

Graduate Student Handbook



**Department of Linguistics and TESOL
The University of Texas at Arlington**

2013

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1. OVERVIEW OF THE LINGUISTICS AND TESOL GRADUATE PROGRAMS

The Department of Linguistics & TESOL at The University of Texas at Arlington provides comprehensive training in methods of language analysis, as informed by current linguistic theory and data from a variety of languages. Students receive instruction in the analysis of sound systems (phonetics and phonology), grammar (morphology and syntax), and meaning (semantics and pragmatics); in addition, the department has strengths in language documentation, second language acquisition, and TESOL. Language specializations among the faculty include Native American languages, East and Southeast Asian languages, Austronesian, Spanish, and English.

Linguistics, the systematic study of human language, is situated at the crossroads of the humanities, the social sciences, and the physical sciences. Linguistic science has applications in language learning and teaching, literary analysis and criticism, psychology, communication, anthropology, philosophy, neurology, sociology, speech recognition and synthesis, and artificial intelligence. Graduates of the program may find employment in academia as well as in fieldwork and field program administration, international affairs and development, literacy consultation and language planning, language technology, research, teaching and translation.

The Ph.D. degree provides advanced training in field linguistics and documentary linguistics, in the primary areas of the field in sound, syntax, and meaning, as well as training in linguistic computing and experience in presenting original research in professional venues. Students will pursue and develop in-depth expertise in at least one area of specialization.

The master's degree in Linguistics provides training in the core areas of linguistics as well as firsthand experience working with geographically diverse, often previously undocumented languages.

The master's degree in TESOL provides broad-based training in the core areas of linguistics as well as concentrated training in areas particularly important to Teaching English to Speakers of Other Languages, including second language acquisition, the phonological and grammatical structure of English, community service learning experience, and curriculum design.

The Graduate Certificate in TESOL provides preparation through study and practice for the individual who wishes to teach English to speakers of other languages. It is available to any student who has been admitted to the Graduate School at UT Arlington.

Our departmental website contains faculty and staff profiles and contact information, student and alumni listings, information on Lingua (UT Arlington's student linguistics organization), and answers to questions for both current and prospective students. Departmental news and events are also posted there, so check the department homepage regularly for upcoming events.

<<http://www.uta.edu/linguistics/>>

2. DEPARTMENT OF LINGUISTICS AND TESOL FACULTY AND STAFF

Faculty

Members of the Department and Linguistics faculty have published linguistic work on languages spoken across the globe, including North America and Europe (English, German, Portuguese, Spanish, Tohono O'odham), Asia (Bai, Chinese, Korean, Tagalog, Thai, Vietnamese), and Africa (Dinka, Hausa, Ngas, Somali)

Their offices and labs are located on the first, second, third, and fourth floors of Hammond Hall. Each faculty member has weekly office hours scheduled, which are posted on their door and listed on their class syllabi.

A list of the current Department Faculty is found on the department website:

<<http://www.uta.edu/linguistics/faculty/index.php>>

All teaching faculty and all our PhD students also have pages in the University's Research Profile system:

<<https://www.uta.edu/mentis/public/#profile/index/search>>

Staff

The department's Administrative Assistant is Cecilia Garcia-Blizzard. You can find her in the main office of the department, 132 Hammond Hall.

3. DAILY LIFE ON CAMPUS AND IN THE DFW METROPLEX AREA

Resources for Regularly Occurring Academic Events

MyMav

Once you have been admitted, the web site through which you register for classes, check your schedule, pay tuition bills, and keep track of requirements in your academic plan is MyMav. You log on to this site using your assigned NetID and password.

<<http://www.uta.edu/mymav>>

However, each term before you can register for classes, you must contact your Graduate Advisor. This can be done via email or by making an appointment to meet in person. Only after you and the advisor discuss your selection of classes and you have had your advising hold lifted may you register in MyMav.

Student Email

The university email system for students is called MavMail. It is mandatory that you check this account on a regular basis since official correspondence about university and departmental

events will be sent only to these accounts (including notification about financial aid awards and tuition statements). The accounts are free and are available to keep after you have graduated. You can log in to check your mail at this site:

<<http://www.uta.edu/oit/cs/email/mavmail.php>>

The Graduate Catalog

The available courses and required curriculum for each incoming class is listed in the Graduate Catalog. Students are governed by the catalog under which they are enrolled or, at the student's option, the catalog of any subsequent year in which the student was in residence:

<<http://grad.pci.uta.edu/about/catalog/current/schools/liberalarts/linguistics/#courses>>

The Graduate Calendar

The deadlines for each semester are listed on the Graduate calendar (including such events as the first day of classes, the last day to file for graduation). It is each student's responsibility to check the calendar for relevant upcoming deadlines:

<<http://grad.uta.edu/about/calendar/>>

Forms for Students

Many of the official forms that you need throughout your time at UT Arlington are downloadable through the Graduate School page of Forms for Students:

< <http://grad.pci.uta.edu/students/forms/>>

Housing

UT Arlington offers housing on campus in the form of residence halls and apartments. Many students, faculty and staff members, however, live not only in Arlington but all across the DFW Metroplex.

Information on leasing on-campus housing is available online:

<<http://www.uta.edu/campus-ops/housing/index.php>>

Transportation

Arlington is known as the largest city in the United States without a public transit system. Thus many students live on or near the campus, while others drive from all across the Metroplex to attend UT Arlington. A commuter train line (the TRE) goes from Fort Worth to Dallas, stopping just north of Arlington at the CenterPort station. From this station you can also catch a free shuttle to the DFW Airport. This year the MAX bus will also connect the CenterPort station to the UTA campus.

Parking

Parking on campus requires a permit. There is limited visitor parking available in some lots. See this site for a map of the lots and information on purchasing a student parking permit.

<<http://www.uta.edu/campus-ops/police/parking/office.php>>

Please note that beginning in Fall 2010, The College of Liberal Arts will no longer grant approval of Faculty/Staff parking permits for all Graduate Assistants. GTAs/GRAs/Gas may park in the F-10 lot after 6 p.m. if they have night courses. (See map on p. 41.)

Healthcare on Campus

UT Arlington Health Services is located on the northeast corner of Third and West Streets. The building is between the University Center and the Business Building. There is a parking lot directly behind that building. Alternate parking is available in the Parking Garage at a discounted rate with a Health Center receipt. Their Frequently Asked Question page (including their hours and a list of different services) is available online:

<<http://www.uta.edu/campus-ops/health-services/faq.php>>

Students with a disability can register to seek accommodation at the Office for Students with Disabilities, located at the first floor of University Hall.

<<http://www.uta.edu/disability>>

Link to Campus Maps

A map of the campus, searchable by building name and by department, is available online:

<<http://www.uta.edu/maps>>

(A map of the area around Hammond Hall is located on the last page of this manual.)

4. DEPARTMENT AND UNIVERSITY FACILITIES

University-wide Computer Facilities

The Office of Information Technology (OIT) maintains a number of computer labs across campus that are available for UT Arlington users with a NetID and password. Locations include the University Center and Sam's Click Café in the Central Library. A complete list of campus computer labs is available here:

<<http://www.uta.edu/oit/cs/computerlabs/hardware/computers.php>>

OIT also runs a computer help desk on the first floor of the Central Library.

Campus Library Facilities

While there are several specialized libraries on the UT Arlington campus, the main library is the UTA Central Library, located across the street from Hammond and Trimble Halls. The library is open 24 hours - 5 days per week (and from 9 am Sunday through 8 pm Friday, and on Saturday from 9 am until 8 pm). Between midnight and 7 am access is restricted to those with a MavID.

Here's the link to the main library site, including the catalog of books and databases to many journal collections

<<http://library.uta.edu/>>

In addition, the humanities reference librarian who specializes in linguistics is Jody Bailey (jbailey@uta.edu). She maintains a set of links and materials especially for linguists:

< <http://libguides.uta.edu/linguistics>>

Departmental Computing and Lab Facilities

The Linguistics Computing Lab

The Department of Linguistics and TESOL maintains its own computer lab in the basement of Trimble Hall (room 014). This lab, under the direction of Dr. Laurel Stvan, is a multi-use space with an LCD projector, white board, 20 desktop computers (both Macintosh and Windows machines), and a printer. The machines allow access to department-owned corpora of written and spoken language, software for concordancing, phonetic analysis, audio editing, and statistical analysis. There is also a dedicated iMac for video and audio editing. The lab also contains copies of the MA theses and dissertations written by students in our department, and a linguistics lending library, whose contents are listed at this site:

<http://www.librarything.com/catalog/UT_Arlington_Lx>

Entering the lab requires a password obtainable from your instructors or from Cecilia Garcia-Blizzard in the main Linguistics office.

The Speech Sounds Lab

Members of the Department of Linguistics and TESOL perform experimental work in the Speech Sounds Lab, in 301 Trimble Hall, under the direction of Dr. Cynthia Kilpatrick. The purpose of the Lab is to provide appropriate space for experimentation with the sounds of speech. One major component of the lab is a sound attenuated booth (in this case, a WhisperRoom), necessary for both production and perception experiments. The WhisperRoom blocks ambient noise in order to produce the clearest recordings possible, and creates a quiet area where participants in perception experiments will not be distracted by noises around them, thus better allowing them to concentrate on listening to the sounds of the experiments in which they are participating. In addition to the booth, the lab hosts computer workstations for researchers to

use for speech segmentation, transcription, and manipulation, as well as for statistical analysis. A separate sound station is dedicated to use with recordings and experiments in the booth.

The Psycholinguistics Labs

The new Psycholinguistics Lab, under the direction of Dr. Jeffrey Witzel, is located in Hammond Hall 130. Here department researchers investigate language production and comprehension in native and non-native speakers. The lab features four stations for running experiments on DMDX. At these stations, it is possible to run a range of experimental tasks, including lexical decision, (word/picture) naming, semantic categorization, moving-window self-paced reading, maze task self-paced reading, (speeded) grammaticality judgment, sentence matching, and elicited production, among many others. A separate eye tracker lab is now located in Hammond Hall 127D that will be used primarily to investigate eye movement patterns during reading (but that can also be used for visual word paradigm experiments).

