

UNIVERSITY OF KANSAS
DEPARTMENT OF LINGUISTICS
GRADUATE STUDENT GUIDE

Date of this Revision: April 2009

1.0 Introduction

1.1 Purpose

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

1.2 Nature

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

2.0 General

2.1 Use in Advising

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

2.2 Student Use of this Document

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

2.3 Changes to this Document

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

3.0 Graduate Advising

3.1 Entering Students

Entering students will at first be assigned an advisor by the Director of Graduate Studies of the Department.

3.2 Selection of an Advisor

Before enrolling for his/her third semester of graduate work, each student should select an advisor who will help the student plan a course of study until an M.A. thesis or Ph.D. advisory committee is formed. The student will ask a faculty member to serve in that capacity and, if that person agrees, will obtain his/her written consent for departmental records. The advisor can be the faculty member initially assigned or any other member of the Linguistics faculty. Students may request a change of advisor at any time, subject to the approval of the Chair of the Department. Frequent changes will be discouraged and an attempt will be made to share the advising responsibility among all the faculty. When a proposed change does not receive approval from the Chair, a student may appeal to the entire Department. The advisor exercises much responsibility in directing a student's program and in interpreting rules.

3.3 Further Committees

3.3.1 The M.A. Thesis Committee

When the student is ready to begin writing a thesis (typically after 3 semesters of coursework), the student should form a thesis committee consisting of a thesis director as chair, and two other readers selected by the student and the thesis director. As soon as the committee is formed, the student should report the membership to the Chair of the Department for official entry in the departmental records. The thesis committee, in addition to supervising the thesis and conducting the M.A. final oral exam (thesis defense), will assume all the functions of an advisor.

3.3.2 The Ph.D. Advisory Committee

In preparation for the Written Preliminary Examination, a student in the Ph.D. program will select a three-member advisory committee appropriate to the major area of specialization he/she has selected.

3.4 Obtaining Exceptions to Regulations

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

3.5 Annual Review of Student Progress toward Degree

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

3.6 Non-Degree Seeking Students

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

4.0 Admissions

4.1 General Procedures

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

4.2 Prerequisites

- 4.2.1 The Graduate Record Exam (GRE) is required of all graduate applicants. (Note: GRE scores are used by Research and Graduate Studies in awarding of Graduate Fellowships.)
- 4.2.2 For the M.A. program, the prerequisites are three (3) hours of Linguistics 700, Introduction to Linguistic Science or its equivalent. Prerequisites for the Ph.D. program include the requirements for the M.A. degree as outlined in 6.1.
- 4.2.3 The foreign language prerequisite for the M.A. program is the ability to read in a foreign language (not English) with a significant linguistic literature. The student's advisor will determine whether or not a particular language is suitable.
- 4.2.4 Courses counted as prerequisites will not count toward the minimum number of hours for the degree.
- 4.2.5 Further prerequisites are detailed below (4.3, 4.4, 6.1.1. and 6.2.1.).

4.3 Admission to the M.A. program.

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

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

- (3) International English Language Testing score of no less than 6.0, with no part of score below 5.5.

4.4 Admission to the Ph.D. program

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

a. *For New Students:*

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

b. *For Students Already in our M.A. Program:*

A student desiring to continue for the doctorate must state that desire in writing and the faculty will decide to accept or reject the request on the basis of the student's previous work in the department. The student's dossier will be circulated just as are the dossiers of students applying from other institutions.

5.0 Degrees Offered

5.1 M.A.

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

5.2 Ph.D.

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

6.0 Descriptions of Programs

The requirements listed below are those in effect for students entering the programs after July 1st, 2006. Students enrolled prior to those dates may at their option, continue under the old regulations or may choose to work under the new regulations (in toto). The department will consider petitions for exceptions to any of the requirements listed in this section (see Section 11).

6.1 M.A. Program

Briefly, the requirements for the Master's degree consist of two prerequisites (6.1.1), thirty-three hours of graduate coursework (6.1.2), and either a Master's thesis and oral defense (6.1.3) or a written comprehensive exam (6.1.4). Students who intend to continue in the Ph.D. program are strongly encouraged to choose the Thesis option.

