

ADMINISTRATIVE

MANUAL

**Department
of
Spanish
and
Portuguese**

Indiana University, Bloomington

2023-2024

Updated 8/29/2023

700. GRADUATE STUDIES

- 701. DIRECTOR OF GRADUATE STUDIES.** The Director of Graduate Studies is in charge of the Spanish and Portuguese graduate programs, including graduate admissions, College fellowships, advising, and AIships (except that appointments of AIships are made by the Chair in consultation with the Director of Graduate Studies and the Director of Basic Language Program).
- 702. ADMISSIONS, FELLOWSHIPS, AND ASSOCIATE INSTRUCTORSHIPS.** Information concerning Admissions, Fellowships, and AIships may be obtained from the Director of Graduate Studies or the Graduate Services Coordinator. They will provide application forms and departmental brochures. The Graduate School Bulletin, which contains important information regarding procedures for processing applications, may be accessed here: <https://graduate.indiana.edu/academics-research/bulletin.html>. Application materials may also be secured from the Indiana University web site.
- 702.1 DIRECT ADMIT TO PH.D. FOR HISPANIC LITERATURES PROGRAM**
- Applicants with a BA only in Spanish (or equivalent) may apply to the MA *or* the Ph.D. program in Hispanic Literatures. If admitted directly to the Ph.D. program, BA-only students still need to complete all of the current MA requirements during the first two years, including passing the fourth-semester preliminary exam, before they can go on to take doctoral level coursework. Applicants who apply and are admitted to the MA program may reapply to the Ph.D. program in their fourth semester.
 - Second year review: The graduate admissions committee will be charged with reviewing all second-year direct-admit students after the MA exam (in consultation with the MA exam committee) and prior to their beginning doctoral coursework.
 - The MA exam committees have three options for grading exams:
 - Pass with endorsement: Student recommended to continue in the Ph.D. program.
 - Pass: Student receives Masters but not recommended to continue in the Ph.D. program.
 - No pass: Student does not receive Masters and does not go on to Ph.D.; per Graduate School guidelines student is given opportunity to retake the exam the following semester.
- 703. ASSOCIATE INSTRUCTORS.** Associate Instructors (= AIs) are engaged in graduate study in the department and also teach part-time in the department. §1200 is devoted to AIs.
- 703.1 GRADUATE STUDENT ADVISORY COMMITTEE.** The department recognizes the value of the cooperation of the graduate students in matters affecting their education. Such cooperation shall be organized through the Graduate Student Advisory Committee (GSAC).
- 703.2 MEMBERSHIP AND ELECTIONS.** The GSAC shall consist of seven currently enrolled students in the department, ideally representing each of the department's programs (Spanish and Portuguese, Literature and Linguistics, M.A. and Ph.D.). Representatives will be selected during the spring semester each year to serve for the following academic year. The terms of up to two of the current GSAC members will be renewed for a second year via GSAC vote. Nominations for the non-renewed positions will be open for one week approximately one month before the end of the spring semester. The entire graduate-student body will be notified in writing of the dates of nomination. Self-nominations will be accepted. If more than five students are nominated, elections will be held immediately following nominations by written ballot. The five candidates with the most votes will be declared winners, with two alternates from the remaining nominees. In the case that fewer than two current GSAC members volunteer to stay on the committee for a second term, then the top six or seven nominees will be declared winners. Alternates may attend regularly scheduled meetings but may not vote, unless they are acting as designated substitutes for an elected member. Any vacancies occurring shall be filled by an alternate.
- 703.3 ATTENDANCE.** GSAC will hold regular meetings at least once a month during the fall and spring semesters of the academic year. Regular meetings will be scheduled at the beginning of each semester at a time that is agreed upon by all members. Additional meetings may be called by the GSAC Chair if

needed. Attendance at meetings is required of all members or a designated alternate. Any committee member who is absent from more than three regular meetings during the academic year will be considered negligent of his/her duties and will be asked to resign. Attendance at regular meetings is limited to committee members and alternates.

- 703.4 FUNCTIONS OF THE GSAC.** (1) To listen to the needs of graduate students; (2) to serve as a liaison between the graduate students and the faculty; (3) to coordinate various activities within the department.
- 703.5 DUTIES OF THE GSAC.** (1) to elect a committee chair; (2) to designate one or more students from the GSAC to represent the full membership before the Chair of the department and the Director of Graduate Studies. This representative or these representatives may be the GSAC Chair or a committee selected by the Chair; (3) to send a representative of GSAC to faculty meetings provided there is no conflict of interest as determined by the chair (See Section 303. Faculty Meetings); (4) to assist in assigning graduate students to Department committees when asked by the Department Chair; (5) to communicate with new and prospective graduate students; (6) to submit pertinent information to the Director of Graduate Studies; (7) to plan social activities such as the coffee hour; (8) to distribute GSAC minutes to all graduate students after each meeting; (9) to post an agenda one week before regular meetings; (10) to hold a general graduate student meeting at the start of the academic year, ideally during the first week of classes; and (11) to organize the luncheon for examinees taking the Master's Exam during the fall and/or spring semester(s).
- 703.6 MEMBERS OF THE GSAC.** Once the Chair has been elected, the following roles and duties must also be fulfilled: (a) the secretary will take notes during the meeting and send minutes to the spangrad list; (b) the treasurer will administer the GSAC's monetary funds; (c) and (d) up to two members will be in charge of maintaining the majordomo lists of the GSAC (see 307.7), which are open to graduate students only: spangrad (official announcements) and espanspam (unofficial announcements). At the discretion of the Chair of the GSAC, any role and duty may be shared by more than one member, or assigned to a different member from one semester to the next.
- 703.7 E-MAIL LIST OF THE GSAC.** The owner of espanspam will update the list of subscribed members and inform the latter of the intended purpose of the list at the beginning of the fall semester. Other lists created by graduate students in the Department, whose interests may not be served by the GSAC's list, will be the exclusive responsibility of their respective owners.
- 704. HISPANIC & LUSOPHONE LINGUISTICS SOCIETY (HILLS).**
All students in Spanish Linguistics will automatically be members of HiLLS. Members can participate to the extent that they wish. The activities of HiLLS may include: Organizing workshops; organizing a peer review process for future publications and conference abstracts; organizing reading groups; inviting speakers to campus; collaborating with Hispanic Linguistics faculty to maintain the Oncourse site for Spanish Linguistics; organizing a welcoming mixer for new and veteran students and faculty at the beginning of each academic year; serving as a liaison between Spanish Linguistics and student organizations pertaining to linguistics in other departments; assist as requested by faculty to organize and maintain the technology available to graduate students (such as voice recorders); and maintaining an IU Hispanic Linguistics blog.
- 705.1 TRANSFER OF GRADUATE CREDIT.** At most reputable graduate schools, including other CIC schools, the transfer of graduate credits is extremely restricted compared to policies at the undergraduate level. All candidates for graduate degrees must complete at least 30 hours of graduate work while enrolled on campuses of Indiana University (See Graduate Bulletin under "residency requirements"). The Department accepts transfer credits under the conditions listed below, but students must secure permission from the Director of Graduate Studies at least two months before the awarding of the degree. This will permit adequate consultation with the appropriate degree advisory committee or the graduate faculty.

705.2 TRANSFER OF MASTERS CREDIT. Candidates for the M.A. degree may transfer up to 8 hours of graduate credit from other institutions.

705.3 TRANSFER OF DOCTORAL CREDIT. Candidates for the Ph.D. degree may transfer up to 30 hours of graduate credit from other institutions. This coursework is normally completed by an outside M.A. degree; however, when less than 30 hours are transferred from the M.A., further outside coursework may be transferred while pursuing a Ph.D. at IU. This coursework, however, will only be accepted if the course taken is not available at IU.

When a student has received the M.A. degree from another institution, acceptance of the graduate transfer credits remains in abeyance until s/he has been admitted to the Ph.D. program. At this time, the Director of Graduate Studies will recommend to the College of Arts and Sciences which credits to accept for a Master's degree toward the 90 hours for the Ph.D. All transferred credit must be in Spanish or in one of the minor fields. The Ph.D. degree is built on an M.A. degree in Spanish, not in another discipline.

