entering without an M.A. (The progress of those entering with an M.A. will vary)**

##### **First year:**

###### 1<sup>st</sup> semester

3 courses (9 credits)

SPA 553 Teaching of Spanish (3 credits)

SPA 606 Introduction to Critical Theory and Cultural Studies (3 credits)

SPA 770 Introduction to Hispanic Studies (3 credits)

###### 2<sup>nd</sup> semester

3 courses (9 credits)

SPA 602 Introduction to Hispanic Linguistics (3 credits)

2 courses (6 credits)

##### **Second year:**

###### 3<sup>rd</sup> semester:

3 courses (9 credits)

The Graduate Committee reviews each student's portfolio. This portfolio consists of transcripts, teaching evaluations, and two revised versions of research papers written in the previous year in different areas. At least one must be written in Spanish.

###### 4<sup>th</sup> semester:

3 courses (9 credits)

Once the student is admitted to the Ph.D. program at the beginning of 4<sup>th</sup> semester, the student must form a dissertation committee consisting of a director, at least two

additional members in the department, and one member from a related field of study (i.e., a Minor) external to the department. In consultation with the committee, the student will begin to plan the Qualifying Exam reading list. Students accepted to the Ph.D. program who elect to take the M.A. Exam, or students choosing to complete only the M.A., take the M.A. exam at the end of the 4<sup>th</sup> semester or before the beginning of the 5<sup>th</sup> semester.

### **Third year:**

#### 5<sup>th</sup> semester:

3 courses (9 credits)

This is the recommended time to take the SPA 782 Independent Study. The final paper produced during this semester will constitute a draft or a finished version of the Dissertation Proposal. The student's committee meets to approve or reject said proposal and reading list at the end of 5<sup>th</sup> semester or beginning of 6<sup>th</sup>. Student also takes 2 other courses.

#### 6<sup>th</sup> semester:

3 courses (9 credits)

(A one-course reduction here is permitted during the Fall semester if exams are to take place in January immediately following that semester, and if all requirements have been completed).

The "A" or "Written and Oral Exam" portions of the Qualifying Exam are taken in August after the third year, or January of the fourth year.

The "B Exam" is a chapter or polished introduction of the dissertation that must be presented and approved by the student's committee during the semester following "Exam A." (If Exam A is taken in August, Exam B should take place in late November or early December; if Exam A is taken in January, Exam B occurs in late April or early May).

### **Fourth year:**

The Graduate School requires that each department define and then monitor doctoral students' progress toward completion of the dissertation. The departmental expectation, or definition of satisfactory progress, is the drafting of at least one chapter per semester, or equivalent progress as determined by the dissertation director.

Every semester each graduate student meets with the Director of Graduate Studies in order to determine which courses the student will take the next semester. It is important that each student bring an updated form called the "Coursework Plan Sheet" that is stored every semester in the department's on-line Shared Document site to which all faculty and graduate students have access.

## **V. DOCTORAL ADVISORY COMMITTEES**

When students pursuing the Ph.D. begin their course of study at the University of Kentucky they will be advised by the Director of Graduate Studies. This role will continue throughout the first year of the student's graduate work, and will mostly likely cease by the third or fourth semester

of coursework. At that time, the student will form an Advisory Committee comprised of three faculty members from inside the department. All Advisory Committees are constituted through consultation between the student and the Director of Graduate Studies, with the student's academic interests in mind. Do not be concerned if you are unacquainted with some of the members of your committee: it is expected that committee membership will vary as you clarify professional goals and establish working relationships.

### **A. Role of the Advisory Committee**

After a student has begun to take courses outside of the department, a fourth faculty member from outside the department will be added to the Advisory Committee. Ideally, this outside member is a faculty member with whom the student has taken at least one class and has developed a good working relationship. In consultation with the dissertation committee, through a meeting ideally held during the penultimate semester of coursework, the student will plan his or her Ph.D. Reading List. The M.A. Reading List serves as the backbone for the Ph.D. Reading List. The Chair or Co-Chairs of the student's dissertation committee is/are responsible for putting together the questions and for evaluating the student's performance on the Ph.D. Qualifying Exam. Once a student has formed an Advisory Committee, it is expected that students will rely primarily on the advice of their dissertation director and members of their advisory committee for questions regarding additional coursework or research, scholarships and grants, conferences and publications and job information.

Students are expected to focus on their long-range plan to complete the Ph.D. degree. Students qualify automatically for M.A. candidacy after completing the M.A. Requirements or upon passing the "A Exam" portion of the Ph.D. Qualifying Exam.

### **B. For students entering with a B.A.**

For students entering with a B.A., the Graduate Studies Committee (which is made up of the Director of Graduate Studies and two other Hispanic Studies faculty) reviews each student's portfolio by the middle of the third semester. Regardless of whether or not a student begins graduate study at UK with an M.A. degree in hand, students will be notified of their academic progress and of existing problems during their third semester. By the beginning of the fourth semester of coursework, the Graduate Committee recommends to the faculty as a whole to allow progress toward the Ph.D., or else recommends that the student take a terminal M.A. degree. The entire faculty then votes on this recommendation. These decisions presuppose consultation with the student about his/her intent to proceed to the Ph.D. Decisions are based on the following criteria: course performance, assessment of the student's portfolio, teaching performance, the Graduate Committee's monitoring of the student's progress during the previous three semesters, and overall assessment of the student's probability of success in the Ph.D. program. The Graduate Committee will share the evaluation with the student at the beginning of the student's fourth semester.

