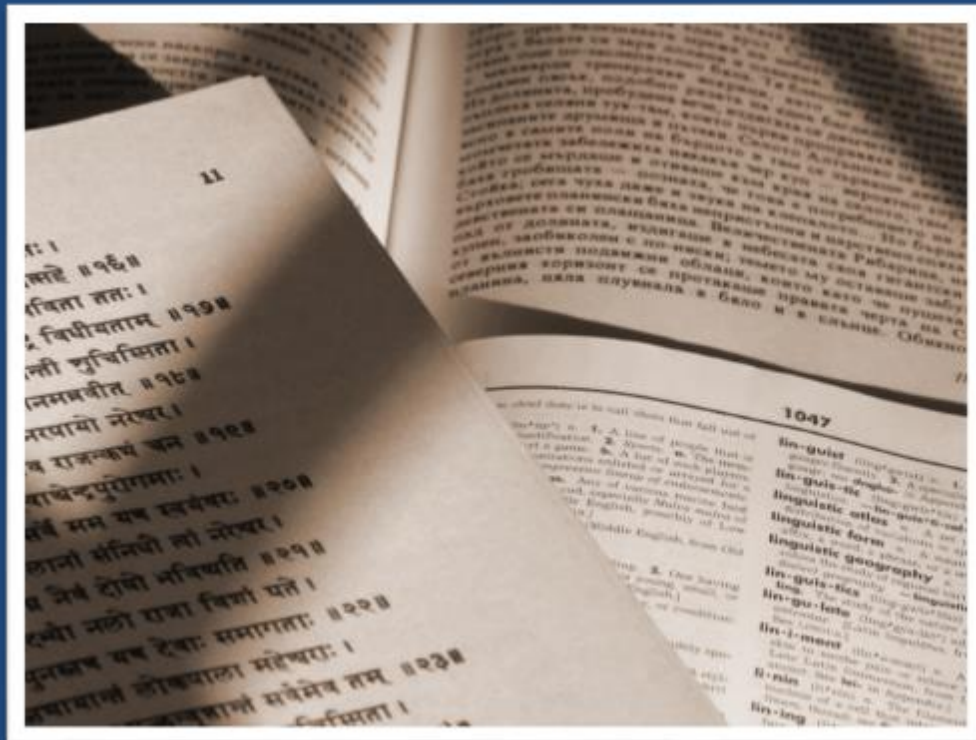


UGA

Department of Linguistics

Graduate Handbook



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Graduate Study in Linguistics at UGA

Our graduate programs provide both a grounding in core areas of linguistics as well as the opportunity for specialization within the broad areas of formal linguistic theory, second language acquisition, and language variation and change (including historical Indo-European linguistics). The actual degree programs constructed by individual students and their advisory committees focus on two specific fields of concentration within these broader areas. The programs of study may also include courses or research projects in related disciplines such as anthropology, sociology, computer science, philosophy, or in the history or structure of a specific language or languages. Proseminar and colloquium courses are offered to enhance students' professional training and to provide opportunities to present and discuss current research projects.

Formal linguistic theory deals with language structure and meaning, with the goal of constructing theoretical models to explain how humans acquire, produce, and comprehend language. Research focuses on the study of the sounds of human language (phonetics and phonology), the structure of words (morphology), the structure of sentences (syntax), and meaning (semantics), using natural language data, speaker intuitions, and experimental methods.

Second language acquisition offers a curriculum that treats the theoretical bases for learning languages and also provides training for college-level language teaching. Students may concentrate on the acquisition of specific languages, such as French, Spanish, or German. The University of Georgia also offers M.Ed. and Ph.D. degrees in TESOL and Foreign Language Education through the Department of Language and Literacy Education in the College of Education.

Language variation and change represent two interconnected areas. Languages inevitably change over time and these changes are a source of synchronic variation. The existence of linguistic variants often leads to social valuation of specific features, and these valuations or other social factors (such as language contact) can themselves drive linguistic change. The study of language variation focuses on contemporary and historical patterns of language change, including changes in progress, social factors related to variation, and empirical research methods for the investigation of language in use. Historical linguistics investigates change over a greater depth of time; it involves both the methodology for comparison and reconstruction of historical languages and an intense, hermeneutic approach to studying ancient languages individually. Students can acquire a close familiarity with the sounds, grammar, and vocabulary of languages like ancient Greek, Latin, Sanskrit, Classical Armenian, Gothic, Old English, Old Church Slavic, and others.

The Department of Linguistics

Linguistics at the University of Georgia was structured as an interdisciplinary program for over 30 years, becoming a department only in July 2017. Due to its history, many of the core faculty in the Department have joint appointments, and there is a large number of adjunct faculty with appointments in various departments across the university. Most faculty typically have responsibilities in these other departments in addition to teaching and working with students in Linguistics. Courses are often cross-listed between Linguistics and other departments, although the

Department of Linguistics also offers many courses of its own. The recent transition to departmental status means that Linguistics has a smaller physical and administrative presence than many other departments at the University, and the fact that faculty members are housed all over the campus sometimes poses challenges. However, this structure also makes Linguistics more diverse, allowing for interdisciplinary cooperation and a wider variety of course offerings.

The Head has overall responsibility for the administration of the Department of Linguistics. The Head is assisted by a Graduate Coordinator, who advises prospective and current students, oversees the admissions process, and ensures compliance with Graduate School policies and procedures. The Head and Graduate Coordinator, in consultation with a Graduate Committee composed of faculty members, determine admissions and financial aid awards. The Administrative Specialist, who works in the departmental office in Gilbert Hall, is responsible for managing the daily business of the Department, including course scheduling, student records, budget, etc.

Graduate students elect two representatives at the beginning of each academic year to attend faculty meetings and facilitate communication between the students and faculty as a whole.

In addition, graduate students run the Linguistics Society at the University of Georgia (LSUGA), which organizes an annual conference and sponsors other events for students in the Department.