6.1.1 Prerequisites

- a. Three hours of Linguistics 700, Introduction to Linguistic Science.
- b. The ability to read in a foreign language (not English) with a significant linguistic literature. Proof of the student's ability to read linguistic literature in the specified languages may be demonstrated either by successful completion of the course or courses offered by the language departments or by examination. A current list of authorized examiners is kept in the Department Minutes Book. The student shall be exempt from the exam if he/she has 16 semester hours in the language before entering.

Students who do not meet these prerequisites, but have an undergraduate major in a related field (such as a foreign language, English, speech, anthropology or psychology) may be accepted with the provision that they make up their deficiencies as soon as possible.

6.1.2 Minimum Course Work

1. Thirty-three hours of graduate work including:
 - a. LING 794 Proseminar
 - b. LING 705 Phonetics I
 - c. LING 712 Phonology I
 - d. LING 725 Syntax I
 - e. LING 709 First Language Acquisition
 - OR
 - LING 715 Linguistics and Second Language Acquisition
 - f. LING 735 Psycholinguistics
 - OR
 - LING 738 Introduction to Neurolinguistics
 - g. **One** of the following research methods courses:
 - LING720 Research Methods in Linguistics
 - LING 740 Linguistics Data Processing
 - LING 741 Field Methods in Linguistic Description
 - LING 782 Research Methods in Child Language
2. Twelve hours of electives to be determined by the student and the student's advisor, not to include LING 998 Independent Study. Students must have written permission from their advisory committee to enroll in non-linguistics courses as electives.

6.1.3 Thesis

An M.A. candidate in residence who has begun work on a thesis must enroll for at least one credit hour of LING 899 Master's Thesis each semester (summer session excluded) until the thesis is completed. (Continuing enrollment is a Research and Graduate Studies as well as a Department requirement.) However, no student will be allowed to enroll in LING 899 a second time until a

precis of the thesis topic has been approved in writing by the full membership of a thesis committee (chair plus two additional members).

The precis should consist of at least a page of narrative describing the thesis topic in a general way, and include pertinent references and otherwise demonstrate that the student has carried out a preliminary investigation of the topic.

Three hours of thesis credit (LING 899) may be applied toward the minimum of thirty-three hours for the degree.

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

The final oral is scheduled by the chair of the thesis committee to be given at least two weeks after the complete version of the thesis, typed in proper form, is filed in the department office and the faculty members of the department are notified. When the defense is scheduled, the Graduate Division will be notified of the examination by Do-All.

If within one week after notification a faculty member judges the thesis on file in the department office not to be a complete version, he/she may request a determination by the department as a whole. The faculty will make this determination within five days. If by majority vote the thesis is judged to be a complete defensible version, the oral exam will be given as scheduled. If not, the exam will be rescheduled for a date two weeks after a defensible version is filed in the department office.

Following the defense, the student's performance will be evaluated by the thesis committee and reported by Do-All to the Graduate Division as the outcome of the Master's Examination.

The student and thesis committee together will decide which comments and suggestions made at the oral examination need to be incorporated in the thesis and a final version must be submitted in the format specified by Research and Graduate Studies. Research and Graduate Studies requirements for preparation and submission of final copies of the thesis are available at the College Graduate Division. The Research and Graduate Studies deadline for receipt of the thesis is approximately 2 weeks before the date on which the degree is to be conferred. At present, Research and Graduate Studies requires two unbound copies, the Department requires one bound copy, and it is expected that the student will present one bound copy to the thesis director. The bound copy submitted to the department must have the title and student's name printed on the spine. The department will not certify completion of all degree requirements until it has received the bound copy.

6.1.4 Comprehensive Examination

The M.A. comprehensive examination is given in written form and is taken no later than the semester in which the student is enrolled for his/her thirty-third

hour of course work applicable to the M.A. in Linguistics. Students who wish to take the M.A. examination must indicate their intent to do so six weeks in advance of the exam. Students who subsequently decide not to take the exam must notify the department no later than two weeks before the exam.