### **C. For students entering with an M.A.**

The Graduate Committee will notify students of whether or not their work is deemed acceptable to continue towards a Ph.D. by the middle of their second semester at UK.

## VI. ALLIED FIELD IN HISPANIC LINGUISTICS

The Department of Hispanic Studies does not house an M.A. in Hispanic Linguistics. Doctoral students, can, however, have an Allied Field in this area.

The *Allied Field in Hispanic Linguistics* provides four (4) areas of concentration from which the student chooses one. Three (3) of these areas are predefined disciplinary specializations. The fourth allows the student to design his/her own integrated combination of courses in close consultation with one of the linguistics faculty members of the Department and requiring his or her pre-approval. The pre-approval must be documented on the appropriate form and signed by the linguistics faculty member consulted and by the DGS.

### AREAS OF CONCENTRATION IN THE *ALLIED FIELD IN HISPANIC LINGUISTICS*

- Applied Linguistics/SLA • Comparative-Historical Linguistics
- Sociolinguistics • Individualized course selection (pre-approval required)

### Correlation with Major Fields and professional contexts

The multiple options of the *Allied Field in Hispanic Linguistics* allow each student to choose a linguistic specialization that coordinates with his/her Major Field of concentration and other Allied Fields. It also allows the student to attune the study of linguistics to his/her professional direction and goals. Listed below are the three predefined linguistic specializations for the *Allied Field in Hispanic Linguistics* correlated with examples of Major Fields and professional contexts for which they provide enhanced preparation.

### LINGUISTIC SPECIALIZATION MAJOR FIELD / PROFESSIONAL CONTEXTS

#### Applied Linguistics/SLA

- position as language program coordinator in any type of institution
- position in liberal arts college or other institution with teaching emphasis
- P-12 teaching position

#### Comparative-Historical Linguistics

- Medieval Studies
- Renaissance and Early Modern Studies
- Comparative Romance literatures

#### Sociolinguistics

- Transatlantic Studies
- Colonial and Post-Colonial Studies
- Hispanic literature/culture in North America

### Courses offered

The three predefined areas of specialization for the *Allied Field in Hispanic Linguistics* have been listed below with the applicable existing courses assigned to each.

### Core courses in the 3 predefined areas of specialization for the *Allied Field in Hispanic Linguistics*

### **APPLIED LINGUISTICS/SLA**

SPA 603 -- Spanish Applied Linguistics (3 credits)

(= *Central course in Applied Linguistics/SLA*)

SPA 653 -- Studies in Spanish Pedagogy (3 credits)

SPA 703 -- Seminar in SLA Theory in Spanish L2 Learning (3 credits)

### **COMPARATIVE-HISTORICAL LINGUISTICS**

SPA 605 -- History of the Spanish Language (3 credits)

(= *Central course in Comparative-Historical Linguistics*)

SPA 655 -- Comparative-Historical Romance Linguistics (3 credits)

SPA 705 -- Seminar in Historical Language Contact in the Spanish-Speaking World (3 credits)

### **SOCIOLINGUISTICS**

SPA 604 -- Sociolinguistics of the Spanish-Speaking World (3 credits)

SPA 654 -- Spanish Dialectology (3 credits)

SPA 704 -- Seminar in Linguistic Analysis of Spanish Discourse (Subtitle required) (3 credits)

The specific courses identified above are considered core courses anchoring the overall linguistics program in the Department of Hispanic Studies. New courses will be added over time to enhance and refine each of the outlined specializations.

#### **4. The required course in linguistics for the Hispanic Studies graduate program**

Just as the required literature course, SPA 606: Introduction to Literary Theory, serves as the disciplinary underpinning for all graduate work in literature and culture in the Department, the required SPA 602 “Introduction to Hispanic Linguistics” provides the formal disciplinary foundation necessary not only for further linguistic work in an *Allied Field in Hispanic Linguistics*, but also for all higher-level engagement with the Spanish language in any area of specialization in the field of Hispanic Studies. This introductory course provides an overview of the field of Hispanic linguistics and gives the students exposure to a full range of linguistic methods and issues offering the following benefits to the graduate students in Hispanic Studies:

- For those contemplating an *Allied Field in Hispanic Linguistics*, a broad introduction to the field helps them confirm the area of linguistic specialization most beneficial to their major area(s) of emphasis in their literary studies. It also provides the necessary theoretical background for their further coursework in linguistics in any of the proposed areas of concentration (Applied Linguistics/SLA, Comparative-Historical Linguistics, Sociolinguistics).
- For students in **all fields in Hispanic Studies**, an introductory overview of linguistics offers broad insight into the ways in which the scientific study of language can inform their work, and provides enhanced ability to integrate language analysis into their research, regardless of their specialization in the Department of Hispanic Studies. The required “Introduction to Hispanic Linguistics” course does not count toward an *Allied Field in Hispanic Linguistics*.