Admissions

Entrance requirements for the M.A. or Ph.D. program

In conjunction with the admissions forms and documents required by the University of Georgia Graduate School, applicants should offer the following items:

1. An undergraduate degree. Your degree need not be in Linguistics, but course work or experience relevant to Linguistics is strongly preferred. Applicants should at least have completed an undergraduate introductory survey course in Linguistics, or its equivalent. Students with a bachelor's degree may apply for either the M.A. (30 semester hours) or Ph.D. (45 semester hours) program; admission to the Ph.D. program for students with a bachelor's degree demands exemplary qualifications. Students with an M.A. in Linguistics or a closely-related field (including one from the University of Georgia) may apply for the Ph.D. program, and must complete at least 30 semester hours at UGA. Students with an M.A. unrelated to Linguistics may apply for either the M.A. (30 semester hours) or Ph.D. (45 semester hours) program and should expect to complete requirements as if they had completed only an undergraduate degree. Admission is highly competitive. Successful applicants for the M.A. and Ph.D. programs typically have undergraduate GPAs well above 3.0. Applicants with graduate training are normally expected to have achieved at least a 3.5 GPA in previous graduate courses.
2. The general portion of the Graduate Record Examination (GRE). While there is no official minimum score required for admission, successful applicants have normally achieved combined scores of over 300 or higher on the GRE Verbal and Quantitative sections, and scores of 3.5 or higher on the Analytical Writing section (a score of 4.0 or higher is preferred). Applications are evaluated holistically, so slightly lower scores on the GRE can be offset by other factors.

3. The TOEFL exam for non-native speakers of English. While there is no official minimum score required for admission, successful applicants have normally achieved a combined score above 85 (CBT).
4. Three letters of recommendation. All recommendation letters are submitted online. This process is initiated by the applicant, after filling out the online application form, and is inside the applicants' side of the online admissions site. Letters from professors and other academic sources are preferred.
5. Statement of purpose. You should compose a brief essay of about 500 words explaining why you want to study Linguistics at the University of Georgia.
6. Letter of request to be considered for an assistantship. You should send a letter directly to the Linguistics office which indicates that you wish to be considered for a research assistantship, a teaching assistantship, or both, and which suggests your qualifications for an assistantship. Students who hold Linguistics teaching assistantships normally do the bulk of their teaching in our introductory Linguistics course (LING 2100), but some may teach elementary foreign language or English composition courses.
7. A writing sample. If possible, your writing sample should be an academic essay, normally a paper submitted for a course. It may have an instructor's comments on it.

Admission schedule

Graduate students normally begin their course of studies in the Fall semester. You should submit your application online to the University of Georgia Graduate School, together with the additional items requested above, by January 1 before the Fall in which you wish to enroll. The Linguistics faculty cannot consider any application until the Graduate School certifies that all of the necessary documents (transcripts, etc.) have been received. Applications for admission in the Spring or Summer semesters may be considered by the Linguistics faculty, but competition for assistantships and other aid are only conducted during the admissions process for Fall.

Change of degree objective

Students may petition to change from the thesis to non-thesis M.A. or vice versa by completing a Request for Change of Degree Objective Form and submitting this form together with a new program of study to the Graduate Coordinator for approval. Such requests will normally not be considered after the third semester of study.

Students may also petition to move from the M.A. program to the Ph.D. program without completing the M.A. degree. Students must submit an application for change of degree objective and three letters of recommendation from Linguistics faculty members that address the student's readiness for doctoral study. Applications for a change in degree objective should be submitted according to the same deadlines as applications for graduate study (i.e., by January 1 for a change of degree objective effective for the following Fall term) in order for the student to receive full consideration for assistantships. Students whose petitions are approved will be subject to the requirements of the 45 semester hour Ph.D. program.

Students who choose to complete the M.A. degree may apply for admission to the Ph.D. program according to the same procedures and deadlines as new applications for graduate study. Students who complete the M.A. degree at UGA and who are accepted for the Ph.D. program must complete at

least 30 semester hours of additional coursework. Courses counted for the M.A. degree may not be included on the Ph.D. Program of Study.

Advising

The Graduate Coordinator serves as the general advisor for all students with respect to degree requirements (whether these are Department of Linguistics requirements or general Graduate School requirements), clears students for registration, and oversees the completion of required forms. Students should meet with the Graduate Coordinator once every semester to discuss their programs of study and progress towards the degree.

Students will be assigned a temporary faculty advisor when they enter the program. By the end of the second semester students should choose a major professor, who will chair their Advisory Committee, plus at least two other faculty members to serve on the committee. The major professor must be a member of the Graduate Faculty, and a majority of the members of the committee as a whole must be members of the Graduate Faculty. (Typically, all full-time tenured and tenure-track faculty at the university are members of the Graduate Faculty.) A majority of the members of the committee must be on the faculty of the Department of Linguistics. One member of the committee may be a non-UGA faculty member. See the Graduate Bulletin for more details.

The Advisory Committee will help students construct their programs of study, in consultation with the Graduate Coordinator, will administer the written and/or oral examinations required for the degree, and will supervise the student's thesis or dissertation research.

Please note that it is the students' responsibility to inform themselves of academic requirements for a graduate degree at UGA. Ultimately all graduate students are responsible for their own academic progress at the University of Georgia; advisors cannot provide a guarantee of graduation within a specified period of time.

Annual Review

Annually before December 1 (for M.A. students) and April 1 (for Ph.D. students) the Linguistics faculty will conduct a review of student progress. Students (2nd-year and beyond) and their advisors should complete the Graduate Student Annual Report by the deadlines indicated on the appropriate form. These reports will be discussed at a meeting of the Linguistics faculty, which will recommend appropriate actions as needed, up to and including dismissal from the program for students whose performance is deemed unsatisfactory. The reports will also be used to help make determinations about the renewal of assistantships or other financial aid and awards.

Satisfactory progress means successful completion of course work towards the Program of Study; resolution of incomplete grades; planning and execution of the Program of Study, examinations, and thesis or dissertation in accordance with the published time schedule; or conducting significant research towards the thesis or dissertation. For advanced students, satisfactory progress should include professional accomplishments beyond course and program requirements, such as

publications and presentations at linguistics conferences. All graduate students must maintain a 3.0 grade-point average.

Directed Readings

In order to register for LING 9010 Directed Readings, a student must prepare both a rationale, which indicates the justification for the Directed Reading and specifies the work to be performed to complete it, and a reading list. The faculty director of the Directed Reading and the student's major professor must sign the document. The student should turn in the signed rationale and reading list to the Program Director at least one week before registering for the course. The Director may approve the rationale and reading list, or return it to the student for modification and resubmission. Directed Readings are not a replacement for the regularly scheduled courses of the program, and they will not be approved if they substantially duplicate a regular course. Directed Readings should normally be used to explore topics that are not covered in detail in regularly scheduled courses, or to develop lines of inquiry initiated in a regular course.

Financial Support

Candidates for admission should indicate in their applications whether they wish to be considered for assistantships. All applicants who express a need for assistance are considered for all appropriate university support. However, applicants are encouraged to seek outside funding for their graduate studies since Graduate School and program-based financial support is limited and these awards are highly competitive.

