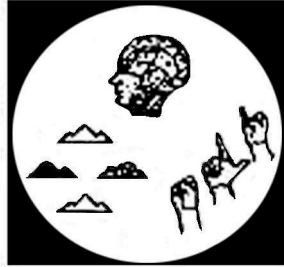


Graduate Student Manual 2019-2020



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[Corrections and suggestions that may improve the usefulness of this document are earnestly solicited. Please send your comments to the Graduate Coordinator.]

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INTRODUCTION

WELCOME!

Welcome to graduate studies in the Department of Linguistics! This manual is designed to help you understand and successfully complete the steps necessary to finish a graduate degree in Linguistics at the University of New Mexico. It will acquaint you with the resources available to you in the department and in the office of Graduate Studies (GS) as well as the requirements set by the department and by Graduate Studies. (Note: Until recently, Graduate Studies was known as “OGS” and you are likely to hear it referred to in that way.)

Policies and procedures for obtaining a master’s or doctoral degree are laid out here in general form. You should regularly consult the department’s Graduate Advisor, your faculty mentor, or your Committee on Studies for assistance. **It is up to you to be sure that you complete all steps toward the award of a degree in a timely and appropriate manner.**

In addition to this manual, you should carefully review the *University of New Mexico Catalog*. You are responsible for completing the requirements of the catalog under which you were admitted to the graduate program. Catalogs are usually provided free of charge when you attend the graduate student orientation offered at the beginning of each academic year; they may also be purchased from the UNM Bookstore and are also available at <http://catalog.unm.edu/catalogs/2019-2020/>. Also, *Pathfinder*, UNM’s student handbook and calendar (<http://pathfinder.unm.edu>), is the source of much crucial information on rights and responsibilities, sexual harassment, grievance procedures, student standards, and other policies and regulations.

This handbook includes separate sections on the master’s and doctoral degrees. It reproduces some of the most important information from the *UNM Catalog*. Please be aware that university and department requirements and procedures may be revised at any time due to unforeseen circumstances, though it is unlikely that any changes will have a significant impact on your program of studies.

We ask that you keep the department informed of your progress toward the degree on a timely basis. In particular, please keep in mind that **all forms and documentation required by Graduate Studies must be processed through the department’s Graduate Advisor and Graduate Coordinator.**

We wish you all the best as you begin your program here. If there is any way that the department can assist you further, please do not hesitate to ask.

LINGUISTICS AT THE UNIVERSITY OF NEW MEXICO

The UNM Department of Linguistics is the only degree-granting linguistics program in one of the most multilingual and multicultural states in the U.S. As such, it bears particular responsibilities both to the field of linguistics and to the residents of the region it serves. The department thus has two concerns: (1) teaching and research on language structure and use, and (2) service to society on language-related issues.

The department’s approach to linguistic theory takes a primarily cognitive-functional perspective that focuses on language structure as interacting with language use. This orientation emphasizes the study of language typology, change, discourse, interaction, variation, processing, and acquisition. The department is