### **VII. THE DISSERTATION PROPOSAL**

The dissertation proposal is produced during the semester of the 3-credit Independent Study (SPA 782) which should be taken during the penultimate semester of coursework. The dissertation proposal is a statement that aims to show the appropriateness, significance and manageability of the research you propose to undertake. It is presented for approval to the entire

Advisory Committee during the semester before Qualifying Exams are taken, and it is expected that the student will have discussed earlier drafts of the proposal with his or her dissertation director. In writing the proposal, the student is responsible for making a convincing case, at least in general terms, for the significance of the project, the appropriateness of its scope, and the originality of its contribution to the field. The proposal should deal with the following issues, though not necessarily in the order of their listing here:

A. State the subject and propose a thesis (although your thesis may change, and it certainly will be revised, in the course of your research). The Proposal must demonstrate that the inquiry you propose belongs within the field of literary or cultural criticism, or literary and cultural theory. You must also demonstrate that adequate direction for the project is available within the department faculty as constituted at this time. If a student cannot find at least one member of the Department with significant expertise in the field, and at least one other member with some expertise in the area proposed, the student should be encouraged not to pursue the proposed topic.

B. The historical, literary and cultural background of the project. As briefly as possible, place the subject of your inquiry in the context of earlier research on the subject or problem. In other words, having demonstrated the need or the originality for your project, show what has been done in related areas.

C. Describe why the problem you propose to explore is significant. Give a preliminary statement of the problem or thesis and show how the project has some promise of making a significant contribution to our knowledge and/or understanding of Hispanic literature and/or culture.

D. The proposal should map out a coherent line of inquiry. While chapter outlines may be premature at this stage, the student should have a sense of how s/he plans to develop his/her thesis.

E. Define the scope of the project. Show that the projected inquiry is restricted enough to be manageable and large enough to be significant.

F. Show that the initial resources necessary to carry out the project are available here at UK (in Young Library or through ILL), and that you will have access to the remaining materials you need in the near future.

G. Outline the methodological framework. The student should indicate that s/he has acquired the critical and theoretical competencies necessary for carrying through with the inquiry have been acquired and that the proposed method is adequate for the project proposed.

H. Include a Table of Contents and briefly describe what each chapter is designed to accomplish.

Suggested length: 10-12 pages not including bibliography

A custom-designed Qualifying Exam Reading List is also submitted for the Advisory Committee's approval at this time. Based on the department's M.A. Reading List but also

reflecting the student's area of specialization and dissertation topic, this is a selection of readings on which the Qualifying Exam questions will be based.

### **XIII. THE PH.D. QUALIFYING EXAMS**

#### **A. Description**

The Ph.D. Qualifying Exams are intended to demonstrate students' breadth of preparation for a career in teaching and research, as well as their readiness to immediately undertake focused research and the writing of a dissertation. Qualifying Exams are taken at the conclusion of all coursework, including the Independent Study course that focuses on the dissertation. The Reading List is built around the M.A. Reading List as well as the dissertation topic. A significant portion of the qualifying exams also examines the specific area of the dissertation.

#### **B. Preparation**

At least three months before the written and oral portions of the Qualifying Exam, students must present their Reading List and a Dissertation Proposal to their committee. The committee may then request that the student clarify, change or develop portions of the Dissertation Proposal and revise the reading list at the pre-exam meeting that takes place as early as possible in the final semester of coursework. As mentioned above, the M.A. Reading List must serve as the core or foundation for the customized Ph.D. Reading List prepared to reflect the previous study and research interests of the student. Qualifying Exams are given in August or early January of each year. (NOTE: students who take exams in January, and who have completed all Coursework Plan requirements, are permitted a one-course reduction, and thus only enroll in 2 courses during their final semester of coursework).

The request to schedule the qualifying examination must be submitted a minimum of two weeks in advance via [http://www.research.uky.edu/gs/CurrentStudents/doctoral\\_forms.html](http://www.research.uky.edu/gs/CurrentStudents/doctoral_forms.html).

#### **C. Structure**

##### Exam A

- Dissertation and Minor Area Take-Home Exam
- 10 hours of written examination in other 3 fields (Major Field and 2 Allied Fields)
- Oral Exam (2 hours)

##### Exam B

- Presentation of a draft of the first complete dissertation chapter to Advisory Committee

#### **D. Dissertation and Minor Area Take-Home Exam**

The student will be given questions written by the Dissertation Director and the Outside Member of the Advisory Committee, and will write the responses at home. Students will receive the question(s) at noon on Thursday, and must turn in the responses no later than the following Monday at noon. The Take-Home questions will require the student to take an intellectual position with respect to central issues of the dissertation area, as informed by the theoretical framework of the Minor Area. It is expected that the responses will be the independent work of the student, without assistance from other individuals, although the consultation of bibliographic sources is permitted. This Take-Home Exam will take place approximately the week before the first day of the written exam. *The response to the entire set of questions should be limited to 8-10 double-spaced*

*page*, and no longer. It is not a research paper.