While 30 hours in residence is the minimum number required for a graduate degree from IU, the Department normally expects that the student with only the B.A. degree will complete the entire 90 required hours, including the thesis, at IU. Exceptions will be carefully considered by the Director of Graduate Studies in consultation with the Chair. A student beginning a Ph.D. at IU with an M.A. from elsewhere is expected to complete the entire 60 hours (or sufficient acceptable hours in the major and minor to total 60), including the dissertation, at IU. A Ph.D. dissertation is usually evaluated at or around 30 hours.

705.4 GRADUATE CREDIT FROM OTHER CAMPUSES. Each year other IU campuses offer courses which may be credited toward graduate degrees. It is the policy of the Department that 20 hours must be taken in residence in Bloomington for the M.A. The remaining credits may be transferred from other IU campuses. Please check the Graduate School Bulletin regarding validation.

705.5 CREDIT FROM FOREIGN UNIVERSITIES. Transfer work at the graduate level from foreign institutions, whether done independently or in a program sponsored by an American institution, is not applicable to a degree at IU. A student may well profit from such work but should not expect it to be applied to a degree. The only exceptions will be in programs in which IU may directly participate.

705.6 CIC TRAVELING SCHOLARS. Graduate credit at other CIC institutions may be earned under the regulations governing the CIC Traveling Scholar Program. A description of the program may be obtained from the Graduate School.

706. GRADES OF INCOMPLETE. As a general rule, the Department does not approve of Incompletes for graduate students. No graduate student will be allowed to have more than one Incomplete in any semester or to carry an Incomplete for more than one semester. Violations of this policy will place in jeopardy the student's AIship and academic standing. See also Section 815.

NOTE: According to Graduate School regulations, requests for extensions for grades of Incomplete are to be approved by the Director of Graduate Studies. Petitions must state the reason for the request and be signed by the course instructor. Approval should be expected only in the most unusual cases.

707. PASS-FAIL: ELIGIBILITY AND PROCEDURES.

A. Standing:

GPA of 3.00 or better. No more than 4 hours of Incomplete on the record (save Ph.D. reading courses). Not applicable to students transferring from one department to another until at least one year's work has been completed in the new department.

B. Authorization

Written consent of the student's advisor or departmental Chair, the course instructor, and the Dean of the Graduate School, in that order.

C. Areas:

(1) Pass-Fail courses must lie outside the major and minor areas, except that the student who has already accumulated hours sufficient for an approved outside minor in a particular area may enroll in further courses on a pass-fail basis; (2) P/F courses will not fulfill the Graduate School language or skill requirements, except that advanced courses taken in these areas will count once such requirements have been formally passed.

D. Enrollment:

P/F Option must be indicated at regular registration and cannot be changed after Drop & Add. Withdrawals from P/F courses follow the normal conditions specified by the Graduate School.

E. Grades and Credits:

Grades of S earn full credit but they do not affect the GPA. Grades of F, on the other hand, are computed in the GPA, and no credit is given. No maximum number of hours has been set for the P/F, but a student wanting to elect more than one option per semester should submit a written explanation when requesting authorization.

- 708. WITHDRAWALS.** Withdrawals prior to the “Last Day to Drop a Course with an Automatic ‘W’” (see official calendar each semester) are automatically marked ‘W’ (from Graduate Bulletin). University regulations permit withdrawal after this date only with the approval of the dean and for reasons of health or serious distress. In all such cases, the student must submit a request for late withdrawal to the graduate advisor or the Chair. If the request is supported by the course instructor, the graduate advisor and the Chair, it can be forwarded to the dean of the Graduate School with an accompanying statement of the reasons for the request. If approved and the work completed up to the point of withdrawal is passing, the student's grade is ‘W’; otherwise a grade of ‘F’ is recorded. Failure to complete a course without an authorized withdrawal will result in an ‘F’.
- 709. TRANSFER OF DEPARTMENT WITHIN THE GRADUATE SCHOOL.** A student who has been admitted to pursue work in one department and who wishes to apply for admission to another department must fill out: a) a complete Graduate School application; b) an Application for Transfer of Department and submit it to the new department (in duplicate). The student will request that three professors at IU who know his or her work write letters of reference to the new department. The student should also have the Registrar send a copy of the IU transcripts from other schools to the new department.
- 710. G901.** Students who have accumulated over 90 hours and have completed all course work are eligible to enroll in G901 credit hours at a flat fee rate of \$150 per semester. Permission must be obtained in order to register for G901. The College of Arts and Sciences allows a maximum of only 6 semesters of G901; students continuing beyond that will have to enroll in S805 at the higher credit hour tuition rate.
- 711. GRADUATE ADVISING.** Doctoral students are expected to choose a tenured/tenure track faculty mentor at the end of their first year of coursework. Students must formally invite the faculty member to serve as mentor and receive an acceptance for the mentor relation to be approved.
- 712. GRADUATE READING PROFICIENCY IN CATALAN, PORTUGUESE AND SPANISH.** Please consult <https://spanport.indiana.edu/student-portal/graduate/language-proficiency/index.html> for up to date requirements for both departmental and non-departmental graduate students.
- 713. GUIDELINES FOR ADVISOR-GRADUATE STUDENT INTERACTIONS IN THE COLLEGE OF ARTS AND SCIENCES.** The success of every graduate student in the College of Arts and Sciences depends in part upon the role of the student’s advisor. Whether they work together in a lab or a research team, meet in a seminar, or consult periodically in office hours or online, the advisor and the student together establish a plan for the

graduate student's research, work to identify and remove obstacles to success, and ensure that the student has opportunities to develop professional experience. Most of these interactions take place outside the classroom, often in informal interactions. To ensure that these interactions are as productive as possible, the College offers these guidelines.

These guidelines embody many of the best practices used by other institutions and professional societies. They are intended to provide principles for establishing an effective and productive advisor-student relationship that relies on trust, courtesy, clear communications, and shared expectations. These College guidelines provide a general framework for interactions; departments and programs are expected to establish and document more detailed implementation in departmental handbooks and procedures. These guidelines supplement the IU Student Code, which addresses primarily formal academic matters, by attending to the faculty's role in the student's research process.

Faculty Research Advisors should:

- promote an environment that is intellectually stimulating and free of harassment;
- be supportive, equitable, accessible, encouraging, and respectful;
- recognize and respect the cultural backgrounds of students;
- be sensitive to the power imbalance in the student–advisor relationship;
- set clear expectations and goals for students regarding their academic performance, research activities and progress;
- discuss policies and expectations for work, either as teaching assistants or research assistants, including work hours, vacation time, and health contingencies;
- meet regularly and often with students to provide clear feedback on research activities, performance, and progress;
- promote and manage productive and collaborative relationships for students working in large research groups and collaborations;
- provide students with training and oversight in all relevant aspects of research, including the design of research projects, the development of necessary skills, and the use of rigorous research techniques or procedures;
- provide and discuss clear criteria for authorship at the beginning of all collaborative projects;
- encourage participation in professional meetings and try to secure funding for such activities;
- ensure students receive training in the skills needed for a successful career in their discipline, including oral and written communication and grant preparation as appropriate;
- acknowledge that some students will pursue careers outside of academia and/or outside their research discipline and assist them in achieving their chosen career goals;
- be a role model by acting in an ethical, professional, and courteous manner toward other students, staff, and faculty.

Graduate Students should:

- recognize that they bear the primary responsibility for the successful completion of their degree;
- complete all tasks assigned by the department, including teaching, grading, and other assistantship responsibilities;
- know the policies governing graduate studies in the department and the graduate school and take responsibility for meeting departmental and graduate school deadlines;
- be proactive in communicating with the advisor and research committee;
- recognize that in addition to their role as a student, they have rights and responsibilities as employees of the university, and expect that these are clearly conveyed to them;
- clearly communicate with their advisor(s) regarding their career preferences;
- be proactive about improving their research skills, including written and oral presentation skills;
- seek and be provided mentoring and support resources beyond their faculty advisor(s), including other faculty members and peers;
- inform faculty advisors of potential and/or existing conflicts and work toward their resolution, following departmental guidelines;

- obtain outside help from ombudsmen, graduate chairs, or other faculty if conflicts arise with their advisor;
- be aware that if they feel compelled to change advisors or research direction, they have options and should consult with their advisor, other mentors, or department officers, recognizing that such options may include changing programs;
- always act in an ethical, professional, and courteous manner toward other students, staff, and faculty.

