

UK Department of Hispanic Studies

Graduate Student Handbook

The purpose of this handbook is to help graduate students at the master's and doctoral levels understand important policies and procedures regarding their graduate studies in the Department of Hispanic Studies at the University of Kentucky. This handbook includes policies and regulations that are either (1) unique to the Department of Hispanic Studies or (2) are frequently referenced policies of the Graduate School, or both. It is not intended to address uncommon policies or those relating to rare circumstances.

Students and faculty seeking more detailed information on relevant policies are encouraged to search the DGS Policies and Procedures Manual found on the Graduate School's website (<https://gradschool.uky.edu/directors-graduate-studies>) and the "General Regulations" link found on the current year's Graduate Catalog website (<https://catalogs.uky.edu/content.php?catoid=15&navoid=842>). Moreover, given the nature of changing policies at the graduate school and university level, students and faculty should familiarize themselves with the two previous resources regarding Graduate School policies, understanding that policies spelled out by Graduate School, the Provost's office and any other publication produced by an official university-level body supercede the information found in this handbook. For the most updated information on the life of the Department of Hispanic Studies, students and faculty should navigate to the department's website: <https://hs.as.uky.edu/>.

Updated version (doctoral program section) approved by faculty on April 30, 2025

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[The PhD Degree Curriculum and Requirements](#)

PhD Program Requirements		
General Specialization	Hispanic Literary and Cultural Studies	Hispanic Linguistics and Applied Linguistics
Required Course	SPA 553 (Teaching of Spanish)	SPA 553 (Teaching of Spanish)
Specialization Foundation Courses	SPA 770 (Introduction to Hispanic Studies) (3 cr. hrs)	SPA 600 (Introduction to Spanish Linguistics) (3 cr. hrs)
Primary Area of Study within specialization	Spanish Studies, Latin American Studies, or Latinx Studies at least 5 courses (15 cr. hrs.)	Hispanic Linguistics or Hispanic Applied Linguistics at least 5 courses (15 cr. hrs.)
Secondary Area of Study from either specialization	Selected from any of the four remaining areas of study: Hispanic Linguistics, Hispanic Applied Linguistics, Spanish Studies, Latin American	

	Studies, or Latinx Studies. at least 3 courses (9 cr. hrs.)
Electives	eight free electives (24 cr. hrs.)
Courses outside the department	at least 3 courses (9 cr. hrs.) of the 54 pre-dissertation residency hours must be taken outside the department, i.e., non-SPA prefixed courses
Reading Proficiency in additional language	reading proficiency in one language in addition to Spanish and English must be demonstrated
Qualifying Exams	1. A take-home, open-book exam based on the dissertation topic (1-3 questions) 2. A four-hour, closed-book written exam of 2-4 questions based on coursework from the primary area of study. 3. A three-hour closed-book written exam of 2-3 questions based on coursework completed for the secondary area of study.
Dissertation Residency Requirement	at least 4 dissertation residency credits, i.e., SPA 767 (2 semesters x 2 cr. hrs. = 4 cr. hrs.)
Successful Dissertation Defense ("Final Oral Exam")	complete dissertation must be successfully defended and revised complying with all Graduate School formatting requirements and incorporating all committee members' feedback

Summary

The Ph.D. in Hispanic Studies requires a minimum of 58 credit hours, which includes at least 4 dissertation residency credits, i.e., SPA 767. Students declare one of two general specializations: Hispanic Literary and Cultural Studies OR Hispanic Linguistics and Applied Linguistics. Each specialization requires a foundation course: SPA 770 (Introduction to Hispanic Studies) for Hispanic Literary and Cultural Studies students and SPA 600 (Introduction to Spanish Linguistics) for Hispanic Linguistics and Applied Linguistics students. Students will declare a primary area of study within their specialization and a secondary area of study from either specialization. The primary area of study must include at least 5 courses (15 cr. hrs.) while the secondary area must include at least 3 courses (9 cr. hrs.). These courses are selected in consultation with the DGS, doctoral advisory committee chair, or both and must be approved by the DGS and the doctoral advisory committee chair. At least 9 credit hours of the 54 pre-dissertation residency hours must be taken outside the department, i.e., non-SPA prefixed courses, and must be approved by the DGS and doctoral advisory committee chair. At least 2/3 of all pre-dissertation residency credit hours, or 36 cr. hrs., applied to the doctoral degree must be at the 600 and 700 level. Of the 18 courses (54 cr. hrs.) completed prior to the dissertation residency hours, 12 courses (36 cr. hrs.), must be SPA-prefixed courses. The eight free electives (24 cr. hrs.), which must be selected in consultation with and approved by the DGS and advisor, should complement the student's areas of study. Two semesters of dissertation residency, equaling 4 cr. hrs.: SPA 767 (2 semesters x 2 cr. hrs. = 4 cr. hrs.), must be completed following the completion of pre-qualifying coursework.

As part of the qualifying exams, students complete a take-home, open-book exam based on the dissertation topic (1-3 questions) and a four-hour, closed-book written exam of 2-4 questions based on coursework from the

primary area of study. A single, three-hour closed-book written exam of 2-3 questions based on coursework completed for the secondary area of study will also be completed.

A dissertation must be successfully defended before the committee with any pending revisions completed and approved before being submitted to the Graduate School.

Areas of Specialization & Primary/Secondary Areas of Study

Students should discuss carefully with the director of graduate studies and their professors which broad specialization to choose as well as their primary and secondary areas of study from among the five options. Once they have identified a faculty member who agrees to serve as their dissertation director, students must consult their director and receive approval for courses counting toward the primary and secondary areas of study, as well as other elective courses with the goal of preparing to successfully pass the qualifying exam and the dissertation project.

The specializations include the following two broad disciplines, each with their own set of specialized requirements:

Hispanic Linguistics and Applied Linguistics

Students who specialize in Hispanic Linguistics and Applied Linguistics are required to take SPA 600 (Introduction to Spanish Linguistics) and identify a **primary area of study** from within the following two broad areas: Hispanic Linguistics and Hispanic Applied Linguistics. Within these broad areas, students may choose to focus on such topics as Spanish sociolinguistics, Critical Discourse Analysis, Spanish-Guaraní bilingualism, Judaeo-Spanish, Spanish dialectology, Comparative-Historical Spanish Linguistics, Spanish Second Language Acquisition, L2 Spanish Pedagogy, Spanish as a Heritage Language, L2 Spanish Assessment, L2 Spanish Post-secondary Curriculum Development & Design.

Hispanic Literary and Cultural Studies

Students who specialize in Hispanic Literary and Cultural Studies are required to take SPA 770 (Introduction to Hispanic Studies) and identify a **primary area of study** from within the following three broad areas: Spanish Studies, Latin American Studies, and Latinx Studies. Within these broad areas, students can focus on particular time periods, regions, media, genres, and/or themes, such as Medieval and Early Modern, Colonial, Eighteenth and Nineteenth Centuries, Twentieth and Twenty-First Centuries, Modernismo, Vanguardias, film, comic, poetry, theater, narrative, etc.

The **secondary area of study** must be selected from any of the four remaining areas of study: Hispanic Linguistics, Hispanic Applied Linguistics, Spanish Studies, Latin American Studies, or Latinx Studies.