### **E. The Written Examination**

One week after the submission of the Take-Home Exam responses, the student will take an in-person, closed-book written examination in the Major Field at a location on campus, consisting of four hours and involving 2-3 questions. Within the same week, s/he will take two three-hour in-person, closed-book exams, each of which will contain 1-2 questions covering each of the two Allied Fields. The questions for these exams will be provided by the members of the committee, under the supervision of the Dissertation Director. Students must ensure that they can be physically present at the exam location on campus on the specified day and time. If they cannot be physically present for either of the written sections of the exam or the oral exam, the corresponding exam must be rescheduled.

### **F. The Oral Exam**

Ideally, the two-hour oral exam takes place within the week following the last written exam, though problems of scheduling may prevent this practice in every case. Like the written examination, this part of the examination takes place in person at a location on campus and gives the candidate the opportunity to clarify and expound upon aspects of the take-home and written exams, and allows the committee members an opportunity to better assess the candidate's understanding of the key concepts tested. Students must ensure that they can be physically present at the oral exam location on campus on the specified day and time. If they cannot be physically present, the oral exam must be rescheduled.

### **G. Exam B: Presentation of the Dissertation Introduction or Sample Chapter**

The committee meets with the student to review the dissertation introduction or chapter (Exam B), ideally by the end of the semester that the written exams have been taken. The student must be physically present on campus at a location scheduled by the department. Revisions to the chapter should be made by the middle of the following semester. Exam B must be approved no later than the end of the second semester after the Qualifying Exam by all members of the Advisory Committee. The B Exam is a department requirement and not a Graduate School requirement and as such does not require any on-line scheduling through the Graduate School. Students must ensure that they can be physically present at the exam location on campus on the specified day and time. If they cannot be physically present, the exam must be rescheduled.

### **H. General Observations and Advice**

Students are free to schedule presentation of the Dissertation Research Essay (Exam B) as early as they wish, but no later than the second semester after taking the Qualifying Exam (Part I), and not later than the end of their doctoral residency period. Exceptions to this rule would have to be approved by the department's Graduate Committee.

The student is responsible for submitting the on-line forms necessary for the scheduling of the M.A. and Qualifying Exams and should do so after dates and times are established among the members of the Advisory Committee. Complete instructions on how and when to do so can be found at [http://www.research.uky.edu/gS/CurrentStudents/doctoral\\_forms.html](http://www.research.uky.edu/gS/CurrentStudents/doctoral_forms.html)

The Director of Graduate Studies notifies the Graduate School of the candidate's success or failure on the exams.

The candidate takes the written exam in a place designated by the Director of Graduate Studies and the oral exam in a place designated by their committee. Candidates will write their responses



in a shared room. In special circumstances, and provided the specific documentation, individual rooms may be assigned. Responses will be typed, double-spaced and answered in the language in which the question is written. At least one-third of the questions will be written in the student's non-native language.

## **I. Expectations**

It is expected that students taking the Qualifying Exam will be able to do the following:

1. define and describe in substantial detail major movements, authors, major trends, and basic concepts of critical theory and criticism;
2. speak articulately and with significant authority about the thesis area, both in terms of the primary texts and the critical (secondary) reading;
3. discuss with authority texts on the MA reading list;
4. recall important critical debates about texts in the dissertation area;
5. respond with accuracy to questions about the historical, political and social context of the works on the student's reading list;
6. perform with written and spoken fluency in both Spanish and English.

## **J. Evaluation**

The Ph.D. Qualifying Exam grading system is as follows:

**EXCELLENT** – The student has distinguished him/herself in all questions of the exam.

**PASS** – The student has performed competently, but not with distinction, in all areas of the exam.

**PASS WITH DEFICIENCIES** – The student has performed with competence in three areas of the exam but has performed poorly in one area, which may require additional work. This decision will be made by the advisory committee. Any additional work should be turned in 8 days to the advisory committee, which should evaluate the work, and communicate a final decision to the student and the DGS.

**FAIL** – The student has performed poorly in two areas or more of the exam. The entire exam must be taken again, after at least four months have passed.

The results of the examination must be reported by the Director of Graduate Studies to the Graduate School within 10 days of its conclusion. If the result is failure, the advisory committee determines the conditions to be met before another examination may be given. The minimum time between examinations is four months. A second examination must be taken within one year of their first attempt, during which time the student will continue to be enrolled full time in coursework in the department. A third examination is not permitted. The decision of the committee is unappealable.

## **IX. THE DISSERTATION AND DEFENSE**

The *Graduate Student Bulletin* available on the Graduate School's web page -- [http://www.research.uky.edu/gs/CurrentStudents/theses\\_prep.html](http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html) -- list in detail the rules and regulations relating to the preparation of the dissertation. Generally speaking, the dissertation is an original contribution to scholarship in the student's area of specialty. It must provide ample evidence of research done in the field, and it must be guided by a clear and sustained theoretical or interpretive framework. It is written in close consultation with the student's Dissertation Director after successful completion of the entire Qualifying Examination. Assistant Professors without tenure cannot direct dissertations, but they can co-direct. If desired, a "second reader" can be named to be actively involved in the process at every stage of the dissertation along with the dissertation director. The candidate must defend the dissertation in person at a location on campus before a committee composed of his/her Advisory Committee and an additional outside

member appointed by the Dean of the Graduate School. The outside member votes with the other members of the Advisory Committee and makes a report on the dissertation defense to the Dean of the Graduate School. Students must ensure that they can be physically present at the dissertation defense location on campus on the specified day and time. If they cannot be physically present, the defense must be rescheduled. (NB. Only under extreme circumstances can the candidate request that the defense be conducted via a virtual or hybrid modality. This action requires unanimous approval by all members of the exam committee.)