Graduate School financial support consists of university-wide Graduate School Assistantships, Graduate Recruitment Opportunity Assistantships, the Presidential Graduate Fellows Program, Out of State Tuition Waivers, and for Ph.D. students nearing the end of their programs of study, Dissertation Completion Awards. For more information, see the Graduate School website: <http://www.uga.edu/gradschool/financial/gafa.html>

The Linguistics Program offers a number of assistantships to teach our introductory Linguistics course, and students in the Linguistics Program may also receive assistantships to teach English composition or foreign language courses. The normal TAship (3 courses per year) qualifies students for a tuition waiver in addition to the salary for teaching. All of these teaching assistantships require completion of TA training courses and/or apprenticeships, as well as a minimum amount of graduate coursework, and therefore are not typically available to students in their first year of graduate study. Continuing students should notify the Director in writing by February 1 if they wish to be considered for a teaching assistantship for the following academic year.

Linguistics Program teaching assistantships are annual appointments for which renewal is contingent upon funding, in addition to satisfactory teaching evaluations and good progress towards the completion of degree requirements. Because of the limited amount of financial aid at our disposal, M.A. students normally will not receive a Linguistics Program teaching assistantship

after their second year in the program, and Ph.D. students will normally not receive a teaching assistantship after their fourth year in the program. In practical terms, this translates to a maximum of one year of a TAship at the M.A. level and three years at the Ph.D. level, since most students are not eligible to teach in their first year of graduate study, as noted above. Other funding is also taken into account; e.g., a Ph.D. student who receives two years of a graduate-school sponsored assistantship would be limited to two additional years of program TA funding. While we regret that we are forced to impose these limits, note that students who have completed all degree requirements except for the thesis or dissertation are required to register for only 3 hours of credit per semester at the in-state tuition rate (see <http://www.uga.edu/gradschool/academics/registration.html>). Any M.A. students who do not complete their degrees in two years or Ph.D. students beyond the fourth year will normally qualify for this reduced tuition.

Support for travel

Doctoral students who present papers at academic conferences may apply for financial assistance. The Linguistics Program occasionally has a very limited amount of funding to subsidize travel to conferences, but in most cases travel grants must be sought from other offices of the university (e.g., the Graduate School and the Office of the Vice President for Research), and we will assist students in applying for this funding. Note that the awards usually cover only a portion of the costs of a trip.

Graduate Bulletin and Calendar

The UGA Graduate Bulletin is the official record for policies and procedures. If anything in this handbook is in conflict with policies and procedures as described there, the Graduate Bulletin takes precedence. Follow the links below to access the Bulletin, important dates and deadlines, and forms.

<http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/>

<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

<http://grad.uga.edu/index.php/current-students/forms/>

Mail, Listservs, Linguistics website

Graduate student mailboxes are located in Gilbert Hall, next to room 140. Students should check them regularly for announcements and other documents from the Linguistics Program or the university administration.

The Linguistics Department maintains listservs for graduate students and faculty. Please provide the Administrative Specialist with your official UGA e-mail account information so that you may be added to the appropriate mailing lists. E-mail is the primary means of communication used to get

important information to all members of the program. Note that we cannot use a non-UGA e-mail account to communicate with you about academic matters or financial aid once you are enrolled.

In addition, all students should provide current mailing addresses and phone numbers to the Administrative Specialist for our records, and should update this information whenever it changes.

The [Linguistics Department website](#) has a full list of faculty members with their contact information, as well as other useful information about the department (including a link to the most recent version of the Graduate Handbook). Graduate students are also normally listed on the website, together with contact information, areas of interest, and links to personal webpages (if desired). This is a good way for students to begin to build a professional presence in the discipline, and we encourage you to develop your own personal webpage. Because of possible restrictions on the release of student directory information, if you wish to be listed on the website you must first submit a waiver form to the Department of Linguistics authorizing the website listing and its contents.

Program of Study

Students must design and complete a program of study that satisfies all relevant degree requirements (including Graduate School requirements) and constitutes a logical whole. In addition to courses that are required for all Linguistics graduate students, students must choose primary and secondary areas of concentration and design their programs of study around these specializations, in consultation with their major professor and the Graduate Coordinator. A preliminary program of study should be submitted to the Graduate Coordinator by the end of the second semester in the program. A final version of the Program of Study must be submitted to the Graduate School by the appropriate deadlines (see the degree requirements below and the Graduate School website for details).

Proseminar and Colloquium

All students are required to take the Proseminar and Colloquium courses, which carry one credit hour each and are graded S/U.

The Proseminar Course, offered each fall semester, provides an overview of the discipline and of the Linguistics Department at UGA, and provides practical advice on professional matters. This course is also part of the official TA training for LING 2100; some course meetings will deal with pedagogical questions, and students will observe experienced teachers and apprentice in a section of LING 2100 as a co-requirement for the course. All graduate students are required to take this course in the first semester in the program.

The Colloquium course, offered each spring semester, provides students with an opportunity to present and discuss their own research or other current research in the field. This course provides practical experience in making formal conference-style presentations. Graduate students are

required to participate in two or three semesters of colloquium, depending on their degree program.

Research Skills requirement

M.A. students must achieve one research skill, as described in either (1) or (2) in the list below. Ph.D. students must achieve two research skills: reading knowledge of a modern foreign language (1), plus one of the options listed under (2) below. Courses taken to satisfy this requirement cannot be counted among the courses on the student's Program of Study if they are undergraduate courses.

Note: Students who choose historical Indo-European linguistics as their primary area of concentration have more specific research skills requirements; see below.

1. Reading knowledge of a modern foreign language. This requirement may be satisfied in one of three ways:

- a. Receiving a passing grade on a departmental foreign language translation test. These tests are offered once a semester by Romance Languages, Germanic and Slavic, and other departments.
- b. Earning a grade of B or higher in any UGA foreign language course at the intermediate (2000) level or above.
- c. Earning a grade of B or higher in a translation course, such as GRMN 3500 Techniques of Translation, FREN 2500 French for Reading Knowledge, or SPAN 2500 Spanish for Reading Knowledge.

2. One of the following options:

- a. Completion of LING 6400 Quantitative Methods in Linguistics
- b. Completion of LING 8880 Field Methods in Linguistics
- c. Completion of STAT 6210 Statistical Methods I or STAT 6310 Statistical Analysis I
- d. Reading knowledge of a second modern foreign language, which can be satisfied as described in 1 above.

Research skills requirements for students with a primary concentration in historical Indo-European linguistics:

Much of the literature in historical Indo-European linguistics is written in German and French, so a reading knowledge of these languages is essential.