Regardless of specialization, students will take a broad range of courses within Hispanic Literary and Cultural Studies and Hispanic Linguistics and Applied Linguistics.

Graduate Certificates

Students are encouraged to consider a graduate certificate related to their areas of study, where relevant (e.g., Applied Statistics, TESL, College Teaching and Learning, Gender and Women's Studies; Social Theory; Latin American, Caribbean and Latino Studies) and feasible, though the completion of graduate certificates should not take priority over students' completion of departmental requirements. The Graduate School must approve any courses that students want covered by their TA scholarship and that do not count toward their doctoral degree in Hispanic Studies (e.g., courses required for graduate certificates that are not required for their degree),

particularly if there is no remaining coursework for the degree. In some cases and with approval from the DGS or advisor, courses taken to complete graduate certificates can be used toward the coursework requirements for the Hispanic Studies Ph.D.

Transfer Credit

Students who have completed relevant graduate coursework, including master's and doctoral degrees, at another institution may discuss with the DGS the possibility of requesting transfer of credit from the Graduate School.

For doctoral students who have completed a Master's in the field of Hispanic Studies at another institution, up to 18 credits may be transferred. (The Graduate School: Policies & Procedures for Directors of Graduate Studies)

For doctoral students who completed graduate coursework but did NOT complete a Master's degree, a total of 13.5 credit hours may be transferred (54 pre-qualifying credit hours x .25).

However, it is important to understand that **the DGS in consultation with the Graduate Studies Committee and other graduate faculty may limit the number of credits transferred** to less than 18 (doctoral students with completed master's) or 13.5 (doctoral students with uncompleted master's) based on many factors such as the nature and rigor of previous coursework and the projected dissertation topic and primary and secondary areas of study.

Another important factor is the need to take courses with faculty in the department to forge relationships with professors who might be willing to serve on dissertation advisory committees (a.k.a., dissertation committee). The primary consideration when transferring credit is to ensure that the student is adequately prepared to successfully complete qualifying exams and the dissertation project, not to simply reduce time to degree. Before requesting the transfer of credit, students must present the syllabus used when they took the course with the readings and assignments listed. Students may also be asked to submit any significant work from the course, such as the final research paper.

Moreover, the following rules apply to the transfer of graduate course credits that did NOT result in an awarded graduate degree:

- Transfer of independent work, research, thesis, or dissertation credit is not permitted.
- Short courses lasting fewer weeks than the number of credits may not be transferred.
- A student must have been in graduate status at the time the courses were taken.
- A student must be in good academic standing at the time of transfer.
- Only courses assigned a B grade or better can be transferred.
- Courses must have been taken no more than 10 years (master's) or 8 years (doctoral) prior to the semester the transfer is requested.
- Transfer of external credit cannot be applied to a graduate certificate unless it is specified and justified in the initial request to establish the certificate (or at the time of renewal).

Overall Grade Point Average of 3.0 or Higher

To remain in good academic standing and to be eligible for funding from the Graduate School in the form of teaching assistantships, research assistantships, or fellowships, **students must maintain a 3.0 GPA**. Students are placed on "scholastic probation" if their GPA drops below 3.0 after completing 12 credit hours. Students have one semester to raise their GPA to 3.0 or they will be dismissed.

Reading Proficiency

Students must demonstrate reading proficiency in one language in addition to Spanish and English. The decision of which language to pursue should be determined in consultation with the DGS or dissertation advisor and should take into account the students' dissertation project or future academic and professional goals.

This requirement may be satisfied in one of several ways and must be accompanied by official documentation such as a university transcript or formal letter verifying the score of a special examination:

- completion of an accelerated graduate-level language course for reading knowledge with a grade of B or better, at UK or another accredited university (e.g., 011 courses in French, German, or Italian) with a grade of B or better). The Graduate School automatically credits a student as having met the foreign language requirement if they have obtained a "B" or better in the special foreign language reading courses ("011" courses) taken at UK. All other modes require a written recommendation to the Graduate Dean by the DGS.
- completion of the equivalent of UK's fourth semester (e.g. 202) 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
- 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).

Note: The 011 courses do not constitute graduate credit, and therefore must be taken in addition to a typical 9-credit graduate course load during the Fall or Spring semester. It is highly recommended that students take these 011 reading courses or something similar in the summer if possible or even online through another institution with pre-approval from the appropriate department

Formation of the Doctoral Advisory Committee

When students begin their doctoral program in the department, they will be advised by the Director of Graduate Studies. The advisor role will be filled by the DGS until the student identifies a graduate faculty member who agrees to serve as the chair of the dissertation advisory committee, otherwise known as the dissertation director or advisor.

Students generally identify a dissertation director in their third or fourth semester and the formation of the rest of the Dissertation Advisory Committee normally takes place in either the fourth or fifth semester depending on the student's progress in the program. It is crucial that students choose faculty members with expertise in the general area of the dissertation topic and from whom the student has taken courses. Moreover, students should choose faculty who can write questions for the qualifying exams relevant to the dissertation topic, or the primary or secondary area of study. All advisory committees must include at least one member from outside the department with whom, ideally, students have taken at least one course and with whom they have developed a positive working relationship. The typical advisory committee includes four or five members, including the outside member, but not the outside examiner assigned by the graduate school when the final oral exam--commonly called the dissertation defense--is scheduled.

In regard to the doctoral advisory committee, please note that:

- Assistant Professors without tenure cannot direct dissertations, but they can co-direct.

- Additional graduate faculty members are asked to join the Advisory Committee, which must include a minimum of four total members with at least two faculty members from inside the department, but in some cases three or more of the committee members will come from the department.
- All advisory committee members are selected after consultation between the student and dissertation director, keeping the student's academic interests in mind, and must be approved by the Director of Graduate Studies.
- Students must submit their proposed committee for approval via the **Graduate School's online portal**: https://gsweb.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm ("Step 1: Formation of an Advisory Committee"). This same portal will be used to schedule the qualifying exam ("Step 2: The Qualifying Examination") as well as the "Step 3: Notification of Intent to Schedule a Final Doctoral Examination (NOTIF)", which is submitted when students have an approximate date for their defense and have completed a final draft of their dissertation. This form triggers the search for an outside examiner by the Graduate School, though the dissertation director can recommend directly to the Graduate School someone on campus familiar with the general area. The final form completed via the same electronic portal is called "Step 4: Request for Final Doctoral Examination", which allows the student to schedule the exam day and time of the defense after confirming with the dissertation advisor and all members of the committee.

Successful Completion of the Written and Oral Qualifying Exams

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 in their areas of study and to complete the dissertation project. In summary, the primary goals of the qualifying exam exercise are two-fold: (1) to enable students to complete a successful dissertation project on their specific topic, and (2) to ensure that students are well-versed in broader topics within the primary and secondary areas of study as they enter the academic job market. Qualifying Exams are taken at the conclusion of all coursework, including any independent study courses, and before dissertation residency hours (i.e., SPA 767).

I. Reading list: A customized reading list based on the dissertation topic, primary and secondary areas of study, and coursework, as well as any other readings deemed necessary, is negotiated with and approved by the committee and is meant to prepare students to respond successfully to the questions asked by the dissertation advisory committee on the qualifying exam.