Departments and Programs will:

- provide students with up-to-date information that includes policies, practices, resources, degree requirements, and expectations for progress;
- assist students with selection of their advisors as needed, providing general guidance on expectations for effective mentoring;
- ensure that all students have a faculty member with responsibility for advising them;
- proactively monitor graduate student progress toward their degrees and professional development, including mentoring meetings, committee meetings, exam completions, and other benchmarks toward the degree. Annual meetings should provide an opportunity to examine the effectiveness of the student-advisor relationship and offer advice on ways to address any issues arising;
- provide students and faculty with contacts, resources, and a clear process for potential conflict resolution (e.g., ombudsperson, director of graduate studies, or department head). Interdisciplinary programs are responsible for coordinating among the home departments of faculty and students;
- assist students who wish to change advisors or research groups in identifying new advisors within the department or program who are receptive to accepting the student, and advising the student on options should no placement be found;
- provide appropriate infrastructure to allow students to complete their education and research in a timely and productive manner;
- provide opportunities for professional development that will be relevant to students seeking careers outside academia and/or their research discipline;
- incorporate these guidelines and recommendations into their departmental policies or handbooks and actively promote their observance.

800. GRADUATE PROGRAMS

M.A. Degree

- 801. GENERAL.** The requirements for all of the graduate degrees (M.A. and Ph.D.) are stated in the University Graduate School Bulletin (under “Academic Regulations” and “General Requirements for Advanced Degree” and under the Department entry for each degree). The Department must follow University Graduate School guidelines.
- 802. 400-LEVEL COURSES.** MA students may not take 400-level courses in the Department for graduate credit.
- 803. ADDITIONAL LANGUAGE PROFICIENCY REQUIREMENT.** M.A. students must demonstrate proficiency in one additional language. Consult the University Graduate School Bulletin for language requirement guidelines. For departmental languages, see <https://spanport.indiana.edu/student-portal/graduate/index.html>.
- 804. REVALIDATION.** Normally, a course may not be counted towards the Master’s degree requirements if it has been completed more than five years prior to the awarding of the degree. See the University Graduate School Bulletin for details.

805. EXAMINATIONS. At the beginning of each semester, the Graduate Studies Office announces the deadlines and procedures for applying for the M.A. exams. Students taking an exam are to file an application in the Graduate Studies Office no later than 45 days in advance of the exam date. Written examinations in Hispanic literature, Portuguese, and linguistics will be given on **ONE DATE ONLY** each fall and spring. The exam(s) will be held the first Friday of November or the second Friday of February.

See individual program information for the format of each written M.A. exam; if the written warrants, there is a one-hour oral examination. The oral examination must be completed within 14 days of the written exam. Students may consult copies of previous M.A. exams through the Graduate Studies Office. The oral exam may be conducted in English, Spanish, or Portuguese at the discretion of the committee. It is the responsibility of the Chair of the student's examining committee to contact the other members of the committee to schedule the oral exam and to notify the Graduate Studies Office.

Degree requirements should be completed within two years from start of degree. M.A. final examinations should be completed by the last semester of coursework (semester 4).

MA exam committees evaluate whether the student should be admitted to the Ph.D. program.

806. REPEATED EXAMINATIONS. The decision whether a student needs to retake an exam or part of an exam rests with the examining committee. For Hispanic Linguistics, please see section 1000. At the discretion of the MA exam committee a student who fails a portion of the exam may be given the alternative of retaking said portion on the first business day of April with the possibility that, if they pass, they may be accepted to the Ph.D. program and given an AIship.

806.1 APPEALING EXAM GRADES. Any student who wishes to contest an exam grade should first discuss his or her concerns with the exam committee or committee chair. If the disagreement cannot be resolved, the student has the option of pursuing the concerns further in this order: program director; DGS; Department Chair; Associate Dean of the College Graduate Office.

807. S803, P803, C803 READING COURSES (cr. arr.). Only students who already hold the M.A. may enroll in an 803. See section 815 for more information.

808. STYLE AND LANGUAGE OF PAPERS AND THESES. Hispanic Literatures and Portuguese students should use the *MLA Handbook* guidelines in preparation of papers and theses in the Department. For theses in Hispanic Linguistics, students should use the LSA style sheet or the APA manual, depending on the advisor's recommendation.

Ph.D. Degree

809. GENERAL. Any student who wishes to study for the Ph.D. with a major in Spanish or Portuguese must be approved by the Graduate Admissions Committee. Completion of an M.A. in the Department does not in itself qualify for admission.

The requirements for the Ph.D. are stated in the University Graduate School Bulletin (under "Academic Regulations" and "General Requirements for Advanced Degree" and under the Department entry for each degree). The Department must follow University Graduate School guidelines.

810. SELECTION. Departmental M.A. students who wish to continue beyond the M.A. must apply to the Ph.D. program through the following internal process. The application will include: (1) A cover letter requesting admission; (2) a statement of purpose describing the student's specific research interests and academic goals for doctoral study; and (3) a writing sample. The application must be submitted to the

Graduate Office by the same deadline as that for prospective students from outside the university. The Graduate Admissions Committee will review these internal applications, consulting with other faculty members and the students' dossiers as needed. Students who are admitted to the Ph.D. program must pass the M.A. examination in order to continue. Approved by Faculty Meeting on 5-1-2009.

- 811. PROCEDURES AFTER ADMISSION TO Ph.D. PROGRAM.** Once granted permission to begin working toward a doctorate, the student should consult with the Director of Graduate Studies and other members of the Graduate Faculty about his or her program of study.
- 812. 400-LEVEL COURSES.** Ph.D. students may not take 400-level courses in the Department for graduate credit.
- 813. ADDITIONAL LANGUAGE PROFICIENCY REQUIREMENT.** Ph.D. students must demonstrate proficiency in two additional languages or in-depth proficiency in one language. Students should consult with appropriate department and/or program for further details.
- 814. Ph.D. MINORS**
All students in Hispanic Literatures and Portuguese are required to complete a Ph.D. minor in a topic related to the student's research interests. Minor requirements are determined by the minor-granting department. Students should consult with that department's webpage and/or DGS to ensure that all requirements are fulfilled.

The Department of Spanish and Portuguese offers four Ph.D. minors: Catalan, Hispanic Linguistics, Hispanic Literatures, and Portuguese. Students in the Department may elect to pursue a Ph.D. minor in any program other than their major.

1. Ph.D. Minor in Catalan

Doctoral students may earn a minor in Catalan by successfully completing four Catalan literature courses plus the language course (C491 or C492) for a total of 12 graduate credit hours. All courses aside from the language course must be at the 500 level or above. A maximum of one graduate-level course in Hispanic Literatures may be counted toward the Catalan minor, provided that at least 30% of the course's reading content is of Catalan origin. Such courses must be approved by the Director of Graduate Studies. C803 Individual Readings may be counted toward the minor.

2. Ph.D. Minor in Hispanic Linguistics

Doctoral students may earn a minor in Hispanic linguistics by successfully completing four courses in Hispanic linguistics (12 credit hours). All courses must be at the 500 level or above and approved by the director of Hispanic linguistics. Transfer credits for courses taken elsewhere are not accepted. **S803 Individual Readings** cannot be counted toward the minor.

3. Ph.D. Minor in Hispanic Literatures

Doctoral students may earn a minor in Hispanic Literatures by successfully completing four Spanish-language literature courses (12 credit hours). All courses must be at the 500 level or above and approved by the Director of Graduate Studies. **S803 Individual Readings** cannot be counted toward the minor.

4. Ph.D. Minor in Portuguese

Doctoral students may earn a minor in Portuguese by successfully completing four Portuguese courses (12 credit hours). All courses must be at the 500 level or above and approved by the Director of Portuguese. **P803 Individual Readings** cannot be counted toward the minor.

- 815. S803, P803, C803 READING COURSES** (cr. arr.). Only students who already hold the M.A. may enroll in 803. Work for the course must be completed during the semester of enrollment; incompletes are unacceptable. 803 courses are considered as extra, above and beyond required course work.