All students pursuing an M.A. with a primary concentration in historical Indo-European linguistics should demonstrate a reading knowledge of German, as described in (1) above, by the end of their third semester (thesis option) or the end of the fourth semester (non-thesis option). Students who plan to apply to Ph.D. programs in Indo-European linguistics are strongly advised to present a reading knowledge of both French and German prior to applying to these programs.

All students pursuing a Ph.D. with a primary concentration in historical Indo-European linguistics should demonstrate a reading knowledge of both French and German, as described in (1) above, prior to being admitted to candidacy.

Teaching Assistantships and TA Training

All teaching assistants at UGA who serve as the instructors of record for courses must have completed a minimum amount of graduate study in the discipline and must have undergone appropriate training prior to teaching. As described above, the Proseminar course provides such training for students who wish to serve as teaching assistants for LING 2100, and normally students will be required to take this course the year before they begin teaching. Prospective teaching assistants are also required to complete a one-semester apprenticeship in LING 2100. During the apprenticeship and for every semester teaching LING 2100, students should register for LING 7005.

Graduate students in Linguistics also frequently serve as TAs for First-Year Composition in the English Department and for beginning and intermediate foreign language courses (a certain number of assistantships in English and Romance Languages are reserved for Linguistics graduate students each year, and other departments also employ our graduate students when they need additional instructors). These departments have their own training programs for teaching assistants, which involve formal course work and/or apprenticeships and which must be completed according to individual departmental policies; some components may be required before a TAship can be awarded, while others may be completed concurrently with the TAship. Students who wish to be considered for one of these assistantships should request information about these requirements well in advance.

The M.A. in Linguistics

The M.A. degree is intended to provide students with a solid background in core areas of linguistic research, exposure to the various subfields constituting the discipline as a whole, and greater depth in two areas of interest. It will prepare students to continue in Ph.D. programs in Linguistics (at UGA or elsewhere) or for employment in fields where a master's degree in Linguistics is one of the desired qualifications. Students may choose either a thesis or non-thesis option for the M.A.

Students must fulfill all requirements of the Graduate School for the M.A. degree, including the residence requirement and time limits (see the Graduate Bulletin).

Thesis Option

Coursework

Students are required to take 30 hours of regular coursework (10 courses, to include LING 7300 Master's Thesis) plus a 1-hour Proseminar in Linguistics (LING 8100, graded S/U, to be taken in the first semester) and at least two hours of Linguistics Colloquium (LING 8101, graded S/U).

Required courses:

- (a) LING 8100 Proseminar (1 hour, S/U, offered Fall semester only)
- (b) LING 6021 Phonetics & Phonology
- (c) LING 8150 Syntax
- (d) One of the following courses (formal linguistic theory):
 - LING 6022 Advanced Phonetics & Phonology
 - LING 6160 Compositional Semantics
 - LING 8120 Morphology
 - LING 8160 Advanced Generative Syntax
 - LING 8170 Seminar in Syntax/Semantics
 - LING 8180 Seminar in Phonetics/Phonology
- (e) One of the following courses (language acquisition, variation, and change):
 - LING 6170 Second Language Acquisition
 - LING 6690 Historical Linguistics
 - LING 6710 Languages in Contact
 - LING 6860 Sociolinguistics
- (f) LING 8101 Linguistics Colloquium (total of 2 hours, S/U, offered Spring semester only)
- (g) LING 7300 Master's Thesis (3 hours)

Students should take all required courses listed in (a)-(e) above during the first year of study, if possible.

Elective courses:

5 elective graduate courses (15 hours, excluding LING 7000, 7005, 7300). A maximum of 6 hours of LING 9010 Directed Readings may be included. Relevant graduate courses that do not carry a LING prefix may be included in the program of study with approval of the Graduate Coordinator and the student's Advisory Committee.

Primary and secondary areas of concentration:

The program of study must include at least three courses (9 hours) in a primary area of concentration and two courses (6 hours) in a secondary area of concentration, to be determined in consultation with the student's advisor and the graduate coordinator. The areas of concentration may include LING 9010 Directed Readings or courses specified in (b)-(e) of the list of required courses, in addition to elective courses.

The program of study must include at least 12 hours of courses open only to graduate students.

A final program of study form must be completed and submitted to the Graduate School by the end of the second week of classes in the student's final semester.

Other degree requirements

1. Research skills

M.A. students must achieve one research skill from the list in the Linguistics Graduate Student Handbook. Courses taken to satisfy this requirement cannot be counted among the courses on the student's Program of Study if they are undergraduate courses.

2. M.A. Thesis

In consultation with the major professor and the other members of the student's M.A. Advisory Committee the student will prepare a thesis proposal. Normally the proposal should be submitted no later than the third semester. See the Appendix for more detailed guidelines regarding the thesis proposal.

Upon approval of the proposal by the Advisory Committee, the student will prepare a thesis. The thesis is a formal research paper normally about 50 pages in length. It may be an expansion of a research paper prepared by the student for a course. The thesis should not emphasize topics that only peripherally demonstrate the student's linguistic abilities, or topics that involve mechanical skills such as segmentation or classification. The thesis should demonstrate the student's knowledge of linguistic theory and ability to deal with problems that arise in the application of linguistic theory. Previous linguistics M.A. theses of the department are available for students' consideration. Students must present a bound copy of the completed thesis to the Department of Linguistics.

Theses and dissertations will be submitted electronically to the Graduate School. Consult the UGA Graduate School Policies and Procedures regarding electronic theses and dissertations.

When the student and major professor agree that the thesis is complete, it must be circulated to the other members of the Advisory Committee at least three weeks before the date of the defense. The defense itself must be scheduled at least one week before the deadline for submission of the completed thesis to the Graduate School prior to graduation.

3. Final examination

The final examination will consist of an oral defense of the thesis, together with an oral examination on the program of study. Students should consult with their committee members and choose an area of linguistics related to the thesis topic and the program of study and be prepared to answer more general questions within this area, in addition to questions that focus more narrowly on the thesis. The combined defense/oral exam will last approximately 90 minutes.

The student's committee will administer and evaluate the examination on the scale High Pass/Pass/Fail. Two passing votes are required to pass the exam.

Students who fail the exam may retake it once, no sooner than two weeks after the first attempt but within one additional semester. Students who fail the exam a second time will be dismissed from the program.

Sample programs of study

As an illustration of how programs of study may be structured, three sample programs combining different areas of specialization are given below. The samples assume a TAship in the second year, which requires students to be registered full-time, and assumes full-time enrollment in the first year as well, so they include more than the minimum 30 hours of coursework required for the degree. (Note that students who are registered full time pay the same tuition for 12-18 hours, and students are strongly encouraged to register for the maximum credit hours, since this more accurately reflects the work expected of graduate students).