5. ASSISTANTSHIPS AND FINANCIAL AID

Teaching Assistantships and Research Assistantships

Students holding either a Graduate Research Assistantship (GRA) or Graduate Teaching Assistantship (GTA) have out-of-state tuition reduced to in-state rates, regardless of residence. Graduate Research Assistantships are awarded through departmental funds or through individual faculty who have received funding for their research through external sources. Many of the same regulations apply to GRAs as GTAs (see below).

The Department awards a limited number of Teaching Assistantships on a competitive basis. Evaluation of applicants for these positions is based on several factors and includes the applicant's GRE scores, grade point average and letters of recommendation, as well as current departmental circumstances. The Graduate Studies Committee makes these award decisions.

Assistantships are awarded for the academic year (September 1 through May 31). Students must fulfill the following conditions for continuation of the assistantship beyond the first semester and for renewal in subsequent semesters: (a) good standing academically; (b) satisfactory progress towards the advanced degree as determined by the supervising professor/supervisory committee (evaluated by the annual report for Ph.D. students); (c) performance of assigned assistantship duties satisfactorily during the preceding semester as determined by the department chair and GSC.

Failure to satisfy any of these conditions can result in loss of the assistantship. Students will be evaluated each semester through teaching evaluations. These will be reviewed by the Department Chair who will provide feedback to GTAs who receive evaluations suggesting problems with teaching. Such students may be brought to the attention of the Graduate Studies Committee, and if problems persist, may have their assistantship revoked. Decisions may be appealed to the Chair of the Department, Graduate Advisor, and the Graduate Dean.

On initial appointment, each GTA must check in with the departmental Administrative Assistant so that the necessary appointment forms can be completed and the GTA can be put on the payroll. New GTAs must attend a departmental orientation session as a requirement for

employment.

Graduate teaching assistants who are not Enhanced GTAs and who are not Texas residents are allowed a reduction in tuition to resident rates by virtue of their employment. 50% time Teaching Assistants are required to enroll for 9 hours each long semester, and 6 hours in the summer if they are teaching that term.

All students whose native language is not English are required to show proficiency in English **BEFORE** they can be considered for a teaching assistantship. If their native language is not English this requirement applies even to international students and permanent residents who hold a degree from a college or university in the United States. Please see the Graduate School webpage for details of how these requirements can be met for assistantships

< <http://grad.pci.uta.edu/faculty/resources/advisors/applicants/#english>>

Also see this site for teaching tips for International students holding GTAs.

< <http://eli.uta.edu/ITA%20Program/Teachingtips.pdf> >

Teaching assistants must set aside two hours per week for office hours, (ideally on days in complementary distribution with the lead instructor). Additionally, teaching assistants may be periodically assigned as proctors for exams in lecture sections. Proctoring assignments may be for lectures in which the TA teaches or for non-associated lectures. Teaching assignments are determined by the departmental chair. Notification of assignments is made about one week prior to the beginning of each semester. Assignments can and do vary from one semester to the next as course offerings vary.

Teaching assistants who are the instructor of record are required to administer a student course evaluation in each section taught. Evaluations will be ultimately turned in to the department chair who will then discuss evaluations with the teaching assistant.

Teaching assistants are assigned office space by the department chair. Generally, offices are shared by two individuals but some offices may be occupied by three or more. The graduate advisor notifies the departmental office of newly appointed teaching assistants and teaching assignments each semester. The departmental staff arranges for keys to offices and teaching laboratories for each new assistant and for continuing assistants whose current assignment requires additional keys. Assistants may obtain their office assignments and keys from the departmental office.

Responsibilities of Graduate Teaching Assistants

Graduate Teaching Assistants play an important role in undergraduate education. A GTA is a front-line representative of the Department and the University and is responsible for creating a positive educational experience for students in the classroom. In addition, the experience acquired through teaching is a significant component of graduate education. GTAs will be evaluated by their students each semester.

The duties and responsibilities of Graduate Teaching Assistants include:

- (1) assisting the professor teaching the course as needed and assigned
- (2) setting reasonable office hours and being available to students who have questions,

The grades of undergraduate students are confidential and should be discussed only with the specific undergraduate and the appropriate supervisor or faculty member. Grades should not under any circumstances be posted publicly. Before the end of each semester each TA who is an instructor of record must submit grades from each section taught by entering them directly into MyMav.

Resources and Obligations for GTAs

The Graduate School publishes a GTA Handbook that provides information that you should be aware of:

< http://grad.pci.uta.edu/resources/pdf/GTA_Handbook.pdf >

The provost's office also provides a template of syllabus guidelines each year that you should adhere to in creating your class syllabus (usually called the "fine print" material).

All teaching staff including GTAs must set up a Research Profile account and upload their syllabus to this site.

As an instructor, keep in mind the department policies on Academic Dishonesty: According the UT System Regents' Rules and Regulations, "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22).

All work submitted by students for a grade must be the product of each student's own effort. Students are expected to know and honor the standards of academic integrity followed by American universities; ignorance of these standards is not an excuse for committing an act of academic dishonesty (including plagiarism).

Departmental policy requires instructors to formally file charges with the Office of Student Conduct, following procedures laid out for faculty there, as well as notify the department chair of the filing of the charges.

<<http://www.uta.edu/studentaffairs/conduct/faculty.html>>

A permanent link to an online version of the Powerpoint presentation "Acknowledging Sources," compiled by reference librarian Jody Bailey, is available here:

<<http://www.slideshare.net/framesofref/acknowledging-sources>>

Additional Sources of Student Financial Aid

Depending on the available finances of the department in a given year, some students may receive a departmental stipend of support, which also brings eligibility for in-state tuition rates.

Starting in Fall 2010, students newly admitted to the PhD program may be eligible for a competitive Graduate Doctoral Teaching Fellowships (“Enhanced GTA”) that awards a stipend and full tuition coverage. Details of the awards can be found in this document:

<<http://www.uta.edu/ee/Tuition%20Fellowship%20Award%20Process.pdf>>

All graduate students should be aware of the additional funding resources described at the Graduate School site:

<<http://grad.uta.edu/students/finances/>>

To apply for many types of financial aid, you must first complete the Free Application for Federal Student Aid (FAFSA). A paper version of the FAFSA is available from many sources, including public libraries and the UT Arlington Financial Aid Office:

<http://wweb.uta.edu/ao/fao/content/general/frequently_asked_questions.aspx#Q2>

University Funded Awards and Grants

The University offers a variety of funded awards and grants to graduate students. See this graduate school page, as more sources are announced periodically.

<<http://grad.pci.uta.edu/students/finances/>>

Below are two funding awards that our department’s students have received in the past.

Graduate Dean’s Dissertation Fellowship

The Graduate School Dissertation Fellowship Program is intended to support doctoral students in the final stage of completing their doctoral dissertations. Any qualified doctoral student may be nominated. These awards will be offered to doctoral students with approved dissertation proposals or prospectuses who have completed all or most of the research needed to complete their dissertations. These students’ efforts should therefore be focused largely on writing their dissertations. Nominees must be enrolled in at least 3-hrs of an 11-week 6X99 and may not hold any other employment during that period.

Here is an information sheet describing the award:

<http://grad.uta.edu/resources/pdf/Dissertation_Fellowship_Information.pdf>

Here is the form to be completed by the nominee as well as the department nominating committee:

<http://grad.pci.uta.edu/resources/pdf/Dissertation_Fellowship_Call_For_Nominations.pdf>

Department Funded Travel Policy and Required Documentation

For students who travel on university supported trips, below are the Department of Linguistics and TESOL Travel Policy and Procedures (Updated July 14, 2009).

Students (Enrolled Full-time)

1. Complete a Request to Travel Application **45 days** prior to first travel date.
2. Attach additional documents such as confirmation of conference acceptance
3. Submit to the Main Office – Attn. Cecilia Garcia-Blizzard.
4. *Request letter from Graduate Advisor* – Must be submitted to Cecilia Garcia-Blizzard within 30 days from first travel date.
5. Requesting additional funds (Graduate School/Dean) requires an *additional letter from the Chair*.
6. Cecilia Garcia-Blizzard will inform student if additional funds were granted.
7. Once Cecilia Garcia-Blizzard has Graduate Advisor/Chair letters and approval of additional funds he will process a VE5 to encumber funds for travel.
8. Cecilia Garcia-Blizzard will provide traveling student with a travel number. The travel number is required when booking corporate travel (air).

Applying for Graduate Research travel award from CoLA

1. Applications must be submitted prior to completing a Request to Travel as the approval process takes longer to complete.

Graduate Research Travel Awards deadline is generally around November 15th for the fall and April 15th for the spring.

Reimbursement

Based on the award amounts received you may determine how to spend those funds on your trip. Should you exceed the award amount you will assume financial responsibility.

1. All airline tickets must be purchased using Corporate Travel if you seek reimbursement.

(If you use another method such as Travelocity/Expedia you will not submit receipts for reimbursement).

2. Changes have been made in the reimbursement for travel expenses. Effective on travel beginning July 7, 2009 for in state, out of state and international travel, the following will apply to reimbursements for meals and incidental expenses paid for with local funds:

- Meals will be reimbursed for actual expenses up to \$50 per day, no receipts required
- Meals over \$50 per day will require receipts
- Incidental expenses will be reimbursed for actual expenses up to \$40 per day, with no receipts required
- Incidental expenses over \$40 per day will require receipts

Hotel rates by city and state can be reviewed on the newest GSA site, ask the Administrative Assistant for information.

For reimbursement with State Appropriated Funds, minor changes have been made regarding reimbursement for out of state and international travel.