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

- (1) Phonetics and phonology
- (2) Syntax
- (3) Acquisition

The M.A. written examination will normally be given on a Saturday morning and each part will last one hour. The examination will be given in one session starting at 9:00 a.m. It should be noted that this is a comprehensive examination. Although some of the faculty may provide students with reading lists of an advisory nature, the Department does not provide an official reading list. Grading of the M.A. Comprehensive will be done on a scale of 1-10, with 6.0 or above constituting a "Pass." A student must pass all parts of the comprehensive exam but if two parts are passed, the student need only take the part failed the next time the exam is offered. In case of failure, the student may retake the exam only once. A student who fails the comprehensive examination must take it the next time it is offered. If a student fails a second time, he/she will not be permitted to continue work for the M.A. Failure to appear for an exam for which the student has enrolled constitutes a failure.

6.2 Ph.D. Program

Briefly, the requirements for the Ph.D. degree consist of the requirements for the M.A. degree (6.2.1), a research skills requirement (6.2.3.1), twenty-four credit hours (6.2.4), a Written Preliminary Examination consisting of two papers and a dissertation proposal (6.2.6.1), an Oral Comprehensive Examination consisting of the oral defense of the two papers and dissertation proposal (6.2.6.2), and a Doctoral Dissertation and its oral defense (6.2.8).

6.2.1 Prerequisites

Prerequisites for the Ph.D. program include the requirements for the M.A. degree as outlined in 6.1. Students with an M.A. in Linguistics from another institution may be required to make up any deficiencies in breadth through additional course work. A student entering the Ph.D. program without courses equivalent to these must take them as soon as they are offered, even if they would conflict with an advanced course for which the student is eligible.

6.2.2 Residence

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

6.2.3 Additional Requirements

Before taking the written Ph.D. examination, a student must fulfill the following requirements:

6.2.3.1. Language Requirement

The MA language requirement: Reading ability in a foreign language (not English) with a significant linguistic literature. Proof of the student's ability to read linguistic literature in the specified languages may be demonstrated either by successful completion of the course or courses offered by the language departments or by examination. A current list of authorized examiners is kept in the Department Minutes Book. The student shall be exempt from the exam if he/she has 16 semester hours in the language before entering.

6.2.3.2. Research Skills Requirement

One of the following courses:

- A course in Statistics with a grade of B or above.
- A course in a computer programming language with a grade of B or above.
- Computational Linguistics (LING 783) with a grade of B or above.

6.2.4 Minimum Course Requirements

Twenty-four credit hours consisting of:

1. Methods requirement: LING 741 Field Methods in Linguistics Description. If already taken for M.A., replace with one of the following:
 - a. LING 720 Research Methods in Linguistics
 - b. LING 740 Linguistics Data Processing
 - c. LING 782 Research Methods in Child Language
2. **Three** of the following second level courses:
 - a. LING 707 Phonetics II
 - b. LING 714 Phonology II
 - c. LING 716 Second Language Acquisition II
 - d. LING 726 Syntax II
 - e. LING 737 Psycholinguistics II
 - f. LING 791 Morphology
 - g. LING 822 Seminar on Acquisition of Language
3. Twelve hours of electives to be determined by the student and the student's advisor. Students must have written permission from their advisory committee to enroll in non-linguistics courses as electives.

6.2.5. Major

Students must identify a major area of specialization and form an advisory committee appropriate to that area by the end of the semester in which they pass the written preliminary examination, described in 6.2.6.1 below. Until then, they are advised by the Director of Graduate Studies or by another individual faculty member of their choice as are students in the M.A. program. The student will consult with the advisory committee and form a list of appropriate courses for the major.

6.2.6 Examinations

6.2.6.1. Written Preliminary Examination

The student writes two papers and a dissertation proposal. Before completion of course work, the student should meet with her/his advisory committee and obtain approval for the paper areas. The papers are developed in close consultation with the student's committee and are only officially submitted after the committee has signed the approval form and placed a copy of the form in the student's folder. These papers should typically be submitted no later than one semester after the student has completed the 24 credit hours mentioned under 6.2.4. The committee will evaluate the adequacy of the student's literature review as well as the quality of the theoretical contribution or research integration. The quality of the papers will be judged on their content and on the basis of their logical coherence and organization. The student's advisory committee will sign a form that certifies when the student's paper meets these standards and place a copy in the student's folder.