Students interested in taking an 803 course should discuss their plans with the professor with whom they would like to work. The latter is free to agree to direct the course, modify it or refuse it. If the professor accepts, the student must file a petition with the Director of Graduate Studies describing the project along with a list of readings and a description of assignments agreed upon, signed by both professor and student. This document becomes part of the student's file. If the readings differ from those proposed, the Director of Graduate Studies is to be notified in writing by the student or professor by the end of the semester. 803s can be counted as an elective course but may not be used to fulfill course requirements for the degree. A professor may not accept more than one student a semester in 803 except by personal request and with the approval of the Chair (see section 1501.2).

816. Ph.D. READING LIST. All reading lists (Hispanic Literatures and Hispanic Linguistics), approved in-full by the examining committees, must be submitted to the Graduate Studies Office no less than two weeks prior to the beginning of the Ph.D. qualifying examinations. Review individual program for details.

817. Ph.D. QUALIFYING EXAMINATION COMMITTEE. The qualifying exam committee, also referred to as the advisory committee, should be named at least one semester before the exam. The "Appointment of Advisory Committee" is initiated online by the student through the College at the following link: <https://college.indiana.edu/student-portal/graduate-students/academic-procedures/index.html>

The student's committee will consist of at least four members. One member from within the Department, in consultation with the program director, will be named Chair. At least two other members must be members of the graduate faculty. In order to broaden the expertise on a given topic and increase the diversity of disciplinary perspectives on the same topic, doctoral students in Spanish and Portuguese may invite one (but not more than one) approved HISP adjunct faculty to serve as a departmental member on their Ph.D. qualifying exam and/or dissertation committees. (This is in addition to selecting one faculty member [internal or external] to represent the Ph.D. minor on these committees.) Review individual program for details.

818. Ph.D. QUALIFYING EXAMINATION. The Ph.D. qualifying exam must be taken no later than the semester following the completion of all graduate coursework (see individual major for program details); exceptions must be approved by the Director of Graduate Studies. The written exams and the oral must all be taken within one semester – fall or spring – excluding final exam week.

In the event of the absence of any member of the student's major committee at the time of the oral examination, phone or zoom may be chosen. If participation by phone/zoom is not possible, a proxy must be named by the absent faculty member. Sufficient notice should be given to the selected proxy in order to read and evaluate the written portions. The Graduate Studies Office must be notified of proxy no less than one week prior to the first exam date.

Committee members are free to call on other colleagues for questions for exams or for their participation in reading the exams. Students, likewise, are free to consult with the members of the committee individually before and after the exam.

819. ELECTRONIC EXAMINATIONS. Students will be permitted to use one of the Department's computers during the written examination. It is the responsibility of the student or a member of the committee to check with the Graduate Studies Office to reserve use of a computer.

Students should bear in mind that they are responsible for backing up their file while they work. Students will be provided with a flashdrive to save their work as they progress. At the end of each session, the proctor will retrieve the flashdrive and download the exam in the Graduate Studies Office. Paper copies will be offered to the student, and each member of the examining committee, if requested. Otherwise e-copies will be sent. If an electronic exam is sent to the student, the student will send it in a Word doc to the Graduate Services Coordinator.

- 820. REPEATED EXAMINATIONS.** A decision about whether a student needs to retake an exam or part of an exam rests with the examining committee. Ph.D. exams may be retaken only once. The date(s) for the repeated examination(s) will be selected by the student in consultation with the examining committee and must be approved by the Director of Graduate Studies no less than one week prior to the examination date. In order to assure availability of the examination room and computer, please notify the Graduate Studies Office as early as possible.
- 821. S805, P805 THESIS CREDIT.** After completing 30 hours of coursework for Hispanic Literatures, 30 hours of coursework in Portuguese, and 33 hours of coursework for Hispanic Linguistics beyond the M.A., and having additionally fulfilled all doctoral-level coursework requirements (Ph.D. minor, language proficiency), a Ph.D. student may continue taking either course work or dissertation credit hours or a combination of the two. See requirements for each program.
- 822. REVALIDATION.** A course may not be counted toward Ph.D. degree requirements if it has been completed more than seven years prior to the passing of the qualifying examination. See the University Graduate School Bulletin for details.
- 823. STYLE AND LANGUAGE OF PAPERS AND DISSERTATIONS.** Students should use the *MLA Handbook* guidelines in preparation of papers and the thesis in the Hispanic Literatures and Portuguese programs. For theses in Hispanic Linguistics, students should use the LSA style sheet or the APA manual, depending on the advisor's recommendation.
- 824. ENROLLMENT AFTER QUALIFYING EXAMINATIONS. ENROLLMENT AFTER QUALIFYING EXAMINATIONS.** Ph.D. students who have passed the Ph.D. qualifying examinations must be enrolled every fall and spring semester until completion of the degree. On-campus students who have SAA appointments (as AIs or RAs) must enroll in regular courses, or S805 or P805, for a minimum of nine credit hours per semester. SAAs who have accumulated 90 credit hours are eligible to enroll for a minimum of six credit hours. Students who have successfully completed their qualifying examinations and accumulated 90 credit hours qualify for G901 enrollment. On-campus students who have accumulated 90 credit hours or more (including dissertation credits), passed their qualifying examinations and are not serving as Associate Instructors may also enroll in six credit hours of G901 or at least one credit hour of dissertation credit, S805 or P805. Off-campus students must enroll *in absentia* for a minimum of one credit hour, S805 or P805, or six credit hours of G901. Registration in G901 is limited to six semesters; once the sixth semester of G901 has been completed, students must enroll in at least one credit hour of S805 or P805 until completion of the degree. Note: Before registering for G901, students should check with the Graduate Studies Office for registration eligibility, authorization, eligibility for insurance benefits, etc. Students are responsible for their own registration and must contact the Graduate Services Coordinator prior to the registration period.
- 824a. ADMISSION TO CANDIDACY.** Graduate students should note that admission to a Ph.D. program is not equivalent to admission to candidacy. This is granted only after the qualifying examinations have been passed and other requirements have been met.
- 825. Ph.D. DISSERTATIONS.**
1. Upon successful completion of the qualifying and oral exams the student will be formally admitted to candidacy for the Ph.D. degree. All transfer of credits (if any) from other institutions should be approved and recorded. The student will initiate the Nomination to Candidacy for the Ph.D. Degree at the following link: <http://graduate.indiana.edu/academics-research/graduation.shtml>. (See line 3 under Ph.D. Students)
 2. After admission to candidacy for the Ph.D. degree, a Research Committee will be appointed by the Director of Graduate Studies after consultation with the student. The committee will consist of a Chair, who will be primarily responsible for directing the student's work on the dissertation, at least two other faculty from the Department, and one of whom may be an adjunct faculty. See the

University Graduate School Bulletin entry on the Research Committee for stipulations on the composition of this committee.) The Research Committee is often the same as the qualifying examination committee but need not be.

3. After consultation with all members of the Research Committee, the student initiates the online Nomination of Research Committee form through the University Graduate School at the following link: <http://graduate.indiana.edu/academics-research/graduation.shtml> (See line 5 under Ph.D. Students) A copy of the dissertation proposal is required to be attached to the online form . Once the dissertation proposal has been routed for approval by the Director of Graduate Studies, a copy of the proposal is circulated among the Departmental tenured/tenure track faculty for comments. The proposal circulated among faculty will be the shortened one-to-two page English version required by the Graduate School along with the bibliography of the full version. The longer version will be available upon request from the Graduate Studies Office. This step must occur at least six months before the defense of the dissertation. (See University Graduate School Bulletin under “Research Committee.”)
4. When a first completed draft of a dissertation has been approved by the Chair of the student's research committee, a hard copy of this draft will be submitted to each member of his/her committee. Email copies, attachments, etc. are not to be submitted to committee members unless approved beforehand. This need not be a ‘clean’ copy but it must be legible, and not cause the reader undue effort. The members of the research committee will offer critiques and suggestions. These may concern only chapters or parts of chapters or they may cover the entire dissertation.
5. The deadline for submission to the committee of the draft referred to in section 4 above (i.e., the draft previously approved by the Chair) is no less than 30 days before the date the student expects to defend the dissertation. It is essential that the members of the committee be given sufficient time to make suggestions and to see the modifications prior to the defense. Approved by faculty meeting, January 2018.
6. Preparation of the final draft of the dissertation shall not begin until it has been tentatively approved in its entirety by all members of the research committee.
7. For the policy on style and language, see Section 823 and consult the UGS webpage for Theses & Dissertations <http://graduate.indiana.edu/theses-dissertations/index.shtml>
8. The student must receive acceptance of his or her dissertation within seven years after passing the qualifying examination. Failure to meet this requirement will result in the termination of candidacy and of the student's enrollment in the degree program. Any student whose candidacy lapses will be required to apply to the University Graduate School for reinstatement before further work toward the degree may formally be done. See the University Graduate School Bulletin for details.
9. If a dissertation director resigns a professorship at IU to go to another university, a new departmental faculty member is to be made director or co-director. Should the committee change for any reason, a student must initiate a “Ph.D. Research Committee Change” in One.IU (<https://one.iu.edu/task/iub/phd-research-committee-change>) for approval.