II. Residency requirement: Students must complete at least 2 years of residency (a minimum of 36 credit hours) and all coursework required for the primary and secondary area of study before they can take the qualifying exam for the doctoral degree.

- If there are any outstanding 'I' (Incomplete) grades, the student cannot sit for the qualifying exam.
- The qualifying exam must be successfully completed within five years of entry into the doctoral program. Extensions of up to 12 months require approval of the Dean of the Graduate School while extensions longer than 12 months must be approved by the Graduate Council.
- 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.
- Students enroll in 2 credits of **SPA 757** the semester they intend on taking the exams, which grants them full-time status. Students cannot enroll in dissertation residency hours (767) until they have successfully passed the qualifying exams. However, the 2 credits of SPA 757 are not counted as part of the 54 credit hours needed to achieve qualifying status and cannot be taken a second time, regardless of the outcome of the exam.

- Given that doctoral qualifying exams—including the oral exam—are generally completed before the end of the add/drop period at the beginning of the fall semester in August, some students may choose to change their enrollment to **SPA 767** once their successful qualifying exam is noted on their transcript. This would be for those who would like to fulfill their 2-semester, 4 credit residency requirement of 767 as soon as possible.
- In the case of a “fail” grade on the qualifying exams, the student must wait three months before re-taking the exam and must take it within a year. A third attempt is not permitted and the student will not be able to qualify to proceed to the dissertation phase of the program. The student can no longer continue in the program.

III. Master’s “en passant”: Students who are pursuing the doctorate and have NOT completed the 36 cr. hr. Master’s degree in Hispanic Studies at UK may apply to receive a master’s “en passant” (English: “in passing”/“along the way”). These students must have completed all pre-qualifying coursework (54 cr. hrs.) and have passed Exam A of the qualifying exams (take-home dissertation exam, in-person primary and secondary area of study written exams, and oral exam). Exam B does NOT have to be submitted before applying for the M.A. en passant. The M.A. en passant can be received by students who entered the program with or without an M.A. at another institution. The M.A. en passant is not automatically granted and the process must be initiated by the student who contacts the DGS and requests the following two documents, which are completed and sent to the department’s assigned academic affairs officer at the Graduate School: “Application for Degree”, “Request for Final Master’s Degree Examination”. With those documents correctly completed, signed, and submitted, the Graduate School processes the paperwork and the Master’s of Arts degree is granted with the major as “Hispanic Studies” and the “Option” as “Non-Thesis - Plan B”.

IV. Role of the Dissertation Advisory Committee Chair

The chair of the student’s dissertation advisory committee is responsible for soliciting the exam questions from the advisory committee before the close of the semester prior to the exam (Spring) or by May 15 at the very latest. Committee members must submit their questions to the committee chair at least 4 calendar weeks before the first day of the dissertation take-home exam. Moreover, the dissertation advisory committee chair coordinates the scheduling of the written and oral portions of the exam, coordinates with the DGS the administration of the in-person portion, participates in and oversees the oral exam and the evaluation of the student’s performance, collects the exam card and committee member’s signatures following the exam, and submits the signed exam card to the DGS. Once a student has formed an Advisory Committee, it is expected that the student 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.

V. Preparation

During the last semester of coursework and at least three months before the written and oral portions of the Qualifying Exam, students must present their customized reading list and a dissertation proposal to their committee. The student, in consultation with the committee, may adjust the readings as needed. Each student’s situation is unique, but some advisors may request that students enroll in 782 the semester before their dissertation proposal is presented to complete a state of the field document so the student can demonstrate awareness of current trends and findings in the field.

VI. Scheduling Qualifying Exams

The exams are generally given in August immediately before the start of fall semester, though extenuating circumstances may justify the administration of the exam at another time if the student and all committee

members are available. The final oral exam must be completed and the results submitted to the DGS and the Graduate School by the last day of a given semester, generally the first week of May or second week of December, during the semester they are enrolled in SPA 757. Students must schedule their qualifying exam using the following electronic portal ("Step 2: The Qualifying Examination"):

https://gsweb.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm. The request to schedule the qualifying examination must be submitted a minimum of two weeks in advance via the same graduate student portal where students submitted their request to form a Dissertation Advisory Committee on the Graduate School's website ("Step 2: The Qualifying Examination"):

https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm.

VII. Faculty Expectations

Faculty who agree to join a dissertation advisory committee and participate in the preparation of a qualifying exam must finalize their list with the student and fellow committee members at least 2 1/2 months (75 days) before the distribution of the take-home exam question(s) to the student. Likewise, each member of the committee must submit their final exam questions to the committee chair, the director of graduate studies, and the Hispanic Studies Department Manager at least 1 month (30 days) before the first day of the take-home exam. Failure to meet these deadlines may result in removal from the committee. Most faculty are not on contract between May 16-August 14 so the oral exam portion following the written exams should be scheduled from August 15th on, though extenuating circumstances may require an oral exam before August 14th if the committee members are available.

VIII. Exam A

While each student's program of study is unique and differences in the total number of questions included is to be expected, in order to ensure a modicum of uniformity across committees, advisors are asked to closely monitor the number of questions asked of the student for each section of the exam and the scope of each question.

- 1. Dissertation Take-Home Exam** (4 days, generally Thursday at noon until Monday at noon, 1-3 questions). The student will be given one or two questions written by the Dissertation Director and possibly another member of the committee, to be answered at home with full access to the readings and resources listed on the student's individualized reading list. Students will receive the question(s) at noon on Thursday, and must turn in the responses no later than the following Monday at noon. In some cases the day of the week when the exam starts and ends may need to be slightly altered, but must remain 4 calendar days. The Take-Home questions will focus on the topics and readings related to the dissertation project specifically. It is expected that the responses will be the independent work of the student, without assistance from other individuals or any form of artificial intelligence. As an open-book exam, the consultation of bibliographic sources is permitted and expected. As such, students are to avoid plagiarism by providing clear and accurate in-text citations and bibliographic information for any ideas or language that are not their own. This Take-Home Exam will take place approximately one week before the first day of the written exam. The response to the entire set of questions should be limited to approximately 10-12 double-spaced pages and no longer and should be written in the language in which the dissertation will be written. It is not a research paper.
- 2. Closed-book exams related to the primary area of study** (4 hour, 2-4 questions, in-person) and **the secondary area of study** (3 hour, in-person, 2-3 questions).
 - a. Administration and Submission of Written Exams:** Approximately one week after the submission of the Take-Home Exam responses, the student will take an in-person, closed-book written examination in the primary area of study at a location on campus, consisting of four

hours and involving 2-4 questions. Sometime during the following week (1-5 calendar days) later, s/he will take a three-hour in-person, closed-book exam focused on the secondary area of study, comprised of 2-3 questions. At least a third of the questions should be written and responded to in the student's non-native language. 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. Students will complete the exam in a shared room to facilitate proctoring. Students' personal belongings, including their cell phone, backpacks, etc., will not be available during the exam and will be kept in a secure location, though students may bring into the exam room blank sheets of paper, pen/pencil, water bottle, and a small snack. Dictionaries, thesauruses, and other printed reference materials and writing aids are strictly forbidden. The only electronic device allowed in the exam room would be the student's laptop if the exam is delivered on Canvas using "Lockdown Browser". No other electronic devices, including cell phones, additional laptops, or tablets are permitted in the exam room. All student exams will be proctored by either the DGS, a member of the GSC, the Department Manager, or another faculty member to ensure that students are not accessing any reference material or study aids during the exam, as it is a closed book test. In most cases, the exam questions will be posted on Canvas and students may use their own laptop provided they have downloaded Lockdown Browser. Alternatively, a laptop with the internet deactivated may be provided. Each proctor may use a slightly different approach to monitoring the exams, including but not limited to the following: (1) remaining physically in the room during the entirety of the exam, (2) opening a video-conference meeting (e.g., Zoom) to allow the proctor to view all students from a remote location at all times, (3) entering the room unannounced every 30-45 minutes. Responses must 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 (English or Spanish).