6.2.6.2 The Oral Comprehensive

- a. This is the official exam required by Research and Graduate Studies and consists of an oral defense of the two papers and dissertation proposal mentioned in 6.2.6.1. It must be taken within two months (excluding summer) after the student has turned in the three papers.
- b. The exam committee will consist of four members of the faculty of the Department plus the outside member required by Research and Graduate Studies. The student may suggest names for the committee, including the outside member, but the final composition of the committee is determined by the student's advisory committee in consultation with the Chair of the Department. The student or a faculty member may request that the committee membership be reviewed by the entire department.
- c. The student, in consultation with his/her advisory committee, will propose a date for the exam. At least two weeks before the date of the proposed exam, the Chair of the Department or the Director of Graduate Studies will submit a Do-All form to the College Office/Graduate Affairs, officially setting the date for the exam and listing the members of the examination committee. The exam is not confirmed as scheduled until the College Office/Graduate Affairs approves the request for examination. On or before the date that the Do-All is sent to Research and Graduate Studies, the secretary will announce the exam (date, time, place, committee) to all Linguistics faculty by memo, with one copy posted.
- d. The oral exam will typically last two to three hours.
- e. The exam will be conducted by the student's advisory committee. Any member of the Graduate Faculty may attend--and ask questions at the invitation of the chair of the exam--but only the committee of record, including the outside member, shall vote.
- f. A secret ballot shall be taken immediately after the student has been excused from the examination room. For this first ballot, the members may write: "Pass," "Fail," or "Discuss." If the result is unanimously pass or fail, there may be a short discussion of matters to be brought to the attention of the student, but the student will be

recalled as soon as possible and informed of the decision. If the result of the first ballot is not unanimous, there will be discussion. When the chair of the committee feels that there has been sufficient discussion, (his/her decision may be challenged and overruled by a majority vote) he/she will call for a second secret ballot, in which a majority shall decide the outcome. In the second ballot, only "Pass" or "Fail" may be written on the ballots.

- g. A student who fails the oral exam will take it again at a time determined by the exam committee, in consultation with the student. A student will not be permitted to take the oral exam more than three times.
- h. Upon passing the oral comprehensive, the student becomes officially a "Ph.D. candidate."

6.2.7 Post-Comprehensive Enrollment

After passing the comprehensive oral examination the candidate must be continuously enrolled--including summer sessions--until the degree is completed; each enrollment shall reflect as accurately as possible the candidate's demands on faculty time and University facilities. During this time, until the degree is completed or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate shall enroll for a minimum of 6 hours a semester and 3 hours a summer session. (Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed.) If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate shall continue to enroll each semester and each summer session until the final oral examination has been passed; the number of hours of each enrollment shall be determined by the candidate's adviser and must as accurately as possible reflect the candidate's demands on faculty time and University facilities.

6.2.8 The Doctoral Dissertation

a. *Committee*

The dissertation committee (three members) is normally proposed by the student in consultation with his/her dissertation director before or soon after the oral comprehensive. At least two members of the committee shall be members of the Department of Linguistics. There is no necessary connection between the student's adviser (who ceases to serve in that capacity after the student has successfully completed the oral comprehensive) and the dissertation committee. The names of the committee members are sent to Research and Graduate Studies on the Do-All form after the oral comprehensive has been passed. When the committee names are reported on the Do-All form, Research and Graduate Studies will verify that all members are eligible, but the student and committee chair should also check that each member is authorized to serve on a dissertation committee. This process must be completed before the student will be allowed to enroll in LING 999 for a second time. Any changes in committee membership must also be reported to the faculty. Such changes must be approved in writing by all old and new committee members and by the student. If any one of the principals is not satisfied with the changes, the case will be decided by a

majority vote of the graduate faculty of the department. The Do-All will be sent after the faculty members of the Department have been informed and, if necessary, have reviewed the changes. After the dissertation is in substantially final form, no such changes will be approved except under extraordinary circumstances.