Areas of concentration: Phonology and SLA

YEAR 1

Fall Semester

LING 8100 Proseminar (1)
 LING 6021 Phonetics & Phonology (3)
 LING 8150 Syntax (3)
 LING 7005 Apprenticeship (3)
 LING elective [SLA] (3)
 Course for research skills requirement
 or LING 7000 Master's Research (3)

16 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING 6022 Adv. Phonetics & Phonology (3)
 LING 6170 Second Language Acquisition (3)
 LING elective (3)
 LING elective (3)
 LING 7000 Master's Research (3)

16 hours total

YEAR 2

Fall Semester

LING elective [SLA] (3)
 LING 7005 Teaching (3)
 LING 7000 Master's Research (9)
 LING elective (3) or
 LING 7300 Master's Thesis (3)

18 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING elective [Phon] (3)
 LING 7005 Teaching (3)
 LING 7300 Master's Thesis (9)

16 hours total

Areas of concentration: Syntax and Historical Linguistics

YEAR 1

Fall Semester

LING 8100 Proseminar (1)
 LING 6021 Phonetics & Phonology (3)
 LING 8150 Syntax (3)
 LING elective [Historical] (3)
 LING 7005 Apprenticeship (3)
 Course for research skills requirement
 or LING 7000 Master's Research (3)

 16 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING 8160 Adv. Generative Syntax (3)
 LING 6690 Historical Linguistics (3)
 LING elective (3)
 LING elective (3)
 LING 7000 Master's Research (3)

 16 hours total

YEAR 2

Fall Semester

LING elective [Historical] (3)
 LING 7005 Teaching (3)
 LING 7000 Master's Research (9)
 LING elective (3) or
 LING 7300 Master's Thesis (3)

 18 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING elective [Syntax] (3)
 LING 7005 Teaching (3)
 LING 7300 Master's Thesis (9)

 16 hours total
Areas of concentration: Language Variation and Romance linguistics

YEAR 1

Fall Semester

LING 8100 Proseminar (1)
 LING 6021 Phonetics & Phonology (3)
 LING 8150 Syntax (3)
 LING elective [LangVar] (3)
 LING 7005 Apprenticeship (3)
 Course for research skills requirement
 or LING 7000 Master's Research (3)

 16 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING 8160 Adv. Generative Syntax (3)
 LING 6350 ROML Theory (3)
 LING elective [ROML] (3)
 LING elective (3)
 LING 7000 Master's research (3)

 16 hours total

YEAR 2

Fall Semester

LING elective [LangVar] (3)
 LING 7005 Teaching (3)
 LING 7000 Master's Research (9)
 LING elective (3) or
 LING 7300 Master's Thesis (3)

 18 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING elective [ROML] (3)
 LING 7005 Teaching (3)
 LING 7300 Master's Thesis (9)

 16 hours total

Timeline

Second semester:

- Submit Advisory Committee form
- Submit preliminary program of study to Graduate Coordinator

Third Semester:

- Submit thesis proposal to committee
- If thesis involves research using human subjects, submit materials for IRB approval

Fourth/Final Semester:

- End of second full week of classes: Submit Program of Study and Application for Graduation
- No later than March 1 (October 1 for students graduating in fall): Agree on a tentative schedule for submitting a complete draft of your thesis to your committee and a date for your thesis defense. You must submit a complete draft of your thesis to your committee at least three weeks prior to the planned defense date.
- Approximately four weeks prior to graduation: Deadline for submission of complete thesis to the Graduate School for the format check
- Once all committee members have given their approval, you may officially schedule the defense. The defense must be held at least one week prior to the Graduate School deadline for submission of the approval form for the master's thesis and final oral examination.

(See the Graduate School Calendar for exact dates for the current semester, and be sure to reference the MA Thesis Option Guide to Forms and Requirements for more details.)

Non-Thesis Option

Coursework

Students are required to take 33 hours of coursework (11 courses) plus a 1-hour Proseminar in Linguistics (LING 8100, graded S/U, to be taken in the first semester) and at least two hours of Linguistics Colloquium (LING 8101, graded S/U).

Required courses:

- (a) LING 8100 Proseminar (1 hour, S/U, offered Fall semester only)
- (b) LING 6021 Phonetics & Phonology
- (c) LING 8150 Syntax
- (d) One of the following courses (formal linguistic theory):
 - LING 6022 Advanced Phonetics & Phonology
 - LING 6160 Compositional Semantics
 - LING 8120 Morphology
 - LING 8160 Advanced Generative Syntax
 - LING 8170 Seminar in Syntax/Semantics
 - LING 8180 Seminar in Phonetics/Phonology
- (e) One of the following courses (language acquisition, variation, and change):
 - LING 6170 Second Language Acquisition
 - LING 6690 Historical Linguistics
 - LING 6710 Languages in Contact
 - LING 6860 Sociolinguistics
- (f) LING 8101 Linguistics Colloquium (total of 2 hours, S/U, offered Spring semester only)

Students should take all required courses listed in (a)-(e) above during the first year of study, if possible.

Elective courses:

7 elective graduate courses (21 hours, excluding LING 7000, 7005, 7300). A maximum of 6 hours of LING 9010 Directed Readings may be included. Relevant graduate courses that do not carry a LING prefix may be included in the program of study with approval of the Graduate Coordinator and the student's Advisory Committee.

Primary and secondary areas of concentration:

The program of study must include at least three courses (9 hours) in a primary area of concentration and two courses (6 hours) in a secondary area of concentration, to be determined in consultation with the student's advisor and the graduate coordinator. The areas of concentration may include LING 9010 Directed Readings or courses specified in (b)-(e) of the list of required courses, in addition to elective courses.

The program of study must include at least 12 hours of courses open only to graduate students.

Other degree requirements**1. Research skills**

M.A. students must achieve one research skill from the list in the Linguistics Graduate Student Handbook. Courses taken to satisfy this requirement cannot be counted among the courses on the student's Program of Study if they are undergraduate courses.

2. Final Examination

Students will take a written exam, normally in the final (fourth) semester of the program. The candidate will choose two areas related to courses s/he has taken (these will normally correspond to the student's primary and secondary areas of concentration) and will prepare a manageable reading list for each area with the help of the major professor. After the two lists have been approved by the major professor, they will be e-mailed to the other two professors on the student's M.A. Advisory Committee. It is the responsibility of the student to provide the two finalized reading lists to all three professors on her/his committee at least two weeks in advance of the exam.