- b. At the end of each in-person written exam, the responses will be either automatically saved on Canvas if Lockdown Browser is used or on a portable storage device provided by the department and distributed to the committee after the last exam. The exam responses will also be sent to the student in preparation for the oral exam within 24 hours of submitting the secondary area exam.

- 3. **Oral Exam** (2 hours total, with the first 10-15 minutes for brief clarifications by student followed by extemporaneous responses to committee members' questions on the 3 written exams). The two-hour oral exam takes place within a week following the last written exam, though problems of scheduling may prevent this practice in some cases. 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 or any other content found on the reading list. Though a committee member may participate virtually via videoconference, 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.

Assessment of Exam A: At the conclusion of the oral exam the student must leave the room to allow for private deliberation among committee members. The chair facilitates a discussion among the committee members regarding the student's performance on each of the three written exams and the oral exam, relying on each committee member's expertise to fairly assess the student's performance in that area. In order to

receive a “Pass” grade for the entire qualifying exam exercise, the majority of the committee must consider all four exam components (i.e., take-home, primary area of study, secondary area of study, oral exam) worthy of a Pass grade. Committee members must individually submit to the chair verbally, or in writing if the chair requests that an anonymous vote be taken, either a “Pass” or “Fail” grade that represents their assessment of the student’s performance on all exam components: take-home exam, in-person primary area of study, in-person secondary area of study, and the oral exam. The chair of the committee submits the signed exam card to the DGS who in turn signs it and forwards it to the Graduate School. If a committee member has joined virtually, the chair must use an email thread in which each member submits the grade from their UKY email address ensuring that their email message includes an identifying email signature. Once all votes are collected, the email is forwarded to the DGS who verifies the votes and sends the results to the Graduate School.

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

- respond fully and appropriately to each aspect of the questions asked, including any relevant theoretical, intellectual, or historical background;
- speak articulately and with significant authority about the dissertation area, both in terms of applicable theoretical frameworks used as well as previous scholarship conducted on the topic;
- discuss with authority any of readings on the student’s customized list;
- identify important critical debates in the field of the dissertation area;
- respond with accuracy to questions about the historical, political and social context in which the student’s work is imbedded, where applicable.;
- communicate with written and spoken fluency in Spanish and English while adopting an appropriate level of register for a doctoral qualifying examination.

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

- PASS – The student has performed competently, meeting the majority of expectations outlined above.
- FAIL – The student has performed poorly, failing to meet the majority of expectations outlined above.

A majority of the committee must vote “Pass” for a student to pass. A 50/50 split means the student fails the exam and must reschedule the exam within 3-12 months as described previously.

IX: Exam B: Presentation of a draft of the first complete dissertation chapter to Advisory Committee.

The committee meets with the student to review the dissertation introduction or one complete chapter (referred to as Exam B), by the beginning or the middle of the semester following the qualifying exams (Spring semester for August exams). Revisions to the chapter should be made by the end of the semester in which the chapter is presented. The student must be physically present on campus at a location scheduled by the department. 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 (Fall semester of the following academic year if taken in August). Exam B is a department requirement and not a Graduate School requirement and as such does not require any on-line scheduling through the Graduate School. If the student cannot be physically present at the specified location on the scheduled day and time, the exam must be rescheduled.

Completion and Approval of Dissertation

I. Field Statement and Dissertation Proposal

Depending on the field of study, the director’s perception of the student’s needs, and availability in the student’s schedule, some dissertation directors may require that a field statement be prepared using the variable credit, SPA 782 Independent Study course before the dissertation proposal is completed. A field statement allows students to read extensively the literature in the general topical area and familiarize themselves with current

trends in the field. With a firm grasp of the overall state of the field, the student is ready to prepare the dissertation proposal, which focuses specifically on the dissertation topic and the nature of the research project the student is planning on completing.

Generally, the student enrolls again in SPA 782 for 3 credits the following semester and by the end of the semester must present the dissertation proposal to the committee, which is a statement of the appropriateness, significance, and manageability of the research the student is proposing to undertake. During the proposal presentation, the student should present a tentative draft of the qualifying exam reading list prepared after consultation with each committee member, and, finally, a preliminary timeline for the completion of the dissertation project, including the presentation of a chapter of the dissertation (Exam B). It is presented for approval to the entire Advisory Committee during the semester before Qualifying Exams are taken (e.g., Spring semester if exams are taken in August), 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 specific content and organization of the proposal will vary according to discipline, but should deal with the following broad issues, though not necessarily in the order of their listing here:

- State the specific research questions that will guide your study—in the case of Hispanic Linguistics and Hispanic Applied Linguistics—and for projects in Hispanic Literary and Cultural Studies, identify the subject of the dissertation and propose a concrete 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 outline belongs within the broad fields of Hispanic Linguistics and Applied Linguistics, or Hispanic Literary and Cultural Studies. You must also demonstrate that adequate direction for the project is available within the department faculty as constituted at the time of the proposal and on through to completion. 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. Students may invite professors from other departments to serve as co-directors, but in all cases at least two graduate faculty from the department must form part of the committee.
- Provide sufficient background for your project, whether that be a literature review of previous empirical studies on the topic or a review of historical, literary and cultural antecedents related to the project. As briefly as possible, place the subject of your inquiry in the context of earlier work with similar research questions or previous scholarship on the subject or problem. In other words, show what has already been done in related areas by providing an explanation of how the field has evolved over time. Finally, identify any lacunae in previous scholarship on your dissertation topic and make note of what still needs to be done.
- Provide a rationale for your research by describing how your proposed project is original and how it will fill a gap in the current body of work. 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 Linguistics and Applied Linguistics or Hispanic Literature and Culture.
- 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.
- Define the scope of the project. Show that the projected inquiry is restricted enough to be manageable and large enough to be significant.

- Demonstrate that the student can successfully collect sufficient data or gain access to existing data sets, in the case of an empirical study, or in the case of a literary and cultural studies project that they can access the texts and materials needed in accord with their current level of resources. Students collecting data from human subjects must present to the committee their plan for submitting and receiving approval by the institutional review board (IRB). IRB approval will be required before data from human subjects can be collected.
- Outline the methodological framework that will be adopted to carry out the project and explain why the proposed method is appropriate to address the research questions, problem, or topic. Though methodologies will vary by discipline, the student should indicate that s/he has acquired the necessary critical, theoretical, technical, and statistical competencies necessary for producing a high-quality dissertation.
- Include a Table of Contents and briefly describe what each chapter is designed to accomplish.

Suggested length: approximately 15 pages not including bibliography.