826. DISSERTATION DEFENSE.

1. When the dissertation has been tentatively approved by all members of the research committee, a date will be set for the student's final exam (i.e., the defense of the dissertation). It is the responsibility of the Chair of the student's dissertation committee to contact the other members of the committee and schedule the oral defense and to notify the Graduate Studies Office about the date of the defense. Students should read carefully the entry in the Graduate Bulletin under “Ph.D. Degree” subheading “Dissertation.”

2. The student must initiate the Ph.D. Defense Announcement in One.IU (<https://one.iu.edu/task/iub/phd-defense-announcement>). The E-Doc must be approved by the Ph.D. Recorder at least 30 days before the scheduled defense. Information for University Graduate School requirements including "The Guide to the Preparation of Theses and Dissertations" can be found on their webpage <https://graduate.indiana.edu/thesis-dissertation/index.html>
3. In the event of the absence of any member of the student's major committee at the time of the dissertation defense, participation by phone/video conferencing may be chosen. If participation by phone/video conferencing is not possible, a proxy must be named by the absent faculty member. Sufficient notice should be given to the selected proxy in order to read and evaluate the written portions.
4. Before the Ph.D. degree can be conferred, the Graduate Services Coordinator must receive a ProQuest receipt showing that a hard-bound 8.5x11 version of your dissertation has been ordered for the department. At this point, R grades will be removed and degree will be conferred.

900. HISPANIC LITERATURES

M.A. Program

901. **M.A. COURSE REQUIREMENTS.** A minimum of 30 credit hours in departmental courses numbered 500 or higher. Students must take a minimum of four Hispanic literature courses at the 500-level. Up to 6 of the 30 credit hours may be in Catalan or Portuguese graduate courses at the 500-level or higher. All AIs must take S517.
902. **ADDITIONAL LANGUAGE PROFICIENCY REQUIREMENT.** M.A. candidates must demonstrate proficiency in one additional language other than Spanish. Please check the department webpage for language proficiency requirements <http://www.indiana.edu/~spanport/graduate/proficiency.shtml> and the University Graduate School Bulletin for guidelines. Additional languages outside of Spanish, Portuguese, and Catalan, will have language requirements listed on their departmental websites.
903. **M.A. READING LIST.** A copy of the M.A. reading list is available online on the department website.
904. **M.A. EXAMINING COMMITTEE.** The M.A. examining committee is made up of three members. The student, in consultation with the Director of Hispanic Literatures, chooses all three members of the exam committee based on the student's chosen areas of specialization. The Chair of the committee will be named by the student. See Section 805 for further details.
905. **FINAL EXAMINATION.** The M.A. final exam in literature will be prepared by the literature faculty. For further guidelines on the exam procedure consult the Graduate Studies Office and see Section 805 of this manual. Copies of previous M.A. exams are available from the Graduate Studies Office.
906. **FINAL EXAM FORMAT.** This Hybrid exam seeks to find a balance between a generalist exam and initial specialization by field. The goal is to demonstrate both a general proficiency in all fields and an initial exploration of three areas of possible future specialization. The **generalist** exam will be based on a reduced reading list in all eight fields offered by our Department. The generalist exam will be an **in-house 3-hour exam**, based on questions submitted by all Hispanic Literatures faculty and compiled by the Director of Hispanic Literatures. It will consist of 2 essays and IDs. The **specialist** exam will be based on the three fields each student chooses to specialize in and on the specialist reading list in those fields, along with the works on the generalist list for those fields. It will be a **take home exam, consisting of essays to be written over the course of three days**. The questions

will bring together the **three** fields chosen and place them in dialogue with each other, and will concentrate on issues/topics based on the student's interest in the fields as well as ask for a command of the fuller canon (using the MA lists for each field). The exam will have two general essays and one that incorporates textual analysis. Each essay should be a maximum of four pages. The specialist exam will be written by the exam committee, with a member (chosen by the student) from each of the fields represented.

Within two weeks of the completion of the generalist and specialist exams, the committee chair will schedule a **one-hour oral exam**.

Doctoral Program

- 907. Ph.D. COURSE REQUIREMENTS.** A minimum of 90 credit hours is required for graduation. If appropriate to the field, a maximum of 30 credit hours may be transferred from an external M.A. degree. A minor is required with credit hours, as specified by the minor department, but in any case with a minimum of 12 credit hours. Ph.D. students must take a minimum of 18 credit hours in Hispanic literature courses numbered 500 or higher (S512 and S517 do not count as literature courses, but S504 does count). Students must take at least one S708 and S512. All AIs must take S517. Any one graduate course in Catalan literature/culture may count towards the 18 major credits requirement of the Ph.D. for Hispanic Literatures. Students must have a minimum of 60 credit hours of coursework to be eligible for the qualifying examinations. Once all coursework requirements are completed, the remaining credit hours may be fulfilled by thesis credit hours.
- 908. FOREIGN LANGUAGE PROFICIENCY REQUIREMENT.** Ph.D. candidates must demonstrate proficiency in two additional languages other than Spanish or one additional language in depth. If the student completed a language proficiency requirement while doing the M.A., this may be counted as one of the languages. Consult with specific department or program for guidelines.
- 909. FACULTY MENTOR.** During the first year after starting the Ph.D. program and in consultation with the Director of Graduate Studies, the student chooses a faculty mentor. The mentor is not necessarily the person who will become the dissertation director. This mentor will help the student develop areas of specialization and a plan for the ensuing three or four years. Students are encouraged to meet with their mentor at least once a semester.
- 909.1** Both the mentor and mentee should adhere to the guidelines established in the Mentor Guidelines document.
- 909.2** In addition, the student must complete the Annual Progress Report and have the mentor, director of the student's program, and the DGS sign it.
- 909.3** In order to help further the student's progress and professionalization, all graduate students are urged to attend 6 out of the 8 Department's monthly Professionalization Workshop Series.
- 910. ADVISORY COMMITTEE (QUALIFYING EXAM COMMITTEE).** Students approaching completion of their course work for the doctorate should meet with the Director of Hispanic Literatures to name a committee to supervise the qualifying examinations. A qualifying exam committee should be named at least one semester before exams are to begin (no later than semester six). Committees must be comprised of a total of four faculty members. The members, to be approved by the Director of Graduate Studies, will consist of a chair from the Department (designated by the student), two additional members from the Department (one of whom may have adjunct status in the department), and a representative of the minor field. A faculty member cannot serve as both a major and minor member, unless approved by the Director of Graduate Studies. The student must initiate the "Appointment of Advisory Committee" online through the College at the following link: <http://college.indiana.edu/graduate/office/record.shtml>

The qualifying exam committee will write the exams, evaluate the answers, and give the oral (see Section 913 for exam procedures). The committee may request questions from colleagues; any member of the graduate faculty has the right to read any student's exam; any faculty member who wishes to attend may do so and may even take part.