All changes have been made to the applicable fiscal procedures and can be reviewed at:

<<http://www.uta.edu/policy/procedures/2-79>>

<<http://www.uta.edu/policy/procedures/2-83>>

<<http://www.uta.edu/policy/procedures/2-86>>

Shared hotel rooms and expenses:

Situation #1: If a traveler is sharing a hotel room with a non-UTA person and requesting reimbursement for the whole rate, the traveler will need to provide proof that the single occupancy rate is the same as the double occupancy rate.

Situation #2: If multiple travelers from UTA are sharing a room at the same destination, they should each ask for an individual bill and pay separately, retaining their individual receipts for reimbursement.

Meals should always be paid for separately and receipts retained.

Gas or other shared travel expenses will only be reimbursed to one person per receipt. Any cost sharing should be done so that each person paying has his or her own receipt to submit for reimbursement.

3. Please attach receipts to an 8.5 X 11 piece of paper by travel date with name and EID
4. Submit reimbursement packet to Cecilia Garcia-Blizzard for payment
5. Payments will be submitted for processing within 7 business days

6. GRADUATE STUDENT ORGANIZATIONS, ACTIVITIES, AND AWARDS

Professional Organizations and Societies

As part of your professional development as a scholar and teacher in your discipline, you are encouraged to take part in relevant professional organizations.

Lingua

LINGUA is a student-run linguistics organization at The University of Texas at Arlington. Nearly every semester, Lingua hosts lectures in linguistics and related fields given by faculty and scholars from the UT Arlington Department of Linguistics and TESOL, and other schools and organizations. In addition, Lingua organizes the annual student linguistics conference at UT Arlington (UTASCILT). The conference awards a cash prize to the top paper or poster, and attracts submissions from student linguistics scholars from around the world.

<<http://www.uta.edu/linguistics/current-students/lingua/index.php>>

LSA

The Linguistic Society of America is the major professional society in the United States that is exclusively dedicated to the advancement of the scientific study of language.

The LSA holds its annual meeting in January of each year, including paper and poster presentations, panels and workshops, and job interviews. Membership includes a subscription to the journal *Language*. Reduced-price student memberships are available.

<<http://www.linguisticsociety.org/>>

TESOL

Teachers of English to Speakers of Other Languages, Inc. (TESOL), is a global association for English language teaching professionals. Representing a multifaceted academic discipline and profession, TESOL offers members serial publications, books, and electronic resources on current issues, ideas, and opportunities in the field of English language teaching. TESOL's annual convention is in March, which includes paper presentations and a variety of workshops, panels, and job interviews. Membership includes a subscription to *TESOL Journal*. Reduced-price student memberships are available.

<<http://tesol.org/>>

Graduate Student Awards and Honors

The Irwin Feigenbaum Award in TESOL

Each year since 2003 the department has nominated one graduate student for their outstanding academic performance in Teaching English to Speakers of Other Languages. The nominee is selected by the departmental faculty based on the performance of TESOL students in their class work and community service participation.

The Donald A. Burquest Award for Excellence in Teaching Linguistics Award

Each year since 2009, the Department of Linguistics and TESOL has offered a teaching award for GTAs. Nominees must have taught at least two courses for the Department, at least one during the fall semester; the nominee will have excellent quantitative and qualitative student evaluations during the fall semester, as reviewed by Chair of the Department. Nominees invited to apply for the award then collect and compile a PDF of their teaching dossier consisting of, as laid out in full detail in the dossier for this award which includes 1) a statement that describes the nominee's philosophy of and approach to teaching; 2) Information about two different sections (of the same course or of different courses) that the nominees has taught as a GTA for the Department of Linguistics and TESOL at UT Arlington (including grade distributions, a course syllabus, a statistical summary of teaching evaluations for the course); 3) up to twelve (12) additional one-sided pages of supplemental material that showcases the nominee's teaching effectiveness; and the nominee's current CV.

Mary Ridgway Service-Learning Award

This award recognizes initiative, achievement and excellence of graduate students involved in service learning at UT Arlington in Fall and Spring semesters. The honoree will receive a \$300 scholarship and a plaque. The deadline for nominations is in February.

University Scholars

University Scholar awards are received by the top one percent of the UT Arlington student body each year. Departments are asked to nominate students who exemplify academic excellence within their discipline.

Who's Who Among Students in American Universities and Colleges

UT Arlington is one of over 2300 institutions nominating scholars to this program. Graduate student recipients must be in good academic standing and are evaluated in the areas of teaching, research, and service.

The Honor Society of Phi Kappa Phi

In 2007, UT Arlington established a chapter of the honor society Phi Kappa Phi. It is the nation's oldest, largest, and most selective honor society for all academic disciplines. Graduate students who are invited to join must rank in the upper 10 percent of their class and are nominated by their departments based on their academic performance.

7. DEPARTMENT, GRADUATE SCHOOL, AND UNIVERSITY POLICIES

The UT Arlington Graduate School

The Graduate School sets the general requirements and procedures for graduate study at The University of Texas at Arlington, and the Graduate Dean certifies and awards graduate degrees. To allow time for certification and validation of procedures and requirements, the Graduate School sets deadlines by which required procedural matters must be completed. The student in the process of completing a graduate program must adhere to these deadlines, which are announced for each semester in the Graduate School calendar on the Graduate Catalog webpage (<http://grad.pci.uta.edu/about/catalog/>). The responsibility for meeting established deadlines **resides with the student**. Many of the forms needed by graduate students can be accessed electronically as PDF files at: <http://grad.uta.edu/currentStudents/>. Students are responsible for filling out and printing required forms prior to obtaining signatures. Before sending any paperwork to the Graduate Advisor or Graduate School, make sure to make a copy for yourself. All students should familiarize themselves with the information on the Graduate School webpage, particularly as graduation approaches.

Graduate School deadlines are final at 5:00 p.m. on the date specified; all transactions relating to the subject of the deadline must be completed and documentation received in the Graduate School by that time. Transactions requiring the action or approval of the Graduate Advisor, committees, departmental chairperson, instructors, academic deans, or others prior to receipt by the Graduate School should be initiated by the appropriate person (student, Graduate Advisor, or other) sufficiently in advance of the Graduate School deadline to allow the required actions to be completed, approvals to be obtained and documents to be filed in the Graduate School before the deadline expires. The Graduate Advisor initiates those actions which are routinely his or her responsibility and those actions which routinely arise and/or are required for all students, and attempts to inform both students and faculty by memo of Graduate School deadlines for each semester. However, each student and faculty member should consult the current Graduate Catalog (<http://grad.uta.edu/catalog/>) and become familiar with upcoming deadlines in a semester.

Departmental Admission Criteria for Our Four Graduate Programs

Admissions Criteria - Effective Fall 2010

Admission Requirements for Graduate Degree Programs in Linguistics

In evaluating candidates for admissions to its graduate degree programs, the Linguistics & TESOL Faculty has adopted a comprehensive approach that is sensitive to the diversity of backgrounds of its applicants. To this end, the following constellation of quantitative and qualitative factors has been established to make explicit the range of criteria upon which admissions decisions will be based. These factors are then applied to the Admission Metrics established for each degree program. (See further below for admission requirements for the Graduate Certificate in TESOL.)

Admission Factors

Admission decisions into a degree program in the Department of Linguistics & TESOL are made on the basis of two types of factors, quantitative and qualitative. Ph.D. applicants must include an academic writing sample.

1) *Quantitative Factors*

a) *Grade Point Average (GPA)*

- i) For M.A. program applicants, undergraduate GPA is determined by the UT Arlington Graduate School.
- ii) For Ph.D. program applicants, GPA is based on all graduate work completed and recorded at the time the applicant submits an application for admission.

b) *Graduate Record Examination (GRE) Scores*

All applicants are required to submit GRE scores. There are no exceptions. The Department of Linguistics & TESOL evaluates each applicant's sub-scores separately: verbal, quantitative, and analytical.

c) *TOEFL Scores* (international applications only)

Applicants for whom English is not their native language and who have not been granted either an undergraduate or graduate degree by an English-medium institution must also present a Test of English as a Foreign Language (TOEFL) score of at least 100 iBt, or 250 if computer based, or 600 if paper based. There are no exceptions.

2) *Qualitative Factors*

a) *Letters of Recommendation*

Each applicant must present three (3) letters of recommendation that unequivocally indicate that the applicant is prepared for and capable of successful graduate study in linguistics or TESOL at UT Arlington. The letters should further indicate that the applicant is capable of completing the appropriate degree program.

b) *Statement of Intent for Academic Study in Our Department*

Each applicant must write a statement that explains their plan of study and specialization in our department. The statement will be evaluated on the degree to which it is clear, reasonable, and consistent with the research and teaching agenda of the current faculty in Linguistics & TESOL at UT Arlington. Prospective applicants should consider the departmental website and faculty research and teaching areas as they evaluate whether they would be able to accomplish their plan of study in our department, especially if they are applying to the doctoral program. The statement should also convey a level of commitment and maturity commensurate with the applicant's desired degree goals.

c) *Undergraduate Preparation*

Applicants to the M.A. in TESOL program must have passed the following three courses or reasonable equivalents as determined by the graduate advisor (UT Arlington equivalents are noted in parentheses):

- i) English composition (ENGL 1302);
- ii) a course on English-language literature (ENGL 2319, ENGL 2329);
- iii) the equivalent of a fourth-semester course in a foreign language (SPAN 2314, FREN 2314, etc.). Students whose undergraduate education was delivered in a language other than English are exempt from this requirement.

Applicants to the M.A. in Linguistics or Ph.D. in Linguistics programs must have passed the following three courses or reasonable equivalents as determined by the graduate advisor (UT Arlington equivalents are noted in parentheses):

- i) English composition (ENGL 1302);
- ii) college-level mathematics (MATH 1302);
- iii) a laboratory science (any 1000-level course in BIOL, CHEM, GEOL or PHYS; LING 5322 may have also be used to fulfill this requirement);
- iv)
- d) **Previous Graduate Work** (Ph.D. Applicants only)
Ph.D. applicants must present at least 30 semester credit hours of previous graduate-level coursework in any field (not necessarily linguistics). Ph.D. applicants who present fewer than 30 semester credit hours will automatically be considered as applicants to the M.A. Linguistics program and will be afforded the opportunity to request entry into the doctoral program once the minimum number of hours have been attained.
- e) **Writing Sample** (required for PhD applicants, optional for other programs)
Applicants must submit an academic writing sample (research paper) of 20 pages or less. The paper must be in an area of language or linguistic study, and demonstrate a strong prose style, a solid handle on argumentation, and the ability to do academic research in linguistics or a closely related field.