b. *Procedure*

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

c. *Defense*

When at least two members of the committee including the director have given approval in writing for defense of the dissertation (all three members must indicate approval or disapproval in writing), an oral defense committee will be formed consisting of the three-person dissertation committee, one more member from the Linguistics Department, and one member from another department, assigned by the dissertation director, in consultation with the student and the Chair of the Department. If it seems advisable to substitute one or more members from outside the department for Linguistics Department faculty, the dissertation director will notify the faculty of the proposed committee membership and if no objection is received within two weeks, a Do-All form will be submitted, listing the members of the committee, title of dissertation and proposed date (see the next paragraph for further details concerning submission of the Do-All). If there is an objection, the faculty of the department will decide the committee membership by majority vote before the Do-All is submitted. As soon as possible, complete unbound copies of the dissertation, in the format required by Research and Graduate Studies, will be made available to the additional three readers, one copy will be placed on file in the department office, and the faculty members of the department will be notified. After these copies have been made available, a proposed date for the exam will be set by the dissertation director in consultation with others involved and a Do-All form will be submitted, listing the members of the committee, title of the dissertation, and proposed date. The exam is not officially set until the Do-All has been approved by Research and Graduate Studies. If within one week after notification a faculty member judges the dissertation on file in the department office not to be a complete copy, he/she may request a determination by the department as a whole. The faculty will

make this determination within five days. If by majority vote the dissertation is judged to be complete, the defense will be given as scheduled. If not, the defense will be rescheduled for a date two weeks after a final, complete version is filed in the department office. The defense will normally last one to one and one-half hours. It is open to all members of the Graduate Faculty and to the public. The student will be asked first to summarize his/her thesis and evidence, and then will be questioned by the committee. Vote will be by the committee of record and will be taken immediately after the exam by secret ballot (see procedure under Oral Comprehensive Exam, Section 6.2.6.2f).

d. *Disposition of Final Copies*

The Research and Graduate Studies requirements for preparation and submission of final copies of the dissertation are available at the College Office, Graduate Affairs, and are available online at <http://www.graduate.ku.edu/~etd/>. The Research and Graduate Studies deadline for receipt of the dissertation is approximately 2 weeks before the date on which the degree is to be conferred. The department will not certify completion of requirements until a bound copy has been received. At present, the Graduate School requires electronic submission of the dissertation, the Department requires one bound copy, and it is expected that the student will present one bound copy to the dissertation director. The bound copy submitted to the department must have the title and student's name printed on the spine.

e. *Dissertation Grades*

Graduate students should note that the grade of "P", which is normally assigned (for "participation") for each Linguistics 999 enrollment until the semester in which the dissertation is completed successfully and defended, will remain on the transcript for all enrollments except the last one. Any student who would prefer a regular grade (A,B,C,D,F) in a given semester should discuss the matter with his/her dissertation director early in the semester.

7.0 Written Work

7.1 General

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

7.2 Plagiarism

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

Plagiarism is academic misconduct and is a violation of rules and regulations of the University of Kansas. Penalties for academic misconduct range from failure of the assignment to expulsion from the University. The KU Writing Center provides guidance

on academic integrity, incorporating and properly citing reference sources, and how to avoid plagiarism.

7.3 Class Papers

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

8.0 Student Files

8.1 Responsibility

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

8.2 Contents

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

8.3 Access

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

8.4 Release

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

8.5 Checklist

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

9.0 Program Changes

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

10.0 Grievance Procedures

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

11.0 Petition Procedures

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

12.0 Do-All Forms

12.1 Purpose

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

12.2 Authorized Signatures

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

13.0 Procedure in Maintaining Checklists for Graduate Students

13.1 Copies

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

13.2 Entries

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

14.0 Other Policies Affecting Graduate Students

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

14.1 Appointment of Teaching Assistants

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

a. Criteria

- (1) Teaching Assistants for undergraduate Linguistics courses will be selected on the basis of the following criteria:
- (2) It is strongly recommended that all candidates for TAships, by the end of the semester in which the selections are made, have successfully completed a minimum of one graduate-level course in each of the following areas: a) Phonetics, b) Phonology, c) Syntax, d) First or Second Language Acquisition, e) Psycho- or Neurolinguistics.
- (3) Academic excellence is essential. Grade point average in Linguistics work taken at the University of Kansas will be an important consideration. GPA in related fields may also be taken into account.
- (4) The TA Selection Committee will normally prefer students who have been admitted to the Ph.D. program by the deadline for application, and other things being equal, seniority in the graduate program may be considered.
- (5) Evidence of quality in prior teaching experience will be considered. Candidates should document relevant experience if they wish it to be taken into consideration by the TA Selection Committee. Documentation may take the form of teaching evaluations from any pertinent source (AEC, secondary school(s), other universities or departments, etc.) and/or of letters of recommendation from instructors or others who are familiar with the applicant's teaching. It is recognized that many applicants will not have had prior teaching experience. Demonstrated ability to organize and present material before a group is important, however. Useful experience can include course and seminar presentations in the Department as well as conference presentations and Linguistics Colloquies.
- (6) The KU Honors Fellowships require a commitment from the Department to support the fellowship holder with an assistantship in the second and third years of the fellowship. To meet this commitment, priority will be given to holders of these fellowships in their second and third years.
- (7) Within the constraints of 14.1 above, the committee will attempt to ensure that all students who pass the Ph.D. Written Preliminary Examination without having taught a Linguistics course, and who desire to teach, have the opportunity to do so for at least one semester.