The dissertation must be defended within five years of the date of the “A Exam” portion of the qualifying examination.

Students with an outstanding dissertation project may apply to invite a distinguished scholar from another university to be a member of the dissertation committee. These are competitive Graduate School opportunities and must be applied for in consultation with the Director of Graduate Studies.

## **X. TEACHING ASSISTANTSHIPS AND OTHER FUNDING**

### **A. Department of Hispanic Studies Financial Support**

Provided that a student’s academic progress and teaching performance are satisfactory, the maximum departmental support (in the form of Teaching Assistantships or recommendations for other internal fellowships) is as follows:

M.A.: 2 years of support

Ph.D.: 5 years of support for students who began the program without the M.A.  
(not to exceed 4 semesters beyond the Qualifying Exam)

4 years for students who began the program with the M.A.  
(not to exceed 4 semesters beyond the Qualifying Exam)

Teaching opportunities are available and guaranteed for all graduate students in the Fall and Spring semesters. *We cannot guarantee that there will be positions for all who wish to teach in the Summer.* Since the Department of Hispanic Studies has a fixed amount of TA lines, the number of teaching positions are based on departmental needs and final enrollment numbers for each course. Assignments will be made as follows:

**Fall and Spring Semester Courses:** Positions will be assigned by a committee consisting of the Chair of the Department, the Director of Elementary Language Instruction, and the Academic Coordinator and based on the following criteria:

- A. Academic performance (based on GPA, academic awards, and academic recognitions)
- B. Teaching performance and effectiveness (based on students’ evaluations and class observations)
- C. Seniority (number of years in the department)
- D. \*\*\*When assigning courses beyond the basic language requirements (203 and above), preference is given to ABDs, provided they have a good teaching performance.

**Summer Courses:** Teaching assignments for summer are limited, competitive, and **not** guaranteed as a condition of your employment. Summer teaching positions will be assigned based

on merit, teaching performance, and final course enrollments. Priority for these assignments will be decided by a faculty committee consisting of the Directors of Elementary Language Instruction and Graduate Studies, and Academic Coordinator and based on the following criteria:

A. TCE numeric evaluations for quality of teaching (average of evaluations from three previous

semesters. Summer sessions should not be included) **60%**

B. Taking qualifying exams in August (please note that you may only receive priority based on this criteria one (1) time for each exam, Masters and PhD) **40%**

Please note that all teaching assignments depend on final enrollment numbers for each semester. Thus, the department reserves the right to change assignments and cancel classes as needed.

### **B. Post-Qualifying Residency and Tuition Obligations**

Students must be enrolled in the university for at least two semesters after they pass their Qualifying Exams. The Summer session can count as one of these semesters. Students first enrolled in a doctoral program in the Fall 2005 semester and beyond will be required to enroll in a 2-credit hour course after successfully completing the Qualifying Examination, SPA 767: Dissertation Residency Credit. They will be charged tuition for these two hours, at the in-state tuition rate plus mandatory fees, during each semester until the dissertation is defended, although students who hold a Teaching Assistantship will have their tuition paid by the Graduate School. Students must remain continuously enrolled in this course every Fall and Spring semester until they have completed and defended the dissertation. This will constitute full-time enrollment. Students will be required to complete a minimum of two semesters of 767 before they can graduate.

### **C. Health Insurance**

All students are strongly advised to have some kind of health insurance coverage, and international students are required to carry health insurance. Domestic and international students who hold full-time Teaching Assistantships are automatically enrolled in the student health insurance plan and this is included in their TA Fellowship. For complete information regarding coverage, please consult <http://ukhealthcare.uky.edu/uhs/>.

It should be noted that this health insurance plan is not the same as the “mandatory student health fee,” which each student must pay and which entitles him/her to outpatient services at Student Health at no cost. The Student Health Fee is optional during the summer and for part-time students, but is required of full-time students.

International students whose eligibility for teaching assistantships has expired, but who continue to work on dissertations and to work as part-time instructors, may submit a waiver to request exemption from the requirement to carry a separate policy. The waiver requires that students demonstrate that they carry an equivalent level of coverage from their home countries or from an international health insurance policy. The waiver and specific required levels of coverage may be found at

<http://www.uky.edu/IntlAffairs/oiaPDF/Fall%202006%20Waiver%20Application.pdf>. Some national healthcare plans do meet these required levels of coverage, and can thus result in substantial savings for international students who are part-time instructors. Documentation of the levels and types of coverage is required in order for the waiver to be granted.

### **D. University and Graduate School Awards and Fellowships**

The Graduate School has several awards for which graduate students may be recommended by the Department of Hispanic Studies. A complete list of the awards and fellowships for prospective and current graduate students can be found on-line at <http://www.research.uky.edu/gs/StudentFunding/fellowships.html>.

### **E. Conference Travel Funds**

Graduate students are strongly encouraged to begin to participate in their field by attending and presenting at respected conferences and by sending in their best work for consideration for publication. Students are strongly encouraged to consult with the faculty member for whom they wrote the original paper, in order to conduct the appropriate revisions.