Admission Metrics

In formulating a recommendation for admission, the relevant graduate advisors will apply the following admission metrics to each applicant's admission dossier:

<http://www.uta.edu/linguistics/documents/LINGTESOL-Admissions-Criteria-Effective-Fall-2009-rev-new-GRE.pdf>

Regular Steps Toward Your Degree

The following sections chart out the steps that students must pass through as they complete one of our four graduate programs in the Department of Linguistics and TESOL.

Doctoral Program in Linguistics

Degree Plan for the PhD in Linguistics (Fall 2013 and later)

(PDFs of the curriculum requirements for students who were admitted to this program in previous catalog years can be found at

<http://www.uta.edu/linguistics/current-students/degrees/phd-linguistics/index.php>.)

The doctorate in linguistics consists of 57 hours of graduate-level coursework:

- 18 hours of linguistic core courses
- 9 hours of methods courses
- 3 hours of professional development
- 6 hours in an area of specialization
- 6 hours of seminar courses (separate from other requirements and with at least one seminar in the student's planned area of specialization)

- 3 hours of electives
- 3 hours of dissertation proposal preparation (LING 6391)
- 9 hours of dissertation (LING 6999)

(Students entering with an M.A. in linguistics may be able to waive up to 15 hours, at the discretion of the department, for equivalent graduate courses completed at a B or higher in their master's program.)

Coursework

Theoretical Core Courses: All students must complete two courses from each of the following three areas (18 credits):

1. Sound Structure
 - LING 5320: Phonological Theory
 - LING 5321: Advanced Phonological Theory
2. Grammatical Structure
 - LING 5330: Formal Syntax
 - LING 5331: Advanced Formal Syntax
3. Meaning and Use
 - LING 5347: Pragmatics
 - LING 5345: Semantics

(Students who have completed any of the Theoretical Core Courses listed above as part of their previous training (e.g., by having earned an M.A. in linguistics at UT Arlington or elsewhere) must substitute an advanced course in the same core area. (See "Area of Specialization" below for advanced courses in each of the three areas.) Under no circumstances may the requirement for 18 credits of Theoretical Core Courses be waived.)

Methods Courses: All students must complete 3 out of 4 of the following four courses (9 credits).

1. LING 5380: Field Methods
 2. LING 5381: Computer and Natural Language
 3. LING 6380: Advanced Field Methods
 4. LING 6381: Research Design and Statistics
- (or an approved course in research design or statistics offered by another department)

(Students who have completed any of the Methods Courses listed above as part of their previous training (e.g., by having earned an M.A. in linguistics at UT Arlington or elsewhere) must substitute another graduate-level course consistent with their overall plan of study and research. The substitution must be approved by the Ph.D. Advisor.)

Professional Development Course: All students must complete the following course (3 credits):

- LING 6300: Professional Writing for Linguistics

(Students who have completed the Professional Development Course listed above as part of their previous training (e.g., by having earned an M.A. in linguistics at UT Arlington or elsewhere) must substitute another graduate-level course consistent with their overall plan of study and research. The substitution must be approved by the Ph.D. Advisor. Under no circumstances may the requirement for 3 credits of Professional Development be waived.)

Area of Specialization: Students must establish an area of specialization and within that area complete two additional courses (6 credits), plus at least one seminar in that specialization. The areas (and the approved courses) are these—particular course choices may vary:

1. Sound Structure:
 - LING 5314: Historical and Comparative Linguistics
 - LING 5322: Laboratory Phonology
 - LING 5334: Morphology
 - LING 6392: Seminar in Phonetics/Phonology
2. Grammatical Structure:
 - LING 5314: Historical & Comparative Linguistics
 - LING 5334: Morphology
 - LING 5335: Language Universals & Typology
 - LING 6393: Seminar in Syntax
3. Meaning & Use:
 - LING 5314: Historical and Comparative Linguistics
 - LING 5350: Text Analysis
 - LING 5351: Spoken Discourse
 - LING 6394: Seminar in Semantics/Pragmatics
4. Second Language Acquisition:
 - LING 5303: Contrastive Analysis and Error Analysis in the Teaching of English as a Second or Foreign Language
 - LING 5304: Pedagogical Grammar of English
 - LING 5305: Second Language Acquisition
 - LING 5307: Pedagogical Phonology of English
 - LING 6395: Seminar in Second Language Acquisition
5. Language Documentation:
 - LING 6390: Linguistics Seminar (when topic is appropriate)
 - (other courses to be determined)

Seminar Courses: All students must take 6 hours in seminars. Students should consult with their advisor in planning choices; at least one seminar must be in the student's area of specialization.

- LING 6390: Linguistics Seminar
- LING 6392: Seminar in Phonetics/Phonology
- LING 6393: Seminar in Syntax
- LING 6394: Seminar in Semantics/Pragmatics
- LING 6395: Seminar in Second Language Acquisition

Dissertation Research (12 credits)

1. Proposal: LING 6391: Research in Linguistics; includes oral exam (Ph.D. Comprehensive Examination).
 - Students enrolling in LING 6391 must have completed at least 24 credits in the Ph.D. Program, and must have already made arrangements with a faculty member to serve as their dissertation supervisor.
 - LING 6391 must be repeated for credit until the student has successfully defended his/her dissertation proposal; only then will the student be considered for advancement to candidacy.

- Students who have completed all required coursework, need to prepare their dissertation proposal, but must be enrolled in more than 3 credits (e.g., for visa or employment purposes), may enroll in LING 6691 or 6991.
2. Dissertation: LING 6999; includes oral exam (Ph.D. Dissertation Defense)
The format of the dissertation defense is as follows:
- Part 1: Candidate gives a public lecture on his/her research (~ 1 hour)
 - Part 2: Candidate confers in private with the dissertation committee

PhD. Diagnostic Exam
(Current version approved July 2013)

The diagnostic exam in our department will consist of oral presentations by the student displaying the ability to talk through how to effectively tackle different kinds of linguistic problems. Students will respond to three questions to be chosen (in consultation with faculty and the PhD Graduate advisor) from the core areas of the program or the first year courses. The tenured or tenure-track faculty will assess the diagnostic exam.

Based on the Graduate School's sheet for reporting Diagnostic Exam results, the following options are available for the exam:

Pass: Approval to continue in the doctoral program.

Pass: Approval to continue with specified remedial work.

Failure: but permission for reevaluation after a specified period.

Failure: and dismissal from the program.

Students will have their results back in time to make any adjustments in their fall course selections if any specified remedial coursework is called for.

Proposal Checkpoints

This section outlines the required checkpoint procedure for students along the way to preparing a successful dissertation proposal. **(Approved January 22, 2010)**

Summary Chart of the Expected Sequence

LING 6300	3rd year
Initial Topic Check	3rd year
Initial Committee Formation	3rd year
Proposal Revision flow	filed by supervisor to show input during 6391
1st Proposal Progress Check	results of committee vote at end of first 6391
Second Proposal Progress Check	results of committee vote at mid-semester if 2nd 6391
Scheduling of Proposal Defense	by unanimous vote of committee
Proposal Defense	results of committee vote on passing of defense/exam

1) Initial Topic Check

Students should submit to the Graduate Advisor a 500-word description of their topic. In addition, they should include a one-page summary of the courses they have taken and their other appropriate qualifications as researchers to effectively carry out research in this area. (Program course requirements are only a minimum; students are fully expected to take additional courses and seminars in order to acquire a solid research base in their discipline.)

Two-thirds of the department's graduate faculty must approve each dissertation topic prior to a student enrolling in the LING 6391 course for the first time; this step ensures that the topic is relevant for the curriculum and the faculty support that is currently available in our department. Students are strongly encouraged to connect their dissertation to their other research in the program (class papers, qualifying papers, conference presentations, teaching, etc.) in order to develop a project that will lead to a successful dissertation proposal. If approved, a record of the initial topic choice will be filed with the graduate advisor and kept in the student's advising file.

Students who are unable to come up with a topic that the faculty find appropriate for doctoral work in our department by the end of their third year will be considered to be making unsatisfactory progress towards a proposal. This would constitute reason for dismissal from the doctoral program, and, if appropriate coursework has been taken, the student may be recommended to graduate instead with a terminal M.A. from the department.

2) Initial Committee Formation

Each doctoral committee must consist of three UT Arlington graduate faculty, with an optional fourth person who can be an external voting member. A committee must consist of a majority of members who are tenured or tenure-track faculty from the UT Arlington Linguistics and TESOL department. (This is the first listing of "Faculty" on the department's web page.) Students may include up to one non-departmental member who is on the UT Arlington graduate faculty, i.e., adjunct faculty in linguistics, tenured/tenure-track faculty in another department, or other UT Arlington full-time employees holding a doctorate and serving on the Graduate Faculty. However, external members—anyone who is not an active full-time on-campus faculty member—must be approved by a petition to the department and would serve in addition to three UT Arlington faculty committee members. Furthermore, external members must be approved on a case-by-case basis by the Graduate School for each committee that they serve on. A record of the initial committee configuration must be filed with the graduate advisor and kept in the student's advising file.

Regarding the selection of committee members, students are encouraged to start with choosing a supervisor. It would be best for students to approach possible additional committee members with some written material drafted. When soliciting committee members, students should minimally submit to them the 500-word description of their topic from step 1. In some cases, a longer document such as a 12-15 page "pre-proposal" may be required to secure a person's agreement to serve on a committee. Each member of the faculty has the right to require additional documentation about the project before deciding whether or not to be on the student's committee; each student has the right to receive feedback from a potential faculty member in a timely fashion.