II. Dissertation Preparation and Defense

Generally speaking, the dissertation is an original contribution to scholarship in the student's primary area of study. 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, and other committee members as needed, after successful completion of the entire Qualifying Examination.

The University of Kentucky Graduate School's detailed requirements for the preparation of the dissertation are found on the Electronic Dissertation Preparation website:

<https://gradschool.uky.edu/electronic-dissertation-preparation>. Two crucial electronic forms must be submitted by the student in anticipation of the dissertation defense and can be found in the electronic portal, here: https://gsweb.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm.

The first official form related to the dissertation defense must be submitted several months before the defense ["Step 3: Notification of Intent to Schedule a Final Doctoral Examination (NOTIF)"] while the second is submitted 3-4 weeks before ("Step 4: Request for Final Doctoral Examination").

Decisions about the length, scope and nature of the dissertation will be negotiated between the student, the dissertation director, and the dissertation advisory committee members. The very last form submitted by students after the completion of the dissertation and all required revisions is entitled the "Electronic Thesis or Dissertation (ETD) Approval Form for Final Copy", also found via the graduate school form portal.

After successful completion of the dissertation proposal, the qualifying exams, and Exam B, students should work closely with the dissertation advisor each subsequent semester to ensure continuous progress toward the completion of their dissertation. Other committee members may be consulted for specific needs, but the dissertation advisor is the primary faculty member students should be in contact with during the drafting of the dissertation. While each faculty member may have a unique approach to the preparation of the dissertation, students are expected to actively solicit feedback and clarification on that feedback. Students should not expect directors to return feedback on draft chapters in less than 2 weeks. Many faculty request about 2 weeks to read and provide feedback on each draft of a chapter as they often are busy with their own research, teaching, service, and other students' dissertations. Regular meetings should be convened by the student to review progress (see SPA 767 grading below).

Before the student can send the final draft of the dissertation to the committee before the defense, the advisor must approve its distribution to the committee members. This draft must be submitted to committee members at least 2 calendar weeks before the defense. 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. 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 successful completion of “Exam A” (oral exam) portion of the qualifying examination. The University of Kentucky Graduate School requires that “A formal vote must be taken and recorded on the examination card, along with the signatures of all (voting) members. There are only two outcomes possible; by majority vote, Pass or Fail.” (DGS Manual). However, in cases where the committee desires to recognize a particularly meritorious dissertation the committee—by consensus—may add “with special distinction”. This rating is a department-specific classification and does not appear on the transcript or on any official university document, but will appear next to the student’s name on the department’s website under “Dissertations Defended”.

Students may apply to invite a scholar from another university to be a member of the dissertation committee. The DGS submits this request after receiving from the student or director the information requested on the Graduate Faculty Appointment Request for Non-UK Experts form found here:

https://uky.az1.qualtrics.com/jfe/form/SV_2ml1yE4H8PK9cfH. Students may also apply for funds to invite the non-UK committee member to attend the defense in person on the UK campus. These are competitive awards granted by the Visiting Distinguished Faculty Program, which is funded by the Myrle E. and Verle D. Nietzel Visiting Distinguished Faculty Endowment: <https://gradschool.uky.edu/visiting-distinguished-faculty-program>.

Though the dissertation research project belongs to the student, the dissertation advisory committee chair (i.e., dissertation advisor) plays a key role in guiding and mentoring the student during the process while providing targeted and timely feedback. Faculty will have unique and idiosyncratic approaches to how they direct student dissertations and the tasks they will require of students. However, in general, advisors should be open, honest, and encouraging in their interactions with students. As students submit chapter manuscripts for feedback, advisors prioritize timely return of marked manuscripts, approximately within 2 weeks time. Students have concrete deadlines to meet to qualify for graduation and to be eligible for future employment. As such, students rely heavily on their advisors’ timely feedback to ensure a smooth defense. Faculty who are not able to provide frequent, timely, and informative feedback to students should not agree to serve as a dissertation director, and students may contact the DGS should problems arise.

Two Consecutive Semesters of Post-qualifying Dissertation Research Hours (SPA 767)

Students are required to enroll in a 2-credit-hour course beginning the semester after they have successfully completed the Qualifying Examination (767: Dissertation Residency Credit). They will be charged at the in-state tuition rate plus mandatory fees for up to 5 years or 10 semesters after passing their qualifying exams, at which point they will be charged the non-resident tuition rate if they are not Kentucky residents per the university’s eligibility criteria and are not TAs. Students must remain continuously enrolled in this course every fall and spring semester until they have completed and defended the dissertation, and must receive a grade of ‘S’, or satisfactory to continue in the program. By enrolling in 2 credit hours of SPA 767, students will be considered full

time. Students will be required to complete at least two semesters (2 cr. hrs. per semester for a total of 4) of 767 before they can graduate. Students who do not hold a TA position will be charged all tuition and fees for the 2 credit hours. If a student does not pass the Qualifying Examination, the individual may not take 757 again and must be enrolled in a different course(s) for 9 credit hours to achieve full-time status, such as SPA 782, an independent study course.

Students must enroll in their advisor's section of SPA 767 to fulfill the dissertation residency hours. As such, SPA 767 is considered a course and requires students to actively work toward the completion of the dissertation and should negotiate with their advisor a concrete learning contract with specific goals and outcomes related to their dissertation project each semester they are enrolled in 767. The burden of identifying these outcomes and goals lies with the student. By enrolling in this course, students are agreeing to demonstrate concrete progress on their dissertation and to having their work evaluated in the form of a course grade each semester they are enrolled.

SPA 767 Dissertation residency credit is graded as either Satisfactory (S) or Unsatisfactory (U). The department has provided dissertation advisors with a rubric for the grading of 767 with detailed descriptions of the nature of the work that should be expected of students, regardless of whether the student is living locally or not, or holds a Taship or not. Moreover, the department has provided guidelines for academic sanctions should students not demonstrate concrete progress as defined by the advisor and the student. (See below.)

Minimum requirements for an S grade for 767:

- Minimum of two student-initiated email communications with the advisor per semester: at the beginning of a semester (within the first three weeks of classes) to lay out expected work/progress on the dissertation for the semester; and at the close of the semester (within the last three weeks of classes) to summarize and submit work completed that semester.
- Significant work completed on the dissertation each semester, with a minimum of one chapter completed every two semesters (i.e., one chapter per academic year).

Advisors are responsible for:

- Responding to student emails (with copy to other dissertation committee members) (1) at the beginning of the semester to approve/revise the student's expected work/progress on the dissertation, and (2) at the end of the semester to confirm the student's progress and to communicate a rationale for whether it is sufficient or insufficient to earn a grade of S.
- Entering 767 S/U grades each semester and filling out the required SPA 767 evaluation form.

Consequences for U grades:

If an ABD student receives two U grades with no extenuating circumstances or accommodations, the advisor in consultation with the student's advisory committee will submit a recommendation to the DGS and the members of the Graduate Studies Committee that the student be terminated from the program. The DGS and GSC will review and forward the recommendation to the Graduate School for consideration.

Termination

Students may be recommended for termination from the program for the following reasons:

1. The Dean of the Graduate School may terminate doctoral students who spend three semesters on scholastic probation and who have twice failed the qualifying exam.
(<https://catalogs.uky.edu/content.php?catoid=15&navoid=842#termination>)
2. The graduate faculty of the department may recommend termination for students who have received "fails to meet expectations" on two annual evaluations, or four semester evaluations.