- 911. Ph.D. READING LIST.** In consultation with the Advisory Committee, the student should prepare a three-part reading list on an area of research or on a topic that s/he expects to develop in the dissertation. The student will present this reading list to her/his candidacy committee for approval. See the Graduate Studies Office for examples. (The reading list should not duplicate the M.A. list unless some works are directly necessary.) The list should include three sections:
- 1. Primary materials:** the text or body of texts that will form the subject matter of the dissertation, including the appropriate critical corpus on these texts.
 - 2. Contextual materials:** a body of texts that provide a context for studying the primary texts. This category might include history, literary history, period, and genre.
 - 3. Theoretical/Methodological texts:** a body of texts covering theoretical or methodological issues that will be useful for the student's research area/topic.
- 912. Ph.D. QUALIFYING EXAMINATION FORMAT.** The PhD exam will take place during the course of one semester and will commence at the beginning of a fall or spring semester. The PhD exam will consist of the following components: (1) a pre-prospectus and three separate lists of primary, secondary, and theoretical works; (2) three take-home essays related to the student's lists of primary, secondary, and theoretical works; (3) an oral defense of the pre-prospectus and essays; (4) a dissertation prospectus; (5) an oral exam of the dissertation prospectus. At least one question from the written examination must be answered in Spanish.

Timeline

At the beginning of the last semester of course work, if not earlier, a student will consult with her/his advisor and compose one list each for primary, secondary, and theoretical works related to her/his dissertation topic. The lists should be completed and circulated to the dissertation committee, and, ideally, approved by the full committee by the end of that same semester. In cases where a student is unable to complete the lists and have them approved by the committee during the last semester of coursework, s/he is expected to do so within the first month of the semester after completing course work. Collectively, the lists should not exceed 15 pages, and each list may vary in pagination according to the discretion of the student's director. The lists should reflect how the student's dissertation topic is linked to one or more fields and engages with prevailing debates or concepts in one or more fields.

During the semester after completing course work, the student will prepare for the exam with reading and will submit a pre-prospectus to the exam committee for approval. The pre-prospectus should detail: (1) how the lists represent a major field of study and the debates within that field; and (2) how the student foresees her or his dissertation contributing to those debates. The pre-prospectus should not exceed five pages, double-spaced. The exam lists and pre-prospectus are intended as an exploratory exercise to help students formulate dissertation topics and to consider the organization of the dissertation.

The exams should take place at the start of the semester following the approval of the student's pre-prospectus. The student will write the three take-home essays during the second week of a semester. The exam format will consist of questions prepared by the advisory committee and submitted to the Director of Hispanic Literatures at least two weeks prior to the first written exam. Students will answer one of two questions given for each of the three exams (primary, secondary, and theoretical) and will have one week, from Monday until Friday, to complete the three sections of the exams. Each essay should not exceed eight pages, double-spaced, not including a bibliography.

No later than three weeks after the student completes the essays (week 5 of a semester), the student and committee will convene for an oral exam during which they will discuss the student's written exams and pre-prospectus. If the committee decides that the student's exams, pre-prospectus, and/or oral exam is not

adequate, the student will not continue with the exam process. The student may restart the PhD exam process the following semester.

No later than four weeks after the oral defense (week 9 of the semester), the student should submit a dissertation prospectus to the committee. No later than two weeks after submitting the prospectus (week 11 of the semester), the committee and the student will convene for the prospectus defense.

The prospectus should develop in more detail the pre-prospectus and, when useful, draw upon the oral defense of the written exams and pre-prospectus. The prospectus should not exceed ten pages, double-spaced, not including the bibliography. A rubric for the dissertation prospectus follows:

(1) Section One: "Contribution to the Field." This section should include a working dissertation title and an opening paragraph that offers a concise argument/thesis for the dissertation. Subsequently, the student should describe how the thesis project dialogues with a larger body of scholarship and proposes to make an original contribution to one or multiple fields.

(2) Section Two: "Research Method and Theoretical Approach." This section should include a theoretical overview of the dissertation project that takes into consideration the following questions: Which theories are employed and why? How will these inform the readings of specific primary texts and why? Will this theoretical framework require an adaptation of theories in order to study the texts, events, or cultural objects examined in the dissertation?

(3) Section Three: "Overview of Chapters." This section should provide a synopsis of each chapter in the dissertation. For each chapter, make clear the focus/main issues studied as well as the primary texts (i.e., literature, film, etc.) and specific theories used to study these issues.

(N.B. These questions should guide the composition of the prospectus, rather than be answered in a kind of 'bullet-style.')

If necessary, a student may submit a revised prospectus and seek approval from the committee within three weeks (week 14 of the semester) after the prospectus defense. The need to revise the prospectus and the manner in which the prospectus will be assessed are at the discretion of the committee.

The following timeline summarizes the PhD exam process during a semester:

Week 2: Student takes written exams;

Week 4/5: Oral defense of exams and pre-prospectus;

Week 9: Student submit prospectus to committee;

Week 10/11: Oral defense of prospectus;

Week 14: If necessary, student submits revised prospectus

The following additional timeline provides a template for progress to degree. In general, there will be about five semesters of coursework, a semester for exam preparation and development of the pre-prospectus, a semester for the PhD exams, and a year and a half for writing the dissertation:

1) Last Semester of course work: student begins consulting advisor about lists, pre-prospectus, and composition of exam committee. Student also consults models of dissertation prospectus and forms an exam committee; student completes exam list by the end of the semester.

2) First semester after last semester of course work: student prepares for exam and submits pre-prospectus.

3) Second semester after last semester after course work: student takes PhD exams.

4) Third Semester/Summer: student begins writing dissertation and continues for an estimated time of 18 months to finish.

5) Defense, Revisions, Job Market (year 5).

913. Ph.D. QUALIFYING EXAMINATION PROCEDURES.

1. The Chair of the committee will invite the representative of the minor field to contribute to the written examination and to attend the oral examination. If the minor representative wishes to waive his/her participation, the Chair of the committee will request that the minor representative send written notice to the Graduate Studies Office.

2. The Chair of the committee will make sure that the complete exam, approved by the entire exam committee, is delivered to the Department Graduate Services Coordinator no later than **one week before the exam date**. If questions are submitted late, the date of the written examination will be automatically postponed.
3. The Chair of the committee will assume responsibility for scheduling the oral exam upon the successful completion of the written portions. In the event of the absence of any member of the student's major committee at the time of the oral examination, a proxy must be named by the absent faculty member. Sufficient notice should be given to the selected proxy in order to read and evaluate the written portions (see section 817).
4. One member selected by the Chair of the committee should be present at the beginning of the first written portion of the exam or available by phone. The Graduate Services Coordinator is instructed not to give exams to a student unless a faculty member is available to answer questions.
5. Copies of the written exam and paper will be given to all committee members and to the student prior to the oral exam.
6. After successful completion of the qualifying examination, the student will be nominated to candidacy.

The student's Doctoral Advisory Committee will sign the departmental Completion of Ph.D. Qualifying Examination Form which will be approved by the DGS. The student must then initiate the online Nomination to Candidacy form through the UGS: <http://graduate.indiana.edu/academics-research/graduation.shtml> (Line 3 under Ph.D. Students)

914. RESEARCH/DISSERTATION COMMITTEE. By the end of the semester following the successful completion of the oral exam, the student must establish a dissertation (research) committee. The committee will be comprised of four members: three members, including the chair, from the Department (one of these members may have adjunct status), and a representative from the minor field. All Chairpersons of research committees and directors of research must be approved to direct dissertations. If, however, special expertise in an area is held by a faculty member not yet approved to direct dissertations, the departmental Chairperson may request that the Graduate School approve this individual as chair or director of the committee.

915. Ph.D. DISSERTATIONS. See Section 825.

916. DISSERTATION DEFENSE. See Section 826.

1000. HISPANIC LINGUISTICS

M.A. Program

1001. M.A. COURSE REQUIREMENTS. A minimum of 30 credit hours, 21 of which must be in Hispanic Linguistics. Up to nine credit hours may be from other academic departments with approval of the Director of Hispanic Linguistics. Students are encouraged to explore their interests outside the department. All AIs must take S517, Methods of Teaching College Spanish.