Graduate School support is available to cover a predetermined amount of expenses, for students who present papers at professional conferences. Doctoral students are eligible to apply for Conference Support from the Graduate School if they have been accepted to present their research at a conference or professional meeting. Awards may total no more than \$400 per student per fiscal year for presentations at domestic locations or \$800 per fiscal year for presentations at international locations. Priority order for funding in each cycle will be travel to conferences for 1) doctoral students who have passed qualifying exams; and 2) other doctoral students. Applications are due the 15th of each month prior to the month of travel (or the next business day if the office is closed). These awards are self-nominating, but must have endorsement of the DGS or advisor. Students should review the updated funding priority and guidelines available on the Graduate School website at <http://www.research.uky.edu/gs/StudentFunding/supportfunding.html>

Additionally, the department makes every effort to set aside funding from its budget to help students travel to present their research at professional conferences. As the amount and availability of funding to support graduate student travel are variable year to year, the department has created guidelines intended to assist the department office manager and the DGS in awarding funding for this purpose. Students have access to these guidelines at the departmental Sharepoint site under TA documents at <http://academics.uky.edu/AS/HS/TAs/Forms/AllItems.aspx>

### **F. Dissertation Enhancement Funding**

Dissertation Enhancement Awards, in the form of grants of up to \$3,000, are available from the Graduate School, to facilitate travel to scholarly or international libraries, for students who have passed their qualifying examination and are actively working on the dissertation. The Graduate Committee may nominate up to two candidates per year for this award, and we encourage graduate students to avail themselves of this opportunity to conduct international research. PLEASE NOTE: Out of the 4 deadlines throughout the academic year that the Graduate School has established to apply for this award, the department has chosen March 15<sup>th</sup> as the only date to accept graduate students' applications. In order to be considered, please send the DGS the package with all documentation required by February 20<sup>th</sup> of that year. For more information, please visit: <http://www.research.uky.edu/gs/StudentFunding/Documents/dea2014-15.pdf>

## **XI. DEPARTMENT AWARDS**

Every year the department presents awards at a formal ceremony in recognition of students' academic success, pedagogical achievements and service initiatives. The recipient of the McCrary Award for the outstanding second-year graduate student (in the areas of academics, teaching, and leadership) is determined by the Graduate Committee, which recommends a recipient that is then discussed by all faculty.

All decisions regarding internal fellowships, grants, awards and scholarships are made by the

department's Graduate Studies Committee, based on the following criteria in this order of importance:

1. professors' evaluations of students' course work;
2. the quality of research papers included in student's portfolio. Papers will be evaluated on the depth and breadth of the research, the student's analytical/critical skills and relevance or originality of research topic. Similar criteria will be applied to the evaluation of dissertation proposals and/or chapters. The portfolio must include one research paper;
3. student participation in professional conferences and student publications;
4. student attendance and participation in departmental lectures and other academic activities;
5. proof of a responsible and satisfactory teaching record;
6. service to the Department of Hispanic Studies.

Similar processes and criteria will apply to department recommendations for Graduate School fellowships that require department ranking of applicants when more than one student applies.

## **XII. TEACHING**

Teaching is an essential part of your training as a future professional in the field. The Department of Hispanic Studies expects excellence in teaching, as well as in scholarship. All Teaching Assistants are supervised by the Director of Elementary Language Instruction and the Academic Language Coordinator, both of whom maintain a file for each graduate student. This file will be the basis for the teaching component of future letters of recommendation written by UK faculty members for graduate students seeking employment. The teaching of graduate students is evaluated every semester by Hispanic Studies faculty and monitored by the Director and the Coordinator of Elementary Language Instruction.

## **XIII. PROFESSIONAL DEVELOPMENT**

A career as a faculty member, regardless of institution type or location, will involve three fundamental areas of work: teaching, research, and service. With this in mind, it is essential that your graduate program prepare you in all three. We have carefully structured the language learning program within the department so that the pedagogical training and experience you receive here will ensure your qualifications as a teacher. In terms of research, it is hoped not only that you will hone your analytical and writing skills through your coursework and research papers, but also that you will seek outside ratification of these skills through presentations at refereed conferences or publication in refereed journals. It is increasingly important that beginning assistant professors demonstrate that they have already begun their career engaged in independent research by listing articles and conference presentations on their curriculum vitae. Finally, service to the department, college, and university will demonstrate not only your collegiality but also your commitment to the constant building process that academic programs require. Additionally, there is a process of professionalization that occurs naturally, when you are placed in situations where you deal with faculty on a daily basis, either within or beyond the department. This service experience, too, will serve you in good stead once you enter the job market. For these reasons, we recommend that you keep the tripartite academic mission in mind throughout your time of study, and ensure that your CV reflects accomplishments in all three areas.

### **A. Attendance and Participation in Department Academic Activities**

Students are invited to attend all department lectures and guest lectures. Students are required to attend and participate actively in the Kentucky Foreign Language Conference, held in April of each year, and required to take part in the Kentucky State Language Festival, held the second weekend of each May, before contracts for the Spring semester expire.