Students who are unable to form a committee that consists of a majority of UT Arlington Linguistics and TESOL tenure-track faculty will be considered to be making unsatisfactory progress towards a proposal. Failure to form a proposal committee that meets these requirements would thus constitute reason for dismissal from the doctoral program, and if appropriate

coursework has been taken, the student may be recommended to graduate instead with a terminal M.A. from the Department.

2a) Change of Committee Members (not required; to be invoked as appropriate)

Committee members can be changed along the way. If a member (including the chair) needs to be added or deleted, the student must consult with his or her committee supervisor and the members involved, and then file official changes with the Graduate School. All such changes should be made via DS-Pro System. When students change committee members, any added/deleted faculty will be notified via email. All resulting committee configurations must meet the conditions laid out in step 2.

3) Proposal Progress Checks

Students are expected to enroll in 1-2 semesters maximum of proposal hours.

At the end of the first semester, the dissertation advisor must consult with the committee and they will vote to recommend pass/continue or fail and give specific information about student progress. Students who fail at this point would be dismissed from the program, unless they have a faculty advisor and new committee and can secure a 2/3 vote of approval on a change of topic.

Students' proposals are expected to go through several drafts in consultation with the dissertation supervisor before the other members see it. Candidates are responsible for maintaining contact with their faculty mentors throughout the proposal-writing period. There should be at least three meetings between the supervisor and the student during each semester of 6X91 to discuss the proposal or proposal sections, although more meetings are highly recommended. Once an early draft is vetted by the supervisor, the work is expected to get at least one round of feedback from all the other committee members as well, before it is declared ready to defend.

The committee should plan to meet with the candidate at least one time in person as a progress check before the scheduling of the defense is broached. This provides a chance to compare notes on the direction in which the work is headed before a proposal defense is scheduled, to see that the work on the proposal (as well as any pilot studies) is progressing, and for committee members to share feedback with each other and with the student. Students should work with their committee on the best timing for their checkpoint, but a checkpoint would ideally be positioned at least three weeks before a defense might be scheduled. The supervisor must file a report with the graduate advisor by the day grades are due on the student's progress indicating what steps, if any, the student must address before a defense would be allowed. The results of the progress check vote by the committee should be also be included in the report, which should be filed with graduate advisor in the student's advising file. Before end of the first semester in which a student enrolls in 6391, the whole committee must vote on the state of the proposal, and achieve consensus before either recommending another semester of 6391 or scheduling a formal defense. Students should submit a working proposal draft no later than the last day of class of regular classes for that semester. Students who are unable to produce a draft will be considered to be making unsatisfactory progress towards a proposal, which would thus constitute reason for dismissal from the doctoral program.

Two other interlocking feedback mechanisms are involved at this point. Besides reporting on the results of the progress check meeting, at the end of any 6391, the supervisor should file memo detailing the Proposal Revision Flow with the Graduate Advisor recapping who has seen and commented on the student's work during 6391. In addition, students will file annual self-reports of progress through DS-Pro. There may be additional occasions when the Department asks for self-reporting of proposal (or dissertation) progress.

Students must be enrolled the semester they defend in at least three hours of LING 6X91. They can take other classes that term as well, or more hours of proposal writing (e.g. LING 6691, 6991). If they are enrolled in 6391 and the work is not yet approved as ready to defend by the end of the term, but the committee determines, after assessing a student petition, that the student may continue work for another semester, the student will receive an R for the class the class that term, and will need to enroll in the class again. Once students successfully defend a proposal, they will receive a P for the class in that semester.

The results of a first proposal progress check will be from among the following:

- unanimous approval of committee to proceed to schedule a defense
- a recommendation by the committee of what more needs to be done before a defense will be considered, with approval to enroll in 6X91 again, (with another check planned before a defense is scheduled), or
- a unanimous vote of insufficient progress towards a proposal, with a recommendation for dismissal from the doctoral program.

In the latter case, if appropriate coursework has been taken, the student may be recommended to graduate instead with a terminal M.A. from the Department.

If a student is allowed to go on to take a second semester of 6X91, a checkpoint should occur in the middle of that second semester to assess progress and determine if an F, R, or P is expected for the that term. The committee must vote on this outcome. The ideal conclusion for this semester would normally be the scheduling of a defense, but could also involve the student petitioning the department for an additional semester with clearly spelled out goals, or the student being dismissed and, if applicable, opting for a terminal M.A. Normally, students who are unable to produce a defensible draft at this stage will be considered to be making unsatisfactory progress towards a proposal and would thus constitute reason for dismissal from the doctoral program.

3a) The Size and Shape of the Document

The finished proposal should be in the 25-40 page range. It should include a list at the end of just those references cited in the work. (The supervisor may require separate reading lists or annotated bibliographies from the candidate as part of the progress updates.) The proposal should be considered a tentative plan for a dissertation that will be able to present new claims or new information to its readers. The department requires that a dissertation represent original research. To that end, the purpose of the dissertation proposal is to have the student set down a plan to its successful completion. The proposal also needs to suggest a course of research that has promise and to outline a pathway that the work will take in that direction by defining the focus, breadth, depth, and approach (theoretical-conceptual or empirical-data-driven) of the work product. It needs to consider prior scholarship in the proposed area and state clearly how the research outlined in the proposal will enhance, expand, contrast with, or reject past work. Thus, it needs to propose directions and timelines even if these might be changed in the creative process of writing.

Although everyone's proposal is different, many shared features of academic writing should be present. The proposal should reveal by the use of the following features that the writer has read linguistics articles before:

- Numbered section headings should indicate the paper's skeleton.
- The body of the work should be formatted following the Graduate School's templates for thesis work, available on Graduate School web site: <http://grad.uta.edu/students/forms/thesis/>

- The references and in-text citations should be formatted following sections 11 and 12 of the LSA's Language Style sheet: <http://www.lsadc.org/info/pubs-lang-style.cfm>.
- Pages should be numbered throughout.
- All submitted work should be well edited, proofed, spell checked, and clearly written.
- Any examples should be numbered consecutively throughout the paper.
- If data from another language is used, examples should be glossed in a standard convention.
- There should be a section that reviews the relevant previous literature and then explains how there is a gap that the student's project can fill.
- There can be any number of sections determined by what is relevant to the project, but there is usually one describing the planned methodology and one describing (and maybe quantifying) the particular data that the student will look at and how/where it will be collected. The proposal should note the IRB status of any data collected from human subjects.
- If relevant, the proposal should note any pilot study that the student has already done (perhaps for a class paper or a conference paper) to test out the methods/questionnaires/ corpora or to start sampling data.
- As a proposal (unlike the dissertation itself), the work should contain a tentative timeline of the remaining steps to be undertaken.

Once the final revised proposal has been accepted by the committee, the student should submit a copy to the Graduate Advisor to be placed in the student's advising file. (It is, however, expected that students will encounter twists and turns along the way could easily, maybe productively, redefine the focus of the project as they write their dissertations. To track those later changes of the project, the committee will be expected to meet with the student for updates on the project during the writing of the dissertation, too.)

PhD Comprehensive Exam

The Comprehensive Exam for the PhD in Linguistics is the dissertation proposal defense.

4) Scheduling a Proposal Defense

Before a defense can be scheduled, a student must pass a proposal check with unanimous agreement of the committee members for the project to move forward. This pass should occur either after the first semester of 6X91, or--if the committee allows--during a second check in the second semester of 6X91. Once the committee has agreed to a defense and approved a defense date, students need to file a "Request for Comprehensive Exam" form with the Graduate School in order to schedule the exam. (The Graduate School calls the defense stage the "PhD Comprehensive Exam".) The form should be filed at least a week before the defense, but after the committee has read through the work, given their major feedback, and agreed in a written vote that the proposal is defensible. (Students should NOT attempt to file the schedule form the same day that the committee first gets the proposal to read: the committee must read and comment on the work before a date can be set.)

Students who cannot get a unanimous vote to schedule a proposal defense will be considered to be making unsatisfactory progress towards a proposal, which would thus constitute reason for dismissal from the doctoral program.

5) The Dissertation Proposal Defense

For the defense, students should be prepared not only to produce a written work but also to be able to talk about their project articulately. The main focus should be on the written

proposal and how well the student can talk about it when questioned. Paper handouts are encouraged. If a student chooses to also use PowerPoint during the defense, they should not let that drive the work.

The first part (an hour or so) of the proposal defense is open to the public. After that, any audience members are dismissed and the committee continues with an oral exam of the candidate. The committee will then convene privately to decide the results of the defense; the whole committee must vote on the state of the proposal, and achieve consensus before reporting the results. The outcome, which must be reported to the Graduate School on the Comprehensive Examination Report, must be made from among these options:

- Passed, approval and recommendation to begin dissertation research and preparation under supervision of: (Specify Dissertation Supervisor i.e., Chairman of the Dissertation Committee)
- Passed, approval to remain in the program upon meeting specified additional requirements:
- Failed, with permission to retake the examination after certain period as specified by the examining committee:
- Failed, recommendation not to continue in the program.

The choice of any of these outcomes must be a unanimous vote of the student's committee.

A photocopy of this report should be filed with graduate advisor and kept in the student's advising file. In addition, in cases of conditional passes or failure with permission to retake, a clear outline of remaining deficiencies must be provided to the student along with a reasonable timeline for rectification of deficiencies. A copy of this remediation plan should be filed with the graduate advisor as well.

The status of each of these five stages as they occur should be reported by the student in his or her annual DS Pro report.

DSP-Pro (Doctoral Student Progress Reports)

The Doctoral Student Progress Report Online (DS-PRO) system is an on-line process enabling you and your supervising professor to collaboratively set goals and monitor and report on progress toward those goals. Its annual use is mandatory for all admitted PhD students in the department. Completion of a DS-Pro report is also required in order for assistantship funds to be released to your account.