1002. ADDITIONAL LANGUAGE PROFICIENCY REQUIREMENT. M.A. students must demonstrate proficiency in one additional language other than Spanish. Please check the department webpage for language proficiency requirements <https://spanport.indiana.edu/student-portal/graduate/language-proficiency/within-dept.html> and the University Graduate School Bulletin for guidelines, and consult the Director of Graduate Studies. additional languages outside of Spanish, Portuguese, and Catalan, will have language requirements listed on their departmental websites.

- 1003. M.A. READING LIST.** A copy of the M.A. reading list is available online as well as in the Graduate Studies Office. In cases where more than one list is available, students must clarify in writing to the Graduate Office and committee members which list they will be working with at least one week prior to the M.A. written examination.
- 1004. M.A. EXAMINING COMMITTEE.** The M.A. exam in Hispanic Linguistics will be prepared by the faculty members of the Hispanic Linguistics program. A three-member committee consisting of departmental faculty will be set up for each individual examination. In consultation with the Director of Hispanic Linguistics, a student will select three areas in which to be examined (see description of areas in 1005). The Director of Hispanic Linguistics in consultation with the student will then select appropriate faculty members to examine the student in each of these areas, and will also select a committee chair. In the event that a single faculty member is selected to write more than one area of the examination, or should it be necessary to choose an examiner from outside the Department, a third member of the Hispanic Linguistics faculty will be chosen to serve as a reader so that there are always three faculty members from the Hispanic Linguistics Program on each committee. The committee chair then submits the committee membership to the Graduate Studies Office for final approval.
- 1005. M.A. FINAL EXAMINATION.** The M.A. examination consists of two parts. The first part of the exam consists of a six-hour sit-down written exam in three areas, selected by the student from the following options: 1) pragmatics, 2) phonology, 3) second language acquisition, 4) syntax, 5) sociolinguistics. Each area selected by the student will be covered in a two-hour exam, written by a faculty member with expertise in that area. That faculty member is responsible for the evaluation of that portion of the exam. To pass the written exam a student must score a minimum of 80 percent in each area. Failure to pass any area of the written exam requires that the unsatisfactory area of the exam be retaken the following semester when the M.A. exam is offered again. A failed portion of the written exam may be retaken only once.

The second part of the exam is a one-hour oral exam. Only students who pass all three areas of the written exam will take an oral exam. The oral exam may be scheduled prior to passing all areas of the written exam; however, this does not guarantee that the oral exam will take place. The oral exam may include any material covered by the M.A. reading list in that area. Students should not bring any materials to the exam. Upon arrival, a copy of his/her own exam will be provided. Students must pass all three areas of the oral exam. If the student does not pass the oral exam, it may be retaken only once the following semester provided that the student did not fail any portion of the written exam. If the student fails the oral exam (after retaking any area of the written exam), it cannot be retaken, and the MA examination is considered failed.

Admission to the Ph.D. is contingent on having passed the MA final examination. Students who wish to continue in the Ph.D. program should consult Section 810 of this manual for the policy.

Doctoral Program

- 1011. Ph.D. COURSE REQUIREMENTS.** 90 credit hours required for graduation. Sixty-three (63) hours of course credit (of which up to thirty hours in Hispanic Linguistics may be applied from the M.A.): 12 credit hours in Hispanic Linguistics (9 hours at the 600-level, 3 hours at the 700-level. NOTE: these four courses must be drawn from at least three of the five MA examination areas of study [see section 1005] and must be taken in residence); 12 credit hours in the student's research area; 12 credit hours in second area; 9 credit hours in a third area; a minimum of 15 hours of thesis credit (S805/G901). The 12 credit hours in Hispanic Linguistics can be used to fulfill distribution requirements in the 3 aforementioned areas of concentration. The student will finish his/her coursework in a maximum of 7 semesters. (Modifications to existing requirements were approved by faculty vote on 4-14-17).

- 1012. ADDITIONAL LANGUAGE PROFICIENCY REQUIREMENT.** Ph.D. students must also demonstrate proficiency in two additional languages other than Spanish. With the approval of the Director of Hispanic Linguistics and the Director of Graduate Studies, a student may substitute equivalent course work in computer science or statistics for one of the languages. Students may also complete in-depth proficiency in one language. See University Graduate Bulletin and consult with the Graduate Studies Office for proficiency requirements for each language.
- 1013. FACULTY MENTOR.** During the first year after starting the Ph.D. program and in consultation with the Director of Graduate Studies, the student chooses a faculty mentor. The mentor is not necessarily the person who will become the dissertation director. This mentor will help the student focus on his/her area of research and will lay out a basic plan for the ensuing three or four years.
- 1014. ADVISORY COMMITTEE (QUALIFYING EXAM COMMITTEE).** During the seventh semester (or one semester prior to the completion of course work), the student, in consultation with the Director of Hispanic Linguistics, selects an examination committee chair to oversee the qualifying examinations. The candidate and the Chair of the examination committee then confer on the selection of other members of the exam committee and submit the names to the Department Graduate Studies Office. The Committee will be composed of three members from the department, one of whom will serve as Chair. The fourth member, representing one of the areas of interest, may be from within or from outside the Department. See Section 816 for exam committee membership. The student must initiate the “Appointment of Advisory Committee” online through the College at the following link: <http://college.indiana.edu/graduate/office/record.shtml>
- 1015. Ph.D. READING LIST.** For each of the three areas of interest chosen, the student, in consultation with each of the committee members, will develop a reading list for each area (major area, second area, third area). These lists must be approved by the respective Advisory Committee members and submitted to the Graduate Studies Office prior to the first exam.
- 1016. Ph.D. QUALIFYING EXAMINATION FORMAT.** The qualifying examination for Hispanic Linguistics consists of four parts: a written take-home exam for each of the three areas and a 2-hour oral exam following successful completion of all written portions of the exam. The take-home exams will be one week in length and require a maximum of 30 double-spaced type-written pages in 12-point Times New Roman with one-inch margins. This page limit excludes tables and figures, even when located throughout the text, as well as references and appendices should they be necessary. The number of questions and their format will be at the discretion of the examiner(s).
- 1017. Ph.D. QUALIFYING EXAMINATION PROCEDURES.**
1. In the seventh or eighth semester, the student will take the Ph.D. qualifying exams based on their approved reading lists. The exams for each area will be written by one or more of the committee members.
 2. Successful completion of the written portions of the qualifying exam requires an evaluation of “satisfactory” in the second and third areas, and an evaluation of “excellent” in the major area. Failure to pass any area of the written exam requires that the unsatisfactory area(s) of the exam be retaken the following semester. When the student has successfully passed all three written portions of the Ph.D. qualifying exam, the oral exam will be scheduled. The Chair of the committee must notify the student in writing of the results of the written exam no less than one week prior to the oral exam. If the student does not pass the oral portion of the exam, the committee may request that the student re-write all or part of the written exam in preparation for the re-take of the oral. If the student does not pass the oral exam, it may be retaken only once the following semester provided that the student did not fail any portion of the

written exams. If the student fails the oral exam (after retaking any area of the written exam), it cannot be retaken, and the Ph.D. qualifying examination is considered failed.

3. The written and oral portions of the qualifying exam must take place within one semester. There is no other restriction on the allowable intervals between portions of the exam. If a student must re-take a portion of the exam this re-take must be completed during the following semester.

4. With the successful completion of the three written portions and the oral portion of the Ph.D. exam, the student's Advisory Committee will sign the departmental Completion of Ph.D. Qualifying Examination Form which will be approved by the DGS. The student must then initiate the online Nomination to Candidacy form through the UGS: <http://graduate.indiana.edu/academics-research/graduation.shtml> (Line 3 under Ph.D. Students)

1018. RESEARCH/DISSERTATION COMMITTEE. By the end of the semester after successful completion of the Ph.D. qualifying exam, the student must establish a dissertation committee (known as the Research Committee), consisting of at least three members from the Department of Spanish and Portuguese and at least one more member, from within or from outside the Department of Spanish and Portuguese. (See the Graduate Bulletin entry on the Research Committee for stipulations on the composition of this committee.) The Research Committee is often the same as the Ph.D. exam committee, but need not be. All Chairpersons of research committees and directors of research must be approved to direct dissertations. If, however, special expertise in an area is held by a faculty member not yet approved to direct dissertations, the departmental Chairperson may request that the Graduate School approve this individual as chair or director of the committee.