### **B. Kentucky Foreign Language Conference**

In April of each year, the University sponsors the Kentucky Foreign Language Conference. This internationally known scholarly meeting offers a unique opportunity for graduate students to hear outstanding scholars present papers and lectures, and the Department of Hispanic Studies is extremely privileged to offer graduate students this annual opportunity. A graduate student is chosen biannually to serve as Assistant Director of two consecutive conferences, and applications of those interested in this opportunity are considered in early Fall of every other year. You will find more information on the nation's longest-running foreign language and literature conference at <https://kflc.as.uky.edu>

### **C. Professional Services**

The Department of Hispanic Studies serves as a clearinghouse for area businesses or community organizations that seek assistance with Spanish classes for specific professional purposes, translation or interpretation services, or other endeavors that involve relationships to the Hispanic world in Lexington or on a broader scale. When such entities contact the Department of Hispanic Studies (via the Chair), a description of the job and the requirements is sent to all graduate students. You may participate in these jobs, and will be remunerated accordingly.

Such experience is an excellent enhancement of your professional dossier, as it demonstrates not only a commitment to local engagement and outreach, but also a varied range of experience. An additional benefit of the Professional Services arrangement is that a percentage of the remuneration is set aside as a pool of supplementary resources, for graduate students presenting papers at professional conferences. These funds can assist with expenses if the Graduate School conference fund does not cover 100% of your costs. Reimbursements from the Professional Services Fund is limited to \$100 or the registration cost of the conference, whichever is higher, and appropriate receipts must be presented to the Director of Graduate Studies to receive this reimbursement. However, since this is a particular account established for this purpose, funds may only be disbursed when they are available; if funds are requested and not available, the request will be held pending renewal of the Professional Services account.

## **XIV. DEPARTMENT PUBLICATIONS**

**A.** The *Romance Quarterly* publishes historical or interpretive articles dealing with the Romance Languages and their literatures. The Editor-in-Chief is Dr. Aníbal Biglieri.

**B.** *Nomenclatura: aproximaciones a los estudios hispánicos* is an annual online academic journal dedicated to interdisciplinary scholarship on the literary and cultural traditions of the Hispanic world. The journal is a graduate-student production of the Department of Hispanic Studies at the University of Kentucky and publishes original research in both English and Spanish on diverse aspects of the Hispanic world, ranging from the medieval period to the present. The editors for 2014-2015 were José María Pérez Sánchez and Megan O'Neil. The 2015 call for papers can be found at [http://uknowledge.uky.edu/naeh/call\\_for\\_papers.pdf](http://uknowledge.uky.edu/naeh/call_for_papers.pdf).



C. Graduate students are encouraged to participate in the creation of the annual scholarly journal *DisClosure: The Journal of Social Theory*, which is put together by those affiliated with the University of Kentucky Committee on Social Theory. The website of the publication can be found at <http://www.as.uky.edu/socialtheory/whatisdisclosure.htm>.

## **XV. DEPARTMENT ORGANIZATIONS SERVING STUDENTS**

### **A. Hispanic Studies Graduate Student Association (HIGSA)**

The Hispanic Studies Graduate Student Association (HIGSA) is made up of all of the graduate students of the Department of Hispanic Studies. HIGSA's purpose is to facilitate the lives of the graduate students by addressing common concerns and promoting unity among graduate students. The matters that HIGSA covers are related to the wellbeing of the graduate students. The association is in charge of taking care of the different propositions of the graduate students and addressing them to the different entities of the Hispanic Studies Department. A president, vicepresident, secretary, and treasurer are elected every year in April. HIGSA runs a website (<http://hs.as.uky.edu/hispanic-studies-graduate-student-association>) with information about upcoming workshops, the M.A. Reading List and dates for conferences. Additionally, the organization hosts a graduate student listserv which provides graduate students with a forum for ideas and comments concerning the department. The HIGSA President attends and participates in department faculty meetings and is responsible for keeping the faculty informed of graduate student issues and concerns and bringing important information involving department policies to the graduate student body.

A mentoring program is organized and implemented by HIGSA late every Spring semester in an effort to connect incoming students from around the world with their new surroundings. The purpose of this program is to answer some of the many questions that new students may have about moving to the Lexington area, the U.S. public university system, courses, health insurance, and other areas of immediate interest to students.

HIGSA also, in conjunction with Hispanic Studies faculty, organizes professionalization workshops for advanced graduate students.

- How to Prepare a Curriculum Vitae
- How to Create a Teaching Portfolio
- How to Get a Paper Published
- Advice on Preparing for and Taking M.A. and Ph.D. Exams
- Embarking on the Job Search
- Mock Interviews for the Job Search

### **B. Sigma Delta Pi**

The Department of Hispanic Studies is an official member of Sigma Delta Pi, the Spanish honors society. The Sigma Delta Pi society (SDP) is composed of undergraduate and graduate students who are interested in furthering their knowledge of the Hispanic language and cultures, and who meet the academic criteria specified on the website for the organization, found at <http://www.as.uky.edu/sigma-delta-pi>. The University of Kentucky has been a member of this national society since 1969, and continues to initiate new members each Spring using the traditional initiation ceremony.