The department provides training workshops in how to completed the DS-Pro.

A User's Guide for Students is also available here:

<<http://grad.uta.edu/resources/pdf/DS-PROUsersGuideStudents.pdf>>

Ph.D. Foreign Language Requirement

This is a three-part requirement. It may be fulfilled using either two (2) or three (3) foreign languages other than English.

1. **Research language:** Evidence of 4 semesters of undergraduate-level study with passing grades; or Translation exam (see [Ph.D. Advisor](#)); or Other (determined by the student's dissertation committee).
2. **Spoken (or signed) language:** Evidence of 4 semesters of undergraduate-level study with passing grades; or Conversation exam (see [Ph.D. Advisor](#)); or Other (determined by the student's dissertation committee).
3. **Structural Knowledge of a Non-Western Language (NWL):** Completion of LING 5360 (or comparable course from another university); or Substantial documented research paper covering at least two core theoretical areas (e.g. phonology and syntax, syntax and semantics, etc.) in one language; or Master's thesis on a NWL, provided that the work demonstrates a comprehensive knowledge of the language's grammar.

Notes:

English may not be used to fulfill any part of the Foreign Language Requirement.

"Non-Western" is defined as follows: Non-Romance, Non-Germanic, Non-Slavic, and Non-Hellenic. All other branches of the Indo-European family (e.g. Gaelic, Indo-Aryan, Armenian) are considered "Non-Western," as are all other languages outside of Indo-European. The knowledge to be presented for area (3) must be in a single language; partial linguistic study of multiple languages is not sufficient.

Students who have earned a bachelor's or master's degree from a university at which the medium of instruction is a Non-Western language will automatically have completed requirements (1) and (2) but not (3); meeting the structural knowledge component requires documented academic study of the language in question, not merely spoken or written proficiency.

PhD Professional Activities Requirement

All doctoral students are required to develop professional experience by actively participating in the intellectual life of our discipline. Student attendance and presentation at departmental events such as colloquia, workshops, or brown bags forms an essential part of developing collegial relationships with faculty and other students, as well as contributing to the vibrant intellectual life in the department.

To this end, all students must meet the following requirements in order to advance to doctoral candidacy. (These requirements represent minimum standards; students are strongly encouraged to go beyond them as a matter of building a strong professional record.)

Attendance Requirements:

1. By the last day of their fourth semester in the doctoral program, students must attend five department colloquia or workshops.
2. By the last day of their sixth semester in the doctoral program, students must attend an

off-campus conference. All costs of attending such an event must be borne by the student unless the student is also presenting at the conference, in which case, travel funding for the student can be applied for.

Oral Presentation Requirements:

1. By the last day of their sixth semester in the doctoral program, students must present at a Graduate Research Colloquium or other departmental-sponsored event.
2. Prior to filing a request to schedule the doctoral comprehensive exam (i.e., the dissertation proposal defense), students must have delivered two oral presentations at organized linguistics meetings, **at least one of which is not at UT Arlington** and for which presentations are competitively selected on the basis of abstract evaluation. The two papers must represent research on two different topics (e.g. one in phonology and another in pragmatics).

Students must supply the Graduate Advisor with proof of participation in the conference in the form of both a letter of acceptance and a copy of the conference program plus a copy of any handouts created for the talk. Students who do not present documentation of having completed this requirement will not be allowed to schedule a dissertation defense, regardless of any coursework completed.

Written Submission Requirements (two papers):

All students must prepare and submit two different pieces of linguistically themed academic writing for possible publication in a professionally recognized venue. At least one of these two must be accepted for publication. Here are further details:

1. Prior to the filing a request to schedule the doctoral comprehensive exam (i.e., the dissertation proposal defense), students must have submitted a journal-length manuscript for review by a publishing body.
2. Prior to filing a request to schedule the doctoral final exam (i.e., the dissertation defense), students must have secured evidence that they have had (or will have) one of the following types of publications appear in print: a research article in a refereed journal, a research article in a working papers volume, a research paper in a conference proceedings volume, or a linguistics-related book review.

Students must supply the Graduate Advisor with proof of having completed these requirements in the form of a letter of acknowledgement from the publishing body and, in the case of a published work, a copy of the same. Students who do not present documentation of having completed each part of this requirement will not be allowed to schedule the corresponding examination, regardless of any coursework completed.

Notes:

*Please note that in general, co-authored presentations / publications may not be used to satisfy these requirements. However, if compelling circumstances warrant, students may submit a request for consideration outlining arguments why a co-authored work should count; this request

should be submitted to the departmental Graduate Studies Committee for approval. In addition, work used to satisfy Professional Activity Requirements must be the result of research undertaken while a student in the linguistics program at UT Arlington, rather than prior to entering this program.

Dissertation Defense

Students will be enrolled in RESEARCH IN LINGUISTICS hours (LING 6x99) until they are ready to defend their finished dissertation. In their final semester, all PhD students **must** enroll in nine hours of LING 6999. Students intending to defend a dissertation must submit a complete draft – including all chapters plus references and supporting materials – to all members of their committee **by the last day of August for a fall defense and by the last day of December for a spring defense**. After the draft has been read by the committee, students will then be notified whether or not the committee will approve a request to defend the work in the upcoming semester. (Changes in the number of hours a student is registered for can be made until census date of each semester).

You must receive an “unconditional pass” from your committee in order to graduate.

Filing for Graduation

In order to graduate, MA and PhD students must fill out the online Application for Graduation:

<<http://grad.uta.edu/students/graduation/>>

This form must be filled out by the date listed in the Graduate Calendar for that term. In addition, students must be enrolled in at least one hour of graduate credit during the semester in which they apply to graduate.

Students should be aware of these additional steps involved in submitting a dissertation. The final steps of the degree are outlined here:

<http://grad.uta.edu/resources/pdf/Graduate_CheckList_Thesis-Dissertation.pdf>

MA in Linguistics

Degree Plan for the MA in Linguistics (Spring 2011 or later)

(A PDF of the curriculum requirements for students who were admitted to this program in previous catalog years can be found at <http://ling.uta.edu/degrees/ma-linguistics/>)

The MA in Linguistics is a 36-hour non-thesis degree. (Students with no prior study in linguistics (as indicated by an official transcript) must also complete the following three leveling courses for a total of 45 hours. Students required to take the leveling courses must earn a grade of 'A' or 'B' in each to be allowed continued enrollment in the program, regardless of their performance in

any other linguistics courses. Students who present documentation of comparable coursework (with grades no lower than a 'B-') may have the leveling course requirement waived from their program of work. The M.A. Advisor will be charged with evaluating previous coursework and making decisions about leveling course waivers.)

Leveling Courses:

LING 5300: Linguistic Analysis
LING 3330: Phonetics and Phonology
LING 3340: Grammar and Morphology

All students must complete the following core courses (24 credits):

Core Courses:

LING 5320: Phonological Theory
LING 5321: Advanced Phonological Theory
LING 5330: Formal Syntax
LING 5331: Advanced Formal Syntax
LING 5345: Semantics
LING 5347: Pragmatics
LING 5360: Non-Western Linguistic Structures
LING 5370: History of Linguistics

4 Electives:

Students must round out their knowledge of language by choosing four additional classes (12 credits). These can be from the Linguistics and TESOL department, or--if approved by the graduate advisor--up to six hours of elective courses from another department are allowed.)

For the MA in Linguistics, besides completing 36 hours with an overall GPA of 3.0, there is just one major milestone: **the Comprehensive Exam**. The MA exam currently consists of oral presentations in three of five areas (chosen in advance by the candidate). The exam is held twice year, in November and in April. The dates will be announced on the department website and listserv. Details of the exam appear here:

<<http://www.uta.edu/linguistics/current-students/advising/ma-advising/ma-exams/index.php>>

In order to take the exam, an MA student must file this schedule form, due two weeks before the exam date:

<<http://grad.uta.edu/resources/pdf/RequestforSchedulingFinalMastersExamination.pdf>>

After receiving the results of the exam, the student must file this form with the Graduate School by a date specified in the Graduate Calendar. It must be signed by the Graduate Advisor and the three exam committee members:

<<http://grad.uta.edu/resources/pdf/FinalMasterExamReport.pdf>>

Filing for Graduation

In order to graduate, MA and PhD students must fill out the online Application for Graduation:

<<http://grad.uta.edu/students/graduation/>>

This form must be filled out by the date listed in the Graduate Calendar for that term. In addition, students must be enrolled in at least one hour of graduate credit during the semester in which they apply to graduate.

Students should also be aware of final steps of the degree requirements outlined here:

<http://grad.uta.edu/resources/pdf/Graduation_CheckList_Non-Thesis.pdf>

MA in TESOL

Degree Plan for the MA in TESOL (Spring 2011 or later)

(A PDF of the curriculum requirements for students who were admitted to this program in previous catalog years can be found at <http://ling.uta.edu/degrees/ma-tesol/>.)

The MA in Linguistics is a 36-hour non-thesis degree.

All students must complete the following core courses (24 credits):

Core Courses:

LING 5300: Linguistic Analysis
LING 5301: TESOL Methodology
LING 5302: TESOL Reading & Composition
LING 5304: TESOL Pedagogical Grammar
LING 5305: Second Language Acquisition
LING 5306: TESOL Curriculum Design
LING 5307: Pedagogical Phonology of English
LING 5393: TESOL Teaching and Observation

4 Electives:

Students must round out their knowledge of language teaching by choosing four additional classes (12 credits). These can be from the Linguistics and TESOL department, or--if approved by the graduate advisor--up to six hours of elective courses from another department are allowed.

For the MA in TESOL, besides completing 36 hours with an overall GPA of 3.0, there is just one major milestone: **the Comprehensive Exam**. Starting in the Fall of 2010, the MA TESOL Comprehensive Examination format will consist of a portfolio of professional materials, a brief teaching demonstration, and an exit interview. Here is a description the required portfolio elements:

The MA TESOL is a terminal degree that offers professional preparation in the field of Teaching English to Speakers of Other Languages. The e-portfolio requires degree candidates to create online materials that supervising faculty must evaluate with a grade of pass; these materials can be preserved for one year following graduation in graduates' online e-portfolio for use by prospective employers.