1019. DISSERTATION PROPOSAL.

In the semester after the establishment of the Research Committee, the student will work with the members of this Committee to draft a dissertation proposal. The proposal should include a review of the relevant literature on the topic chosen by the student, research questions, hypotheses, and methodology. It may need to include results from pilot studies as well.

1020. DISSERTATION PROPOSAL DEFENSE.

When the dissertation proposal is developed to the satisfaction of the Research Committee members, the student will defend the proposal before the Committee in a session open to the public. In this defense, the review of relevant literature, research questions, methodology (including research instruments, pilot studies, and analytical tools where appropriate) will be examined. Upon the satisfactory defense of the proposal the committee will submit a signed departmental Dissertation Committee and Approval form to the Graduate Studies Office. The student will incorporate any necessary changes to the proposal before beginning the dissertation.

Once the dissertation proposal has been successfully defended, the student must initiate the online Nomination of Research Committee form through the UGS: <http://graduate.indiana.edu/academics-research/graduation.shtml> (Line 5 under Ph.D. Students) to which a one- to two-page abstract of the proposal must be attached.

In the event of the absence of any member of the student's major committee at the time of the oral examination, participation by phone/video conferencing may be chosen. If participation by phone/videoconferencing is not possible, a proxy must be named by the absent faculty member. Sufficient notice should be given to the selected proxy in order to read and evaluate the written portions. Only one committee member may be absent.

1021. PH.D. DISSERTATIONS. See Section 825.

1022. DISSERTATION DEFENSE. See Section 826.

1100. PORTUGUESE

M.A. Program

- 1101. M.A. COURSE REQUIREMENTS.** A minimum of 30 credit hours, 20 of which must be in Portuguese. Up to 10 credits may be taken in another area with approval of Director of Portuguese Program. AIs in the Department must take S517.
- 1102. ADDITIONAL LANGUAGE PROFICIENCY REQUIREMENT.** M.A. candidates must demonstrate proficiency in one additional language other than Portuguese. Please check the department webpage for language proficiency requirements (<https://spanport.indiana.edu/student-portal/graduate/language-proficiency/within-dept.html>) and the University Graduate School Bulletin for guidelines. Additional languages outside of Spanish, Portuguese, and Catalan, will have language requirements listed on their departmental websites.
- 1103. M.A. READING LIST.** Students will compile a list of readings with the assistance of the M.A. examining committee members (see 1104).
- 1104. M.A. EXAMINING COMMITTEE.** The M.A. examining committee is made up of three members. The student, in consultation with the Director of Portuguese, chooses the members of the examining committee. See Section 805 for further details.
- 1105. FINAL EXAMINATION.** The M.A. final exam in Portuguese will be prepared by the Portuguese faculty. The Chair of the committee will be named by the student. For further guidelines on the exam procedure consult the Graduate Studies Office and see Section 805 of this manual.
- 1106. FINAL EXAM FORMAT.** The M.A. examination is a 6-hour exam divided into three sections: essay questions, identifications, and a textual analysis. Copies of previous M.A. exams are available in the Graduate Studies Office.

Doctoral Program

- 1107. Ph.D. COURSE REQUIREMENTS.** A minimum of 90 credit hours is required for graduation. Students must have a minimum of 63 credit hours of coursework to be eligible for the qualifying examinations [the credit hour requirement was changed from 75 per faculty vote, 09/25/16]. Of these 63 credit hours, 30 credit hours may be applied from the M.A. and 12 credit hours may consist of minor coursework in a related field.
- 1108. ADDITIONAL LANGUAGE PROFICIENCY REQUIREMENT.** Ph.D. students must demonstrate proficiency in two additional languages other than Portuguese or in-depth proficiency in a single language. See University Graduate Bulletin and consult with the Graduate Studies Office for proficiency requirements for each language.
- 1109. FACULTY MENTOR.** Students are advised and mentored by the Director of the Portuguese Program.
- 1110. ADVISORY COMMITTEE (QUALIFYING EXAM COMMITTEE).** The exam committee will consist of at least four faculty members who are representative of the areas covered in the two exams, including a faculty member from the student's minor field. They will be approved by the Director of Graduate Studies after consultation with the students and faculty members proposed. One member, designated by the student, will serve as Chair of the committee. The student is required to appoint the Advisory Committee online through the College: <http://college.indiana.edu/graduate/office/record.shtml>
- 1111. Ph.D. QUALIFYING EXAMINATION FORMAT.** The qualifying exam will consist of two written exams of six hours each and an oral exam, if the written exam warrants. At least one question from the

written examination must be answered in Portuguese and at least one question must be answered in Spanish (if the second concentration is Spanish). All students will be held responsible for both a literary period and a genre to be chosen from the following lists:

Genre: Prose, Drama, Poetry

Period: Middle Ages, Renaissance and Baroque, Eighteenth and Nineteenth Centuries, Twentieth and Twenty-First Centuries.

The area of specialization will be the point where these choices intersect. In the example below, the student is specializing in Renaissance and Baroque theater:

GENRE → PERIOD ↓	Prose	Drama	Poetry
Middle Ages		Theater	
Renaissance & Baroque			
XVIII & XIX Centuries			
XX & XXI Centuries			

In addition to the Lusophone area, students will normally choose either Spanish America or the Spanish Peninsula as a second area. Students should make their selection of areas in consultation with their advisor and the Director of Graduate Studies.

1112. Ph.D. QUALIFYING EXAMINATION PROCEDURES.

1. Students are expected to have completed course work for the Ph.D. by the semester in which they take the qualifying exams; exceptions must be approved by the Director of Graduate Studies. Students should not take more than six credit hours of course work in that semester.
2. The Ph.D. qualifying examination must be taken no later than the semester following the completion of a total of 63 hours of graduate credit (including the M.A.). The two written exams and the oral must be taken within one semester. A maximum period of two weeks may separate each of the two written examinations; once the sequence of exams is started, it must be completed within thirty days. The oral exam must follow within the same semester and generally not more than two weeks after the last written exam.
3. The Chair of the committee will invite the representative of the minor field to contribute to the written exam and to attend the oral exam. If the minor representative wishes to waive his/her participation, the Chair of the committee will request that the minor representative send a notice to the Graduate Services Coordinator.
4. The Chair of the committee will make sure that the complete exam, approved by the entire exam committee, is delivered to the Department Graduate Services Coordinator no later than one week before the exam date. If questions are submitted late, the date of the examination will automatically be postponed.
5. The committee Chair should ensure that all committee members have agreed on the administrative procedures before the exam.
6. One member selected by the Chair of the committee should be present at the beginning of each exam or available by phone. The Graduate Services Coordinator is instructed not to give exams to a student unless a faculty member is available to answer questions.
7. Copies of the written exams will be given to all committee members and to the student prior to the oral exam.
8. After successful completion of the qualifying examination, the student will be nominated to candidacy. The student's Doctoral Advisory Committee will sign the departmental Completion of

Ph.D. Qualifying Examination Form which will be approved by the DGS. The student must then initiate the online Nomination to Candidacy form through the UGS:

<http://graduate.indiana.edu/academics-research/graduation.shtml> (Line 3 under Ph.D. Students)

- 1114. RESEARCH/DISSERTATION COMMITTEE.** By the end of the semester following the successful completion of the oral exam, the student must establish a dissertation committee. The committee will be comprised of four members. All Chairpersons of research committees and directors of research must be approved to direct dissertations. If, however, special expertise in an area is held by a faculty member not yet approved to direct dissertations, the departmental Chairperson may request that the Graduate School approve this individual as chair or director of the committee.
- 1115. DISSERTATION PROPOSAL.** Once a dissertation committee has been established, the student must present a dissertation proposal. Once it has been approved by the dissertation committee, the departmental dissertation committee proposal approval form should be turned in to the Graduate Office for DGS approval. The student must initiate the online Nomination of Research Committee through the UGS to which a one- to two-page English version of the proposal must be attached. This E-doc must be approved by the UGS at least 6 months before the student plans to defend.
- 1116. Ph.D. DISSERTATIONS.** See Section 825.
- 1117. DISSERTATION DEFENSE.** See Section 826.