In addition, SDP will sponsor many cultural events throughout the academic year. Members of

the Honor Society will also be invited to departmental receptions for speakers, cultural events, and other activities which might be suggested by the members. The national honor society also offers various scholarships and benefits to its members, and UK students are encouraged to take advantage of these opportunities. The annual initiation of members into SDP usually takes place in April. Interested students must meet eligibility requirements and must participate in the initiation ceremony in order to become an active member. Pins and certificates are distributed, and there is usually a special guest presentation.

## **XVI. STUDY ABROAD**

The Department of Hispanic Studies encourages our graduate students to spend a semester or a year abroad, preferably after finishing their coursework. Students must have at least a B average to apply. Preference will be given to students who are perceived to be promising candidates for completing the Ph.D. Students must petition the Graduate Studies Committee before making any plans to study abroad. The Director of Graduate Studies will need to approve the application, once the Graduate Studies Committee has considered the student's potential for completing the graduate program successfully upon returning to the University of Kentucky.

Students are not limited to UK-sponsored programs, but students who participate in UK-sponsored programs will receive financial support while abroad. Such programs include study abroad or exchange programs in Valladolid, Segovia, Morelia and Oaxaca. Students are also encouraged to pursue graduate work at the Middlebury Spanish School graduate program in Guadalajara, Mexico, during the summer session; generous scholarships are available, and M.A. students may transfer up to nine credits into their UK Plan of Study.

## **XVII. GRADUATE SCHOOL POLICIES**

### **A. Registration**

All students expecting graduate credit must be enrolled in the Graduate School. Graduate students in Hispanic Studies follow the University's general registration schedule. Before registering, a student must obtain approval for proposed courses from their Advisory Committees and the Director of Graduate Studies.

### **B. Degree Application**

Each student must formally file an application for degree, directly with the Graduate School, in order to receive a degree. The deadline for application is normally two months prior to the graduation date. The *Graduate School Bulletin* lists the deadlines for graduations taking place in May, August, and December.

### **C. Transfer Credits**

M.A. students can transfer up to 9 credits of coursework that they have completed elsewhere during their terms as M.A. students at the University of Kentucky.

An awarded master's degree from the University of Kentucky or from another accredited school in some cases may satisfy 18 of the Graduate School's pre-Qualifying Exam requirement. Petitions to the Graduate School for 18 credits to count towards the Ph.D. should be made by the DGS to the Senior Associate Dean of the Graduate School. *Requests should be submitted in writing by the DGS to the Dean of the Graduate School and should include a detailed justification and evidence that the student's Major Professor and Advisory Committee support*

*the request.*

It is not uncommon for Hispanic Studies students to transfer courses that they take during the summer in study abroad programs, programs at other institutions or at a Middlebury Language School. Note that Ph.D. students are not permitted by the Graduate School to transfer such credits. However, courses taken elsewhere may be counted as equivalency credits.

#### **D. Equivalency Credits**

The Department of Hispanic Studies does acknowledge coursework done while completing an M.A. elsewhere. These credits are called equivalency credits. Students coming to the University of Kentucky with a prior M.A. degree can take the Qualifying Exams after meeting two distinct but overlapping criteria: a) completing the Coursework Plan sheet through coursework taken at the University of Kentucky and in the student's previous M.A. program\*; and b) taking 18 hours of classes at the University of Kentucky. There are no exceptions to this rule. The Coursework Plan sheet, put together in consultation with the Director of Graduate Studies, acknowledges all M.A. coursework done elsewhere, as long as the course is a legitimate fit for the section on the Coursework Plan in which it is placed. Syllabi and/or final papers may be requested by the Director of Graduate Studies in order to determine a course's eligibility for equivalency credit.

#### **E. Incompletes**

A student may not take the M.A. or Qualifying Exams if an "I" grade remains on his or her transcript. The department further stipulates that a student who takes an incomplete in a course must remove the "I" within one month of the end of the semester in which the course is taken. Failure to complete this work will result in the assigning of an "E" for the course. The DGS (M.A. candidates) or the student's Advisory Committee (Ph.D. candidates) may consider an extension. In the rare case that an "Incomplete" were to be granted, the professor of the course for which the grade is given must alert the DGS via the "Incomplete Approval Form" available in the Main Office of the Department of Hispanic Studies, 1115 Patterson Office Tower.

### **XVIII. ADDITIONAL UNIVERSITY INFORMATION**

#### **A. Grades and Probation**

A graduate student may not receive a degree with a grade-point average of less than 3.0. **A student holding a Teaching Assistantship or fellowship must maintain a B average for financial support to continue, and for the tuition scholarship to remain in effect.** The grading system for graduate students is A B C E; the Grade of D does not exist for graduate students. See the Graduate School Bulletin for a complete outline of Graduate School policies on this issue.

#### **B. Pre-Registration**

Each semester every presently enrolled student is required to pre-register for the following semester. The student must prepare his/her schedule in consultation with the DGS. Descriptions of courses and the dates for pre-registration are listed in the *Graduate School Bulletin* and posted in the department. All students taking the Qualifying Exams in August or January must register for two credits of SPA 767 for the Fall or Spring semester, and every semester after that until they defend the dissertation. Anyone who is not a Teaching Assistant or supported by another kind of Graduate School Fellowship will have to pay for these two credits and fees every semester until they successfully defend the dissertation.