3. Students with ABD status who have failed to progress, receiving 'U' (unsatisfactory) grades in 767 for two consecutive semesters, or 3 total, risk being terminated. The faculty's expectation is that students continue working toward completing their dissertation each semester they are enrolled in 767 until completion of the degree, whether they are living and working on the dissertation locally or elsewhere. While the department's faculty deeply desire that all students complete their dissertation, they also must consider the drain on the faculty's resources and time when dealing with a student who has stalled and is not progressing over an extended period of time (2 consecutive semesters or 3 total semesters).

The student may appeal a recommendation to terminate. As stipulated by the Graduate School: "In cases where the student's Advisory Committee recommends termination after the qualifying examination has been passed, the Graduate Faculty in that program will meet to vote on the recommendation. When the Graduate Faculty of that program concurs and the student dissents, the student will have an opportunity to meet with the Graduate Faculty of the program, after which a second vote will be taken and a final recommendation will be made to the Dean of the Graduate School."

The MA Degree Curriculum and Requirements

Summary

The Master's degree in Hispanic Studies aims to provide students with a general education in Hispanic Studies, including literary and cultural studies, linguistics, and applied linguistics. Given the broad range of disciplines represented among the faculty in the program and the finite rotation of graduate course offerings, students will inevitably be exposed to a variety of fields and will acquire a broad knowledge base.

Degree Requirements for the MA

I. Coursework

Students will complete 36 credit hours of coursework in a variety of courses in Hispanic Linguistics, Hispanic Applied Linguistics, Spanish Studies, Latin American, Latinx Studies.

12 courses (36 credit 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)

Notes:

- 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, and with accompanying documentation (i.e., course syllabus, official transcript). (Note: Regardless of courses transferred, those receiving a TAsip must remain enrolled full-time in 9 credit hours to be eligible for their TAsip.)

II. 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.

III. Reading Proficiency

Students must demonstrate reading proficiency in one foreign language in addition to Spanish and English. (See Reading Proficiency under the PhD Curriculum & Requirements section for ways to satisfy this requirement.)

IV. Successful Completion of the M.A. Exam

Given the abbreviated timeline full-time students will have to prepare for the M.A. exam in May (with rare exceptions) after completion of all 36 credit hours, most (approximately 60-65%) of the reading list will be based on students' coursework, while the remaining 35-40% will be added from the Graduate Reading List or other sources as negotiated with the members of the master's exam committee, which is available here: [UPDATE LINK](#). The object of the exam is to allow students to demonstrate the knowledge they have acquired from their coursework while also displaying familiarity with fundamental areas of Hispanic Studies not covered in coursework.

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.

The following step-by-step instructions will help students and faculty prepare the exams properly, including logistics and administrative issues:

Step 1: Students should choose three professors from the department with whom they have taken courses and who represent each of the following areas of study: Spanish Studies, Latin American/Latinx Studies, Spanish (Applied) Linguistics and contact them directly asking whether they are willing and able to serve on their committee;

Step 2: With professors from each major area of study identified, students then form the master's exam committee by filling out the Master's Degree Candidate Form found on the Graduate School's website to officially form the committee:

https://gsweb.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm;

Step 3: Students need to compile a bibliography that includes all of the assigned readings from their courses, including those from their last semester of coursework.

Step 4: Students must meet with each member of the committee to negotiate the list for that faculty member's specialty area (i.e., Spanish Studies, Latin American/Latinx Studies, Hispanic Applied/General Linguistics) to ask whether there are any additional readings from the Graduate Program reading list that they would like added. Faculty are asked to focus on areas of interest to the student and to not allow the additional readings from the Graduate Program reading list to surpass 40% of the entire list that includes readings from course bibliographies.

Step 5: Students should finalize the entire list (course bibliographies and additional reading list items) by the end of the second week of classes during the Spring semester, receiving approval on the entire list from all 3 members of the committee, making sure to include course bibliographies from the last semester of coursework, presumably Spring semester.

Step 6: Students must coordinate with the other students, the DGS and the department manager to schedule the in-person written exam (2 three-hour blocks, each comprising 2 questions per area for a total of 6 questions,

with a one-hour break between blocks). The oral exam will take place 2 days after the written exam--or 3 if scheduled on a Friday, and generally lasts about 60 minutes.

***The oral exam must be completed by May 15th at the latest.**

Step 7: With the oral exam day and time finalized with the committee, students must schedule the exam with the Graduate School via their electronic portal requiring myUK credentials:

https://gsweb.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm.

Important details about MA Exams:

- Each of the three areas (i.e., Spanish Studies, Latin American/Latinx, Hispanic Applied/General Linguistics) will include two questions for a total of six questions taken during 2 three-hour periods with an hour break for lunch.
- The exam is closed-book with all personal belongings, including cell phones, stored in a separate location, and must be taken in person. Students will answer three questions during each session without any outside help or access to any resources including dictionaries, thesauruses, and other printed reference materials and writing aids are strictly forbidden.
- Students may divide one of the areas such that they answer one question in the morning session and one in the afternoon session.
- 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).
- To the extent possible, in-person written Master's exams for all students will take place on the same day during the same time and in the same location and generally will be administered using the "Quizzes" feature on the "Hispanic Studies Graduate Professionalization" Canvas shell, employing "Lockdown Browser". The exam will be proctored by a member of the faculty, most likely via Zoom and with brief, in-person check-ins.

Preparation for the MA exam: Students might use the summer between Year 1 and Year 2 to review readings from the first two semesters of coursework and the winter break between Semesters 3 and 4 to review readings from Semester 3. Ideally, students would finalize the additional readings before the winter break between Semesters 3 and 4 so they can begin preparing those readings. The week of Spring Break is another good time to prepare for the exams as the list should be finalized by then. Finally, students will then have approximately 10 more days following the submission of Spring grades to prepare for the exams the second week in May.

Assessment of the MA Exam

It is expected that students taking the Master's Exam will be able to do the following:

1. respond fully and appropriately to each aspect of the written questions, including any relevant theoretical, intellectual, or historical background;
2. discuss accurately the content and major ideas from any of the readings on the student's lists;
3. respond coherently and accurately to the oral questions posed by the committee members about the student's answers to the written exam questions;
4. communicate with written and spoken fluency in Spanish and English while adopting an appropriate level of register for a Master's examination.

The Master's Exam grading system is as follows:

- **PASS** – The student has performed competently, meeting the majority of expectations outlined above

- **FAIL** – The student has performed poorly, failing to meet the majority of expectations outlined above.

A majority of the committee must vote “Pass” for a student to pass. A 50/50 split means the student fails the exam and must reschedule another exam within 3-12 months, as described previously.

Annual Graduate Student Evaluation

All graduate students, including those who have finished coursework and post-qualifying students (ABDs), must be formally evaluated annually to ensure consistent satisfactory performance and progress.

For post-qualifying students this evaluation is in addition to the SPA 767 grade received.

For pre-qualifying students, satisfactory performance is primarily determined by the results of each annual evaluation meeting and the advisor’s summative evaluation resulting in “exceeds expectations” or “meets expectations”.