b. Limits on Appointments

- (1) No student may hold a TA-ship for undergraduate Linguistics courses for more than six semesters, summers excluded, or for a total of 2.5 FTE, whichever comes first.

- (2) No student may hold a TA-ship the term of which begins in a semester after the one in which the student has successfully defended his/her dissertation.

c. *Procedures*

- (1) Completed applications are due by the following dates:

for academic year, fall semester or summer session	31 March
for spring semester only	31 October

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

14.2 Linguistics Graduate Student Association (LGSA)

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

- a. Maintenance of a small library: maintaining books purchased with student activity fee allocations, and student papers placed in the collection on the recommendation of a member of the faculty.
- b. Production of the Kansas Working Papers in Linguistics, an annual volume containing original research papers by graduate students and faculty.

14.3 Student Representatives to the Department

a. *Linguistics Students Association*

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

- (1) Students shall participate in discussion of and vote on departmental policies and planning (e.g., proposals of new courses and revisions of existing courses,

formulation of degree requirements, preparation of reading lists, processing reports and requests for information, and recruitment of new faculty).

- (2) Students shall not participate in discussion of matters pertaining to personnel and evaluations (e.g., selection and appointment of faculty committees or representatives, graduate admissions, M.A. and Ph.D. examination preparation and evaluation, recommendations for student awards and fellowships, budget matters), and other related matters as determined by the Chair.
 - (3) Student opinion shall be solicited on such matters as promotion and tenure recommendations, and preparation of class schedules, but only faculty shall vote on them.
 - (4) In the case of student petitions, the student representatives may be present for the discussion if they so desire, but they shall not participate in the voting.
- b. *Scheduling Separate Meetings*
 Agenda of meetings should be planned so that student representatives may be present for an entire meeting or not at all. However, if circumstances require a mixed meeting, the first part will take up those matters in which the student participation is expected and authorized, and the latter part will take up those matters restricted to faculty participation.
- c. *Responsibilities*
 Student representatives will have the same responsibility as faculty members to attend and participate in meetings regularly. They are expected to be true representatives of the students in Linguistics.

14.4 Linguistics Awards

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

- (1) *The Frances Ingemann Linguistics Scholarship* is awarded annually to an outstanding graduate student in Linguistics. The amount of the award is determined by the Department each spring prior to the announcement of the competition. Persons interested in increasing the award are invited to send contributions designated for this award to the Endowment Association. To be eligible for the award, the student must be in residence and enroll in a minimum of 6 credit hours in Linguistics or linguistic-related courses (approved by the student's adviser) each semester. Students with other fellowships providing over \$7000 of their support are not eligible but those who have teaching assistantships or who are otherwise working to pay their expenses may compete.
- (2) *The Linguistics Honors Fellowship* (consisting of a one-year membership in the Linguistic Society of America) will be made to an outstanding student in the department. Both graduate and undergraduate majors may compete for the award regardless of financial need, except that recipients of the Frances Ingemann Linguistics Scholarship will not be eligible in the year in which they are awarded the scholarship.

15.0 Access to Department Facilities

15.1 Keys

Only teaching assistants and research assistants will be given keys to department offices, and only to those offices to be used in the performance of their duties.

Exceptions may be requested by written petition to the Chair of the Department. Keys to the departmental labs may be obtained with verbal consent from each lab supervisor.

15.2 Library

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

15.3 Analog and Digital Recorders

Students may borrow recorders to complete class assignments, but there are strict rules to be followed: see the secretary for current procedures and for time limits.

15.4 Tapes

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

15.5 Computers

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

16.0 Linguistics Colloquy

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