The exam will normally be a take-home exam and will contain separate sections on each of the two reading lists. The student may refer to items on the reading lists or other published sources when writing the exam. The exam will be given to the student at 5:00 pm on a regular operating day of the university and must be turned in at 8:00 am on the third day following (e.g., from 5:00 pm Friday until 8:00 am Monday). The student will write the exam in a format determined by the Advisory Committee and e-mail it to all committee members by the deadline.

If the committee finds it appropriate, based on the areas covered in the reading lists, they may choose to administer a closed-book exam in lieu of the take-home exam. In this case, the exam will last for three hours. The exam may be written by hand or using a computer, at the discretion of the committee.

Committee members will have two weeks to grade the written exam and will inform the major professor if the student has passed or failed each portion; a two-thirds majority will determine whether the student passes or fails. Once the student has passed both portions of the written examination, a one-hour oral exam will be scheduled.

The oral examination will begin with a defense of the written exam, but thereafter questions may cover any areas included in the student's program of study. The student's overall performance on the oral and written exams together will be evaluated by the committee on a scale of High Pass/Pass/Fail. A two-thirds majority is required to pass.

Students who fail any portion of the exam may retake it once, no sooner than two weeks after the first attempt but within one additional semester. Students who fail the exam a second time will be dismissed from the program.

Timeline

Second semester:

- Submit Advisory Committee form
- Submit preliminary program of study to Graduate Coordinator

Third Semester:

- Prepare reading lists for final examination, in consultation with major professor and other committee members

Fourth/Final Semester:

- End of second full week of classes: Submit Program of Study and Application for Graduation
- No later than March 1 (October 1 for students graduating in fall): Agree on a date for your written exam and a tentative date for your oral examination. You must complete your written exam at least two weeks prior to the planned oral examination date.
- Once the committee determines that the student has passed the written examination, the oral examination can be officially scheduled. The oral examination must be held at least one week prior to the deadline for submitting the MA Non-Thesis Approval form to the Graduate School.

(See the Graduate School Calendar for exact dates for the current semester, and be sure to reference the MA Non-Thesis Option Guide to Forms and Requirements for more details.)

The Ph.D. in Linguistics

The Ph.D. program provides both a broad grounding in linguistics and the opportunity for specialization within the broad areas of formal linguistic theory, second language acquisition, and language variation and change. The programs of study constructed by individual students and their advisory committees focus on two specific fields of concentration within these broader areas. The programs of study also may include courses or research projects in related disciplines such as computer science, philosophy, or in the history or structure of a specific language or languages.

Students must fulfill all requirements of the Graduate School for the Ph.D. degree, including the residence requirement and time limits (see the Graduate Bulletin).

Coursework

The Ph.D. degree requires a minimum of 45 hours of coursework for students who enter with only a bachelor's degree (as described in 1 below) or 30 hours of coursework for students with a relevant M.A. (as described in 2 below).

1. Ph.D. in Linguistics (45 hours)

Students entering the Ph.D. program with a B.A. or B.S. degree will take 45 semester hours of coursework (15 courses) plus a one-hour proseminar (LING 8100, graded S/U, to be taken in the first semester) and at least three hours of Linguistics Colloquium (LING 8101, graded S/U). Any particular course requirement may be waived for students who have had an equivalent course at the graduate level at another university. However, any such waiver will not reduce the total number of courses required for the degree; students will take additional elective courses in place of the courses that would have satisfied any waived requirements.

Required courses:

- (a) LING 8100 Proseminar (1 hour, S/U)
- (b) LING 6021 Phonetics & Phonology

(c) LING 8150 Syntax

(d-e) Two of the following courses (formal linguistic theory):

LING 6022 Advanced Phonetics & Phonology

LING 6160 Compositional Semantics

LING 8120 Morphology

LING 8160 Advanced Generative Syntax

LING 8170 Seminar in Syntax/Semantics

LING 8180 Seminar in Phonetics/Phonology

(f) One of the following courses (language acquisition, variation, and change):

LING 6170 Second Language Acquisition

LING 6690 Historical Linguistics

LING 6710 Languages in Contact

LING 6860 Sociolinguistics

(g) LING 8101 Linguistics Colloquium (total of 3 hours, S/U)

(h) LING 9300 Doctoral Dissertation (3 hours)

Elective courses:

9 elective graduate courses (27 hours, excluding LING 9000, 9005, 9300). A maximum of 12 hours of LING 9010 Directed Readings may be included. Relevant graduate courses that do not carry a LING prefix may be included in the program of study with approval of the Graduate Coordinator and the student's Advisory Committee.

Primary and secondary areas of concentration:

The program of study must include at least four courses (12 hours) in a primary area of concentration and three courses (9 hours) in a secondary area of concentration, to be determined in consultation with the student's advisor and the graduate coordinator. The areas of concentration may include LING 9010 Directed Readings or courses specified in (b)-(f) of the list of required courses, in addition to elective courses.

According to Graduate School policies, the program of study for a student who bypasses the master's degree must contain 4 semester hours of University of Georgia courses open only to graduate students in addition to 16 semester hours of 8000- and 9000-level courses. Doctoral research (9000), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours.

2. Ph.D. in Linguistics (30 hours)

Students who enter with a relevant M.A. degree (including one from UGA) must take at least an additional 30 semester hours (10 courses) plus a one-hour proseminar (LING 8100, graded S/U, to be taken in the first semester, if this was not part of the M.A. program of study) and at least three hours of Linguistics Colloquium (LING 8101, graded S/U). It is expected that students will have already had introductory graduate-level coursework in phonetics, phonology, and syntax as part of their M.A. program of study. Any particular course requirement may be waived for students who have had an equivalent course at the graduate level at another university. However, any such

waiver will not reduce the total number of courses required for the degree; students will take additional elective courses in place of the courses that would have satisfied any waived requirements.

Any student who enters with an M.A. in hand but who cannot meet the following Ph.D. requirements within 30 semester hours will be required to take additional courses beyond 30 semester hours.

Required courses:

(a) LING 8100 Proseminar (1 hour, S/U)

(b) One of the following courses (formal linguistic theory):

LING 6022 Advanced Phonetics & Phonology

LING 6160 Compositional Semantics

LING 8120 Morphology

LING 8160 Advanced Generative Syntax

LING 8170 Seminar in Syntax/Semantics

LING 8180 Seminar in Phonetics/Phonology

(c) One of the following courses (language acquisition, variation, and change):

LING 6170 Second Language Acquisition

LING 6690 Historical Linguistics

LING 6710 Languages in Contact

LING 6860 Sociolinguistics

(d) LING 9300 (3 hours)

(e) LING 8101 Linguistics Colloquium (total of 3 hours, S/U)

Elective courses:

7 elective graduate courses (21 hours, excluding LING 9000, 9005, 9300). A maximum of 12 hours of LING 9010 Directed Readings may be included. Relevant graduate courses that do not carry a LING prefix may be included in the program of study with approval of the Graduate Coordinator and the student's Advisory Committee.