For the portfolio candidates in Fall 2009 and Spring 2010, e-portfolios must be submitted as a single PDF file with all required documents included. In addition to the online materials, student must also pass an oral interview. The following details the specific requirements for the comprehensive exam for the MA TESOL degree, the portfolio.

E-portfolios must be submitted via email to ling.advisor@uta.edu by 9 a.m. on the announced date of the fall or spring semester. Students can only submit the portfolio after having taken and passed LING 5393 TESOL Practicum.

Members of the Department's graduate faculty will assess the e-portfolio of MA TESOL candidates. The Department will announce the due date of the portfolio and the date of oral interviews no later than the tenth day of classes; the portfolio should be followed by the oral interview within approximately 7 to 10 days. Following this, grades will be computed as is outlined below, meeting deadlines set by the Graduate School.

E-Portfolio: required components

Items (a-d) will be assessed as a group and receive a single grade from the examining faculty, either Pass or Fail. To earn a grade of Pass, the student must have provided a full set of complete and correct documents, (a) through (d).

(a) **Professional resumé**

(b) **Teaching Evaluation**: a written evaluation by a professional in the field or a faculty member from our department who has observed your ESL/EFL teaching. During your time in the MA TESOL program, you will have a variety of opportunities to be observed in your teaching, whether during the practicum, other volunteer work, an internship, or a job. Submit the name and professional affiliation and contact information of your observer to the Graduate Advisor for approval; upon approval, the Department will contact them about their written evaluation. The evaluation must be completed by a qualified ESL/EFL professional; evaluations submitted a family member, a personal friend, or someone from another field [e.g., a minister] will not be accepted.

(c) **Web Resources**: A statement of 5-10 ESL websites with links and explanations in 1-2 paragraphs why you have chosen these particular resources for teaching and their strengths as teaching materials.

(d) **Bibliography of Reference Works** (10 sources minimum): An annotated bibliography of resources that represents 10 sources essential for you as an ESL teacher, if you had access to no other resources (web or book or other). (Here's a model of annotation: <http://www.library.cornell.edu/olinuris/ref/research/skill28.htm>)

Items (e) and (f) will each receive grades of High Pass, Pass, Low Pass or Fail from each of the examining faculty:

(e) Prose Components.

Submit the following two written components:

--a teaching statement

--a personal reflection essay

The two combined items in total should make up 8-10 pages that reflect on your strengths and weaknesses as an ESL/EFL teacher, a job candidate, and a professional who seeks to make use of scholarly literature (both technical and theoretical) in TESOL and second language acquisition.

(f) **Oral Interview**: a team of 2-4 faculty will conduct a mock job interview of 30-45 minutes, seeking to assess your preparation as an ESL/EFL teacher, probing both your academic maturity and your pedagogical skills. The student will begin the interview with a 5-minute teaching demo for the faculty to assess as part of this interview.

The various grades will be computed and the faculty committee grading the portfolio will make the following computations:

If a student's grades all consist of HP and P, that student's examination will result in an unconditional pass with a recommendation of certification to receive the earned degree.

If a student receives a set of grades that includes 3 or more LPs or Fs (but fewer than 3 total F grades), the student will receive a conditional pass with the requirement that additional conditions be met, as appropriately determined by the faculty.

If a student receives 3 or more F grades, this will result in a Failure on the comprehensive exam, either with permission to be re-examined after a specified period or with a recommendation for dismissal from the program, as determined by the faculty.

The Graduate Catalog: "The final master's examination can result in: 1) an unconditional pass with a recommendation to the Dean of Graduate Studies that the candidate be certified to receive the earned degree; 2) a conditional pass with the requirement that additional conditions be met, which may include further work on the thesis or thesis substitute, additional coursework with a minimum specified grade-point average, or both (in all cases, the final master's examination must be repeated within a specified period); 3) failure, with permission to be re-examined after a specified period; or 4) failure, with recommendation to the Dean of Graduate Studies that the candidate be dismissed from the program. Most programs limit to two the number of repeats of the final master's examination. Additional repeats require specific advanced written approval by the Dean of Graduate Studies."

In order to take part in portfolio/exam, an MA student must file this schedule form, due two weeks before the exam date:

<<http://grad.uta.edu/resources/pdf/RequestforSchedulingFinalMastersExamination.pdf>>

After receiving the results of the exam, the student must file this form with the Graduate School by a date specified in the Graduate Calendar. It must be signed by the Graduate Advisor and the three exam committee members:

<<http://grad.uta.edu/resources/pdf/FinalMasterExamReport.pdf>>

More details of the exam (including FAQs, the evaluation rubric, and suggested readings) are available on the department website:

<<http://ling.uta.edu/advising/exams/>>

Filing for Graduation

In order to graduate, MA and PhD students must fill out the online Application for Graduation:

<<http://grad.uta.edu/students/graduation/>>

This form must be filled out by the date listed in the Graduate Calendar for that term. In addition, students must be enrolled in at least one hour of graduate credit during the semester in which they apply to graduate.

Students should also be aware of final steps of the degree requirements outlined here:

<http://grad.uta.edu/resources/pdf/Graduation_CheckList_Non-Thesis.pdf>

Graduate Certificate in TESOL

The TESOL Certificate Program is open to any student already admitted to the UT Arlington Graduate School. Students may also pursue the TESOL Certificate independent of other graduate study by enrolling as a non-degreed graduate student.

Certificate Requirements

- LING 5300: Linguistic Analysis
- LING 5301: TESOL Methodology
- LING 5302: TESOL Reading & Composition
- LING 5305: Second Language Acquisition
- One class from the following three:
 - LING 5310: Sociolinguistics, *or*
 - LING 5311: Sociolinguistics of Society, *or*
 - LING 5347: Pragmatics
- One class from the following three:

- LING 5304: Pedagogical Grammar of English, *or*
LING 5306: Curriculum Design; *or*
LING 5307: Pedagogical Phonology of English
• LING 5110: TESOL Practicum

Once you have completed the 19 hours of graduate credit required for the TESOL Certificate, you should fill out this form and leave it for the Graduate Advisor:

<<http://grad.uta.edu/resources/pdf/RequestforCertificate.pdf>>

To receive a TESOL Certificate you do not need to file an Application for Graduation.

Policies for Special Situations

This final section spells out further information to help you maintain your status in the program from semester to semester.

Continuous Enrollment

The Dean of the Graduate School noted, "The Graduate Assembly passed two new policies regarding graduate student enrollment. Both policies go into effect in Fall 2006. The new policy on continuous enrollment defines the minimum level of enrollment a student must maintain each semester in order for the Graduate School to consider that student to be an enrolled student. Students failing to meet the continuous enrollment requirement must reapply for admission unless they have an approved leave of absence. This modest enrollment requirement will enable graduate programs to track more easily their students' progress through their degree plans."

As of December 15, 2009, doctoral students in the Department of Linguistics must maintain continuous enrollment following Graduate School guidelines (or more specific departmental hour minimums, if applicable), or otherwise file a formal Leave of Absence for approval. Students who have ceased continued enrollment (and are not on a formal Leave of Absence) prior to this date must file for readmission under the departmental readmission policy. The departmental minimum enrollment for PhD students is three hours per long semester.

Leave of Absence

Previously, students failing to enroll in one or more long semesters were required to reapply, pay fees and be formally readmitted after their applications were reviewed by the Office of Graduate Studies and the student's intended program. Under the new leave of absence policy, students may qualify for a leave of absence of up to two long semesters and return to the University at the end of that leave without having to go through the readmission process.

Leave of Absence Policy (Graduate School Catalog):

"A student may apply for a Leave of Absence in order to respond to exceptional circumstances that will prevent him or her from meeting the continuous enrollment requirement. A Leave of Absence will be granted only for good cause, such as health-related issues, major financial or employment issues, pregnancy, childbirth, childcare, elder care or other significant family concerns, or other major personal circumstances that interfere with a student's ability to

undertake graduate study. Leaves are granted for up to two long semesters. Students returning from leave as scheduled will be automatically readmitted and will not be required to submit an application or pay any admission fee. Students who do not return at the end of their approved Leave of Absence must reapply for admission by published application deadlines, pay all relevant evaluation fees, and are not assured of readmission to the University. During the time of the leave of absence, the student may not use University facilities or resources, receive an assistantship or fellowship, or continue academic work with the faculty. Time taken on an approved Leave of Absence will not count against degree completion time limits.

An approved Leave of Absence does not exempt students from the enrollment requirements of other programs, offices and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid and certain loan programs. It is the student's responsibility to determine what effect a Leave of Absence will have on his or her status with such entities. For example, International students approved for a Leave of Absence must inform the Office of International Education so that requirements of the Immigration and Naturalization Service can be addressed.

A student requesting leave should complete the Leave of Absence Request Form, available online: (grad.uta.edu/students/forms/doctoral/#forms11) and obtain the approval of his or her Graduate Advisor who will forward the request on the Dean of Graduate Studies for final review and approval. Requests may be delivered to the Dean of Graduate Studies before or be received by the Dean of Graduate no later than mid-semester in the semester in which the leave is to begin.

Leave of Absence will not be granted retroactively for a semester after the mid-semester point has passed. Students who miss this deadline must apply for readmission."

The Leave of Absence (LOA) form can be downloaded here:

<http://grad.uta.edu/resources/pdf/Leave_of_Absence.pdf>

Re-admission to the Graduate School

Students in a graduate program who have been gone for one or more long semesters without an approved Leave of Absence, must seek readmission in order to complete their program.