These annual evaluations must be documented using the fillable PDF form provided to all faculty and students by the department. The evaluation meetings are convened by the student with either the DGS—for those without an advisor—or the dissertation advisor—and must be completed in real-time via Zoom or in-person. Annual student evaluation meetings entail a conversation between advisor and the student regarding the items found on the annual student evaluation form and cannot be conducted via email or any other asynchronous method. In most cases, annual student evaluations are conducted during the Spring semester before registration for Fall classes so that student and advisor can discuss Fall coursework. The student completes all fields of the annual evaluation form except for those entitled “Advisor Evaluative Comments”. Following the meeting, the form is signed by both student and advisor who each retain a copy and an additional copy is sent to the DGS.

Deadlines

As students progress through the master’s or doctoral program and approach different milestones in their program of study, such as registration, exams, dissertation defense, etc., they should be familiar with all applicable deadlines. While the DGS or advisor may send reminders, meeting these deadlines is the student’s responsibility. These deadlines are updated each academic year at the following website, under the “Key Dates” section: <https://gradschool.uky.edu/current-students>

Graduation and Commencement

All graduate students, whether doctoral or masters students, must apply for graduation through the student’s myUK portal. This is not done automatically and cannot be done by the DGS or any faculty member.

In general, April 1 of each year is the deadline to apply for a May or August graduation while November 1 is the deadline for a December graduation. It is crucial that doctoral students become intimately aware of all deadlines that must be met to graduate on time, specifically those relating to the scheduling, submission, and defense of their dissertation—often referred to as “final examination” or “final oral examination” on graduate school and university websites. The same holds true for master’s students and their Master’s exam. The following Graduate School website includes many of these deadlines: <https://gradschool.uky.edu/current-students>. The Registrar’s website is another good resource for calendars and deadlines: <https://registrar.uky.edu/calendars>.

Commencement

Students are not obligated to participate in the University Commencement ceremony but should they desire to do so, they should consult the “University of Kentucky Commencement” website: <https://commencement.uky.edu/>. Of particular interest is the tab entitled “Grad Checklist”: <https://commencement.uky.edu/grad-checklist>. These websites provide all necessary information for registering for commencement and obtaining the necessary regalia (i.e., cap and gown). Students can complete their degrees—meaning that it officially posts to the transcript—in May, August, and December. However, commencement ceremonies are only held in December and May. Participation in a commencement ceremony (December or May) is limited to students who have graduated or will graduate during a particular academic year. The academic year technically closes in August, following both summer terms. So, a student scheduled to complete all requirements before the August graduation deadlines is eligible to participate in the May ceremony and a student who meets the December deadlines may prefer to participate the following May. Please note that while students will participate in the ceremony, they will not receive their official diploma and it will not post to their official transcript until after the August deadlines have passed.

Funding Sources

This section addresses funding sources in addition to Graduate Teaching Assistantships that are designed to provide financial support for graduate students, their research, and their professionalization.

University and Graduate School Awards

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 <https://gradschool.uky.edu/fellowships>. These awards can be used to cover tuition as well as other academic-related expenses. Students are encouraged to peruse the site periodically to identify any awards for which they may be eligible. In general, letters of support from the DGS, the chair, or other professors are required and students should make their requests for these letters at least 2 weeks before the submission deadline.

Block Funding

The department’s graduate program receives a variable amount of money each year from the Graduate School as part of its “Block Funding” program to support graduate student education. The DGS and department manager determine how best to allocate these funds among the following approved expenses before the close of the fiscal year:

- Stipends for graduate students enrolled in a UK graduate program
- Tuition payments (via SAG form) for graduate students enrolled in a UK graduate program
- Costs for UK graduate students to attend meetings in their field, including costs related to travel, lodging, and meeting registration
- Costs for UK graduate students to travel to sites needed to do research or training deemed to be necessary for that student’s thesis/dissertation work, such as language training programs.
 1. **Conference Travel:** Graduate students are strongly encouraged to attend conferences and present their research before scholarly peers to receive feedback on their work and potentially polish it for publication. As the amount of money received through Block Funding varies year to year as does the nature of the travel expenses that can be covered, a finite amount cannot be stipulated. Although many factors affect the distribution of travel funds from Block Funding, the department generally gives priority to conferences at which students are presenting their work. In order to request funds for conference travel, students must submit to the DGS and department manager a 1-page (maximum), double-spaced statement explaining how attendance at this conference will further their scholarly pursuits. A ½ page detailed budget should appear on a second page with a

clear indication of the exact amount being requested to cover travel, conference registration, lodging, etc. In many cases the entire amount, depending on the nature of travel and the distance, will not be covered. The DGS, in consultation with the GSC and the department manager, will determine what amount can be covered from Block Funding.

2. **Dissertation Enhancement Awards:** Dissertation Enhancement Awards in the form of a cash stipend worth approximately \$3,000 are given to students who have passed all phases of their qualifying exams (Exam A: written and oral exams; and Exam B: one chapter of the dissertation), and who are making satisfactory progress on their dissertation project as noted on their most previous annual review. These awards are meant to provide summer funding to students so they can focus on their research rather than teaching or seeking employment elsewhere during the summer. Similar to conference travel, the exact amount of the award varies from year to year. Students wishing to apply for this award must inform their advisor who then sends a brief email of support to the DGS confirming the successful completion of Exam B and confirmation that the student is making satisfactory progress on the dissertation project. The student should provide a brief (½ - 1-page maximum) explanation of how they will use the award to further their research in the email to the DGS.

Whayne Funds

After receiving years of tutoring support from the department's graduate students to improve his Spanish, Dr. Thomas Whayne bequeathed a sum of money to support Hispanic Studies graduate students. These funds must go directly to current or prospective graduate students and are used to cover the following costs:

- Kentucky World Language Association (KWLA) registration for SPA 553 students
- Campus visits for prospective students
- Departmental awards (Whayne Award for Graduate Student Service, Whayne Award for Graduate Student Teaching, Whayne Award for Graduate Student Research Paper)
- For current students' academic and scholarly development, including additional language training. This category is intended to defray the costs of graduate student activities that directly impact students' development as scholars, teachers, and researchers and that are not covered by Block Funding.
 - a. **Research:** purchase of data sets, statistical consulting, and access to databases or libraries; travel to conferences as presenters.
 - b. **Training:** pedagogic, statistical, or methodological instruction through formal workshops and/or mini-courses, travel to attend conferences, to present, or to collaborate with scholars.
 - c. **Additional Examples:** Summer academic enhancement or language programs (e.g., Middlebury Summer Program), formal study of another language to enhance students' research (e.g., Nahuatl, Portuguese, Euskera, etc.), participation in exchange programs with partner institutions like the University of Valladolid or another study abroad program, domestic or international travel and educational programs to improve Spanish language skills, course-related and extracurricular experiences such as trips to special collections libraries, etc.

Application Process

For both Block Funding and Whayne Funds awards, students must receive formal support from their advisor or the DGS in the form of an email with the advisor's email signature line included, which is then forwarded to the DGS. The single or double-spaced 1-page (maximum) proposal must describe in detail how the activity will enhance and help advance the dissertation project, the overall scholarly development of the student, or both. The second page should include a detailed budget indicating the total requested and exactly how it will be spent as well as the amount of any previous awards received during the same academic year from any departmental source, e.g., block funding, for any purpose. Students are to first request support from block funding before

requesting Wayne Funds. The GSC will support proposals according to merit and relevance to the objectives stated previously and, for Wayne Fund awards, will give priority to students who have yet to receive funds from the Wayne Funds during the current fiscal year: July 1-June, 30.