Primary and secondary areas of concentration:

The program of study must include at least four courses (12 hours) in a primary area of concentration and three courses (9 hours) in a secondary area of concentration, to be determined in consultation with the student's advisor and the graduate coordinator. The areas of concentration may include LING 9010 Directed Readings or courses specified in (b)-(c) of the list of required courses, in addition to elective courses.

According to Graduate School policies, the program of study must contain 16 or more hours of 8000- and 9000-level courses in addition to research, dissertation writing, and directed study.

Other degree requirements

1. Research skills requirement

Ph.D. students must achieve two research skills, as described in the Linguistics Graduate Student Handbook. Courses taken to satisfy this requirement cannot be counted among the courses on the student's Program of Study if they are undergraduate courses.

2. Comprehensive examination

The comprehensive examination covers two different areas of linguistics (normally corresponding to the student's primary and secondary areas of concentration) and consists of written and oral components. The written comprehensive may consist of two research papers, two closed-book or take-home exams, or some combination of these. At least one of the two papers or exams should deal with a core area of linguistic theory. The format of the written examination will be determined by the student's Advisory Committee on the basis of the student's areas of concentration. Students who pass the written examination should proceed to the oral portion of the comprehensive within two weeks.

While the written exam format will involve a separate exam for each of the two areas (see below), students following the research paper format may write papers that reflect a combination of their areas of concentration (e.g., sociolinguistics and phonetics, historical linguistics and syntactic theory, etc.). However, the two papers should still indicate breadth of knowledge as well as depth, which could be shown by the use of different research methodologies or by focusing on different languages, for example.

Details specific to the different formats of the exam are given below.

a. Written comprehensive exam

Research paper format:

The first research paper will normally be a revised and expanded version of a paper written for a course (usually no more than 25 pages). The paper should be approved by the major professor then submitted to the other members of the committee. Once the paper has passed, a 30-minute oral defense will normally be scheduled. This unofficial "mini-defense" is not required by the Graduate School; the purpose is to test the student's understanding of the material covered in the paper and to give the student practice for the official oral comprehensive examination. At the discretion of the committee, if the student presents this work in the Linguistics Colloquium or at a conference, the defense of the first paper may be combined with the defense of the second as part of the official oral comprehensive exam.

The second research paper should be more original and more comprehensive than the first and must be of publishable quality (usually at least 25 pages). While it may also be based on a paper written for a course, it should go well beyond the original course paper in depth and/or breadth.

The paper should be approved by the major professor then submitted to the other members of the committee.

Take-home exam format:

The candidate will prepare two reading lists with the help of the major professor. After the two lists have been approved by the major professor, they will be e-mailed to the other two professors on the student's committee. It is the responsibility of the student to provide the two finalized reading lists to all three professors on his/her committee at least two weeks in advance of the exam.

The student will write a separate exam on each reading list, and may refer to items on the reading lists or other published sources. Each exam will be given to the student at 5:00 pm on a regular operating day of the university and must be turned in at 8:00 am on the third day following (e.g., from 5:00 pm Friday until 8:00 am Monday). The student will write the exam in a format determined by the Advisory Committee and e-mail it to all committee members by the deadline. On each exam the student must demonstrate a good understanding of the subject matter and provide a level of detail and quality of argumentation commensurate with the time and resources allowed.

Closed-book exam format:

The candidate will prepare two reading lists with the help of the major professor. After the two lists have been approved by the major professor, they will be e-mailed to the other two professors on the student's committee. It is the responsibility of the student to provide the two finalized reading lists to all three professors on his/her committee at least two weeks in advance of the exam. The student will sit a separate 3-hour examination on each reading list on two different days. The exam may be written by hand or using a computer, at the discretion of the committee. On each exam the student must demonstrate a good understanding of the subject matter and provide a level of detail and quality of argumentation commensurate with the time and resources allowed.

b. Oral comprehensive exam

The oral comprehensive exam lasts for 90 minutes. It will begin with an oral defense of the second research paper (or both the first and second papers, if the separate "mini-defense" of the first paper is waived by the student's committee) or a consideration of the student's performance on the written exams, but after this questions may range over any material on the exam reading lists and/or the student's program of study.

Written and oral exams will be graded on the scale High Pass/Pass/Fail. Two passing votes are required to pass each portion of the exam.

Students who fail any portion of the exam may retake it once, no sooner than two weeks after the first attempt but within one additional semester. Students who fail this portion of the exam a second time will be dismissed from the program.

3. Dissertation prospectus

Within one semester after passing the comprehensive examination, the student should submit, and the Advisory Committee approve, a dissertation prospectus. The prospectus should propose a problem for a doctoral dissertation, ascertain the originality of the idea with reference to the available literature, and demonstrate the availability of means and materials required to solve the problem. The prospectus need not be lengthy, and should not exceed 5,000 words (excluding references). See the Appendix for more detailed instructions regarding the prospectus.

When the student, major professor, and Advisory Committee agree that the prospectus is complete, a copy must be filed with the Department Head. The Department Head will publish for the faculty and students at least once per year a list of dissertation topics currently in progress in the program, along with the names of the students and their Advisory Committees.

4. Dissertation and oral defense

Upon approval of the prospectus by the Advisory Committee, the student will prepare a dissertation. The dissertation is based on original research that makes a significant contribution to knowledge in some area of theoretical and/or applied linguistics. Previous linguistics dissertations of the department are available for students' consideration. Students must present a bound copy of the completed dissertation to the Department.

Theses and dissertations will be submitted electronically to the Graduate School. Consult the UGA Graduate School Policies and Procedures regarding electronic theses and dissertations.

The student will defend the dissertation in an oral examination of approximately 90 minutes, and at most two hours. When the student and major professor agree that the dissertation is complete, it must be circulated to the other members of the Advisory Committee at least three weeks before the date of the defense. The defense itself must be scheduled at least one week before the deadline for submission of the completed thesis to the Graduate School prior to graduation.

Sample programs of study

As an illustration of how programs of study may be structured, two sample programs for the 45-hour Ph.D. combining different areas of specialization are given below. The samples assume a TAsip in the second year and beyond, which requires students to register for a minimum of 12 semester hours each semester, so they include more than the minimum 45 hours required for the degree. (Note that students who are registered full time pay the same tuition for 12-18 hours, and students are strongly encouraged to register for the maximum credit hours, since this more accurately reflects the work expected of graduate students).