The two re-application forms that need to be sent to the Graduate School are located here:

<<http://grad.uta.edu/prospective/apply/readmission/>>

Re-admission to the PhD Program

Doctoral students seeking re-admission to the Department of Linguistics and TESOL must also comply with the following readmission policy:

“Those students re-applying to the PhD program who have been gone for one or more long semesters (i.e., fall or spring) without an official Leave of Absence on file must submit the following materials to the Graduate Advisor. These will be considered by the GSC/admission

committee along with the re-application form sent via the Graduate School. Students should submit necessary materials to the Department and Graduate School one month prior to the first day of classes in the semester of anticipated re-enrollment. That is, if a student intends to seek readmission for Fall semester and classes begin on August 27, materials should be available July 27. This will give sufficient time for faculty to consider such materials in making the decision and for the Graduate School to process necessary materials. Failure to meet this one month deadline may mean that faculty have insufficient time to make a decision and a student may not have a decision by the semester in question.

Students requesting readmission who have not advanced to candidacy (i.e., have not successfully defended a dissertation proposal) must submit the following items:

- a brief account of how their time away has been spent
- an initial overview of their proposed topic (approximately 2 pages)
- information on their relevant academic training and relevant language skills (including any previous papers, presentations or pilot studies on the topic)
- mention of the particular language data that they wish to explore and the particular sub discipline/framework that they plan to employ
- likely committee members for the project
- a tentative time frame to submission of proposal and completion of dissertation.

Students should note that readmission to the doctoral program is not guaranteed. Requests for readmission will either be denied, approved unconditionally, approved under the new requirements that went into effect in Fall 2009, or approved with clearly specified conditions (e.g., a requirement that certain additional courses be taken). For those students whose request for admission has been denied, or for those students who do not wish to reenter the program under the stipulations set forth by the Graduate Faculty, a provision may be made for them to receive a terminal MA, provided that they have completed sufficient coursework to meet the MA requirements.

In addition, a full-time tenured or tenure-track member of the department faculty will need to agree to supervise the returning student's dissertation as it is currently envisioned. Moreover, the projected faculty supervisor may place specific conditions on the student's coursework or require that the student sit in on certain courses so that s/he is optimally prepared to write a dissertation under that faculty member's guidance.

Doctoral students who have advanced to candidacy should either be meeting continuous enrollment or be filing a Leave of Absence, therefore there are no applicable scenarios under which re-admission is necessary.

Students who are granted readmission will need to maintain continuous enrollment.

Please be advised of the Graduate School Policy on Continuous Enrollment Policy, as quoted below from the 2010 Graduate School Catalog:

"Graduate students must enroll in at least one credit hour of work related to their degree each long semester—Fall and Spring—in order to remain classified as an enrolled student. Some programs may specify a higher minimum enrollment requirement in their Handbook for

Graduate Students or other published documents. Enrollment in Summer Sessions is not required, and students who do not enroll in summer will not be considered in violation of the continuous enrollment policy. The minimum enrollment requirements for holding graduate assistantships or fellowships or the requirements of the enrollment requirements of other programs, offices and agencies such as the Veterans Administration, U.S. Citizenship and Immigration Services, and federal financial aid and certain loan programs, must be met. It is the student's responsibility to determine the enrollment requirements of such entities."

Please check current departmental policy to see if the minimum enrollment requirement is higher than the Graduate School. Starting in Fall 2010, minimum continuous enrollment for doctoral students is three hours per long semester.

Additional Enrollment Information for International Students:

International Students must comply with whatever enrollment conditions are placed on them by virtue of their visa requirements, which may require a higher number of enrolled hours per term. Please check with the Office of International Education for clarification if you are not a U.S. Citizen or Permanent Resident.

Change of Program Form

Students who are currently enrolled in a graduate degree program who would like to apply to a different degree program should submit the following form to the Graduate Schools:

<http://grad.uta.edu/resources/pdf/Request_To_Change_Graduate_Program.pdf>

In Absentia Graduation

The Office of Graduate Studies enforces the requirement that a student must be enrolled in at least one hour of graduate level credit in the semester in which he/she applied for graduation. In some cases, the enrollment requirement can be waived. In Absentia is the designation we give to students who are approved to have the enrollment requirement for graduation waived. A student can be approved for in absentia only if they have met all graduate requirements by the end of semester deadline. A student must submit a Request to Register In Absentia (PDF, 65KB), along with an Application for Graduation to the Office of Graduate Studies by the end of semester deadline. The OGS will evaluate the student's request. If we determine that all graduation requirements have been met, we will approve the request. If any of the graduation requirements have not been met, the student must register in the semester in which he applies for graduation.

The two most common reasons for requesting to register in absentia are these:

1. The student failed to apply to graduate by the deadline of the previous term, or
2. The student completed thesis requirements, but not by the deadline required for graduation in the previous term

Students approved to register in absentia should not enroll in the term in which they are graduating. International students approved for in absentia are required to start their OPT during their in absentia registration period.

The Request to Register in Absentia can be downloaded here:

<http://grad.uta.edu/resources/pdf/Request_to_Register_In_Absentia.pdf>

Graduate Student Termination Policy (Approved by Graduate Assembly 2-15-07)

Students have the initial responsibility to recognize when they are having academic difficulties and are expected to initiate steps to resolve the problem. When a student is in academic difficulty, and dependent upon the severity of the problem, the student may receive an oral warning and/or written statement of the problem and required corrective actions. Failure to take these corrective actions can result in termination from the degree program.

A graduate student whose grade point average in all graduate courses taken while enrolled as a UTA graduate student falls below 3.00 will be placed on academic probation. The student must attain a grade point average of at least 3.00 in the next semester he or she is enrolled or be subject to dismissal. Undergraduate courses or graduate courses graded P, R, X or W cannot be used to remove the condition of academic probation.

A student who has been dismissed from the Graduate School for failure to meet the 3.0 grade-point average requirement may be readmitted for further graduate study in the same or in a different program only if a Petition to the Graduate Faculty has been approved by the appropriate Committee on Graduate Studies and the Dean of Graduate Studies

A student can be dismissed from a degree program not only for failure to maintain an adequate grade point average, but also for such reasons as unsatisfactory progress toward a degree as defined by the department or program, inability to pass a diagnostic or comprehensive examination, failure to prepare or to defend a thesis or dissertation in a satisfactory manner or complete thesis or dissertation work in an acceptable amount of time.

Students failing to pass a diagnostic/comprehensive examination or thesis/dissertation defense may be terminated upon the recommendation of the examining committee. Such decisions are indicated on the Diagnostic Evaluation Report, Comprehensive Examination Report or Final Defense Report, which are returned to the Dean of Graduate Studies. The Graduate Dean will notify the student formally of the program's or department's decision.

Termination due to inadequate academic progress is a decision made by the program's or department's Graduate Advisor and Graduate Studies Committee. A student's thesis/dissertation committee may recommend termination for failure to prepare a thesis/dissertation proposal, prospectus or final draft in a satisfactory manner or failure to complete work in an acceptable amount of time to the program's Graduate Advisor and Graduate Studies Committee. Such decisions to terminate a student must be communicated to the Dean of Graduate Studies by the Chairman of the Graduate Studies Committee in writing giving the specific reasons involved, all

warnings provided to the student, a description of the procedures and actions leading to the recommendation and the recorded votes of the Graduate Advisor and Graduate Studies Committee. The student may appeal his or her termination to the Dean of Graduate Studies in writing within one year of the date of the decision by the Graduate Advisor and Graduate Studies Committee. The student may continue enrollment during the termination process.”

Academic Dishonesty

At The University of Texas at Arlington, academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. Students involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from UTA.

According to the UT System Regents' Rules and Regulations, "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22).

While the Department of Linguistics and TESOL hopes to foster a sense of community in which students can enhance their educational experience by conferring with each other about the lectures, readings, and assignments, all work submitted must be the product of each student's own effort. Students are expected to know and honor the standards of academic integrity followed by American universities; ignorance of these standards is not an excuse for committing an act of academic dishonesty (including plagiarism). If you have questions, please speak with your instructor, your academic advisor, or the department chair.

Please be advised that departmental policy requires instructors to formally file charges with the Office of Student Conduct, following procedures laid out for faculty there, as well as notifying the department chair of the filing of the charges.

<<http://www.uta.edu/studentaffairs/conduct/faculty.html>>

8. MAP OF UT ARLINGTON

This map shows the areas around Hammond and Trimble Hall.



Directions
to UT Arlington from I-30 or I-20
from area airports:
DFW International Airport
Dallas Love Field
Fort Worth Alliance Airport

UTASF (UT Arlington Fort Worth Center Santa Fe Station)
ARDC (Arlington Regional Data Center) from Main Campus

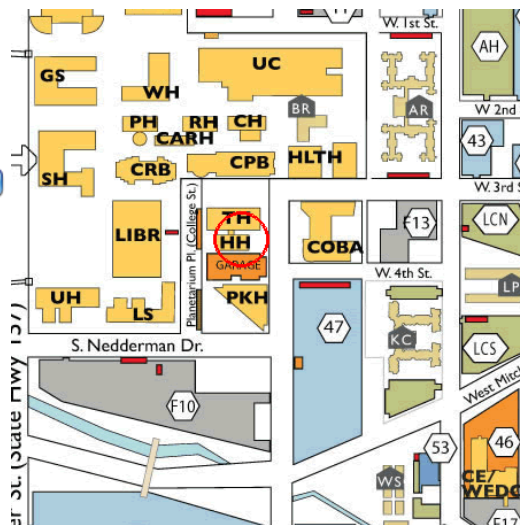
Basic Google Map of Campus
Locate UT Arlington in the Metroplex
Printable PDF of Complete Campus
(shows all campus buildings)

- Buildings
- Academic Departments or Programs
- Administrative Offices
- Venues

P	
■	student
■	accessible
■	visitor
■	open (permit req'd)
■	faculty/staff
■	residence hall

Building: HH - Hammond Hall

701 Planetarium Pl.
See a [Google Map](#) of this location.



Questions? Comments? Map Requests?
Please send email to maps@uta.edu
[Accessibility Tools](#)
[About The Map](#)
[UTA Main Page](#)