Department Awards

Every year at the end of Spring semester the department presents awards at the end-of-year ceremony in recognition of students' academic success, pedagogical achievements, and service initiatives. These awards, their descriptions and criteria, as well as recent recipients can be found here: <https://hs.as.uky.edu/awards-honors>.

They include the following:

- McCrary-Keller Award for Outstanding Second Through Fourth-Year Graduate Student
- Wayne Award for Graduate Student Research Paper
- Wayne Award for Graduate Student Service
- Wayne Award for Graduate Student Teaching

Professional Development and Service to the Department

Those graduate students who wish to pursue a career as a faculty member, regardless of institution type or location, will generally be evaluated in three fundamental areas of work: teaching, research, and service. Even those who move into a non-academic position in industry would do well to prepare themselves in all three areas. As such, the graduate program has been structured in such a way to provide students with experience in all three areas:

- **Teaching:** The Elementary Language program provides pedagogical training and concrete teaching experience to ensure each student's qualifications as an instructor.
- **Research:** students will not only hone their analytical and writing skills through coursework and research papers, but also 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.
- **Service to the department, college, and university** will demonstrate not only collegiality but also commitment to the constant building process that academic programs require. Additionally, there is a process of professionalization that occurs naturally when students are placed in situations where they deal with faculty on a daily basis, either within or beyond the department. This service experience, too, will serve students well once they enter the job market.

For these reasons, we recommend that graduate students keep the tripartite academic mission in mind throughout their time of study, and ensure that their CV reflects accomplishments in all three areas.

Attendance and Participation in Department Academic Activities

Students are invited and strongly encouraged to attend all academic events (e.g., department lectures and symposia such as *Nuestro Rumbo*, and guest lectures) and social gatherings (e.g., welcome reception at the beginning of the year) in addition to those outlined in the Graduate Teaching Handbook (e.g., La mesa del español and Almuerzos).

Kentucky Foreign Language Conference

In April of each year, the University sponsors the Kentucky Foreign Language Conference. Graduate students from the department are expected to contribute to the conference's success by helping to organize and chair panels, to work the registration table and other such tasks needed to help the conference run smoothly. 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—generally from our department—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 every other year. The Executive Director of the conference chooses the graduate student based on previously published criteria sent out beforehand. The student who is selected, and sometimes a second student, receives a .5 appointment, which reduces the semester teaching load by one course. You will find more information on the nation’s longest-running foreign languages, literatures, and cultures conference at <https://kflc.as.uky.edu>

Membership in Professional Organizations

An important part of becoming integrated into the second-language educator community is to become a member and participate in professional organizations like ACTFL (American Council on the Teaching of Foreign Languages), KWLA (Kentucky World Language Association), MLA (Modern Language Association), AAAL (American Association for Applied Linguistics), AATSP (American Association of Teachers of Spanish and Portuguese), and LSA (Linguistic Society of America), to name a few. These organizations provide plentiful opportunities for scholarly service, professional networking, and scholarship opportunities exclusively for graduate students. If students are required to join a professional organization to present at a conference, Wayne Funds may be requested and included in the student’s proposed budget.

Kentucky World Language Association Student Expo: During Spring semester each year, primary and secondary language students from across the state come to campus to showcase their second language abilities and compete for prizes in a variety of categories. Graduate students and faculty are asked to participate in the organization of the event, including judging student artifacts and performances.

Professional Services

On occasion, local area businesses, private parties, students, or community organizations contact the department seeking assistance with Spanish classes for specific professional purposes, translation or interpretation services, tutoring, or other endeavors that require expertise in the Spanish language, Hispanic culture(s), or both. These contacts often turn into employment opportunities for graduate students with the required expertise and experience and will be distributed to students who may wish to apply. 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.

Publishing

Students are encouraged to submit their academic work for publication in appropriate scholarly venues under the guidance of their dissertation director or other professors. Students should consider consulting with the faculty member for whom they wrote the original paper, in order to conduct the appropriate revisions. While professors’ ability to devote time to editing their students’ work for publication varies widely, students should actively seek their professors’ opinions on the feasibility of submitting—most likely after revision—their work for publication.

Department Organizations Serving Students

I. Hispanic Studies Graduate Student Association (HIGSA)

The Hispanic Studies Graduate Student Association (HIGSA) is a university-recognized, student-run organization made up of all of the graduate students of the Department of Hispanic Studies with the DGS as faculty sponsor.

HIGSA's purpose is to facilitate the academic and personal lives of the graduate students by addressing common concerns and promoting unity among graduate students. It also plays an important advisory role to the faculty who consult HIGSA on matters relating to graduate education in the department.

HIGSA Leadership: The association often presents different proposals and concerns to the faculty for their consideration. A president, vice-president, secretary, and treasurer are elected every year in April.

HIGSA activities:

- Runs a website with information about upcoming workshops, the Graduate Reading List and dates for conferences.
- 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, in conjunction with Hispanic Studies faculty, also organizes professionalization workshops for advanced graduate students, such as the following:
 - Preparing a Curriculum Vitae
 - Creating a Teaching Portfolio
 - Publishing a Paper
 - Preparing for and Taking M.A. and Ph.D. Exams
 - Embarking on the Job Search
 - Completing an On-line Interview
 - Participating in a Mock In-person Job Interview

II. 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 <https://hs.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. 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.

SDP activities:

- SDP sponsors cultural events throughout the academic year, including the La Mesa de Español tutoring program.
- Members of the Honor Society are expected to attend departmental receptions, guest lectures, cultural events, and particularly those activities sponsored by Sigma Delta Pi.
- The national honor society also offers various scholarships and benefits to its members, and UK students are encouraged to take advantage of these opportunities.

Important Administrative Policies

As there are far too many policies to include in this manual, students are encouraged to access the following two resources for additional information on Graduate School and University policies related to our graduate programs:

- **DGS Policies and Procedures Manual** (<https://gradschool.uky.edu/directors-graduate-studies>). Provides guidance on: Add/Drop, Leave of Absence, Post Mid-term Withdrawal, Retroactive Withdrawals, Academic Load, Course Repeatability, Grades, Transfer of Credit, The Repeat Option, Scholastic Probation
- **“General Regulations” link found on the current year’s Graduate Catalog website** (<https://catalogs.uky.edu/content.php?catoid=15&navoid=842>) Provides guidance on: Registration and Classification, Changes in Graduate School Requirements, Student Responsibility, Confidentiality of Student Records, Graduate Courses, Add/Drop and Withdrawal, Academic Load, Grades and Grade Point Average, Repeat Option, Transfer of Credits, Scholastic Probation, Termination, Assessment of Doctoral Student Progress, Examinations for Graduate Credit, Students Changing Programs, Off-Campus and Short Courses, Distance Learning Graduate Programs, Independent Study Programs (Correspondence Courses), Concurrent Degree Programs, UK Students as Visitors, Graduation (Commencement), Diplomas, Outstanding Accounts