Areas of concentration: Phonology and SLA

YEAR 1

Fall Semester

LING 8100 Proseminar (1)
 LING 6021 Phonetics & Phonology (3)
 LING 8150 Syntax (3)
 LING elective [SLA] (3)
 LING 7005 Apprenticeship (3)
 Course for research skills requirement
 or LING 9000 Doctoral Research (3)

 16 hours total

YEAR 2

Fall Semester

LING elective [SLA] (3)
 LING elective [Phon] (3)
 LING elective (3)
 LING 7005 Teaching (3)
 LING 9000 Doctoral Research (6)

 18 hours total

YEAR 3

Fall Semester

LING elective (3)
 LING elective (3)
 LING 7005 Teaching (3)
 LING 9000 Doctoral Research (6)
 LING 9300 Doctoral Dissertation (3)

 18 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING 6022 Adv. Phonetics & Phonology (3)
 LING 6170 Second Language Acquisition (3)
 LING 8160 Advanced Generative Syntax (3)
 LING elective (3)
 Course for research skills requirement
 or LING 9000 Doctoral Research (3)

 16 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING elective [Phon] (3)
 LING electives (6)
 LING 7005 Teaching (3)
 LING 9000 Doctoral Research (3)

 16 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING 7005 Teaching (3)
 LING 9000 Doctoral Research (6)
 LING 9300 Doctoral Dissertation (6)

 16 hours total

Areas of concentration: Syntax and Historical Linguistics

YEAR 1

Fall Semester

LING 8100 Proseminar (1)
 LING 6021 Phonetics & Phonology (3)
 LING 8150 Syntax (3)
 LING elective [Historical] SLA (3)
 LING 7005 Apprenticeship (3)
 Course for research skills requirement
 or LING 9000 Doctoral Research (3)

 16 hours total

YEAR 2

Fall Semester

LING elective [Syntax] (3)
 LING elective [Historical] (3)
 LING elective (3)
 LING 7005 Teaching (3)
 LING 9000 Doctoral Research (6)

 18 hours total

YEAR 3

Fall Semester

LING elective (3)
 LING elective (3)
 LING 7005 Teaching (3)
 LING 9000 Doctoral Research (6)
 LING 9300 Doctoral Dissertation (3)

 18 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING 6022 Adv. Phonetics & Phonology (3)
 LING 6690 Historical Linguistics (3)
 LING 8160 Advanced Generative Syntax (3)
 LING elective (3)
 Course for research skills requirement
 or LING 9000 Doctoral Research (3)

 16 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING elective [Syntax] (3)
 LING electives (6)
 LING 7005 Teaching (3)
 LING 9000 Doctoral Research (3)

 16 hours total

Spring Semester

LING 8101 Colloquium (1)
 LING 7005 Teaching (3)
 LING 9000 Doctoral Research (6)
 LING 9300 Doctoral Dissertation (6)

 16 hours total

Timeline

Second semester:

- Submit Advisory Committee form
- Submit preliminary program of study form

By end of fourth semester (students who enter with a relevant M.A.) or end of sixth semester

- Submit Final Program of Study form
- Complete written and oral comprehensive exams. The final oral comprehensive exam must be formally announced by the Graduate Coordinator at least two weeks in advance.

Fifth semester (students with relevant M.A.) or seventh semester

- Dissertation prospectus
- If thesis involves research using human subjects, submit materials for IRB approval

At least one semester prior to graduation:

- File application for Admission to Candidacy

Semester of graduation:

- End of second full week of classes: Submit Program of Study and Application for Graduation
- No later than March 1 (October 1 for students graduating in fall): Agree on a tentative schedule for submitting a complete draft of your dissertation to your committee and a date for your dissertation defense. You must submit a complete draft of your dissertation to your committee at least three weeks prior to the planned defense date.
- Approximately four weeks prior to graduation: Deadline for submission of complete dissertation to the Graduate School for the format check
- Once all committee members have given their approval, officially schedule the defense; the defense must be formally announced by the Graduate Coordinator at least two weeks prior to the defense date.
- The defense must be held at least one week prior to the Graduate School deadline for submission of the approval form for the doctoral dissertation and final oral examination.

(See the Graduate School Calendar for exact dates for the current semester, and be sure to reference the PhD Guide to Forms and Requirements for more details.)

The Ph.D. dissertation and defense should be completed no later than the fourth semester after a student passes the written and oral comprehensive exams.

Appendix

Guidelines for the M.A. Thesis Proposal/Ph.D. Dissertation Prospectus

1. Students must submit a formal thesis proposal/dissertation prospectus for approval by the Advisory Committee. The M.A. thesis proposal should be submitted in the third semester of study, and Ph.D. dissertation prospectus in the semester following the completion of the written and oral comprehensive examinations. The proposal assures the student and the committee that the contemplated thesis or dissertation is a sound and feasible project.
2. The proposal/prospectus should be addressed to readers with a general, rather than a specific knowledge of the area of the proposed thesis (such as phonology, syntax, semantics, child language acquisition, sociolinguistics). The committee may wish to consult others, inside or outside the UGA program, in determining the soundness and feasibility of a proposed thesis.
3. The proposal/prospectus should include:
 - a. A statement of the topic or problem to be investigated. For example, it may propose to apply a particular linguistic model to some set of relevant data, or it may specify a particular question or questions to be investigated, together with one or more hypotheses to be examined. The proposal should convince readers that the thesis can be expected to be a worthwhile piece of scholarship and that its goals are not too extensive or too vaguely defined to be accomplished in a reasonable amount of time.
 - b. A summary of relevant previous research and scholarship on the topic, showing that the matter involved has not yet been treated in a completely satisfactory way.
 - c. A presentation of the theoretical foundations, sources of data, and methods of analysis to be employed.
 - d. A statement of the nature of expected conclusions and their significance.
 - e. A bibliography.
 - f. A proposed title and preliminary outline of the expected organization of the thesis.
4. The proposal should be formatted according to accepted standards for work in linguistics (e.g. the LSA Style Sheet). Exclusive of bibliography, an M.A. thesis proposal is normally from eight to twelve pages in length; a dissertation prospectus is normally ten to fifteen pages in length (or about 5000 words). Ordinarily the chair of the Advisory Committee will approve a draft of the proposal/prospectus before it is submitted to other members. Copies of the proposal/prospectus will be submitted sufficient for all committee members, plus one for the student's file. After the formal submission of the proposal, the committee may take up to two weeks (during the regular

academic year) to decide whether to (1) accept it as submitted, (2) accept it subject to specified revisions, or (3) reject it.

5. These guidelines are offered as a statement of general policy. In particular cases a committee may, in consultation with the student, change and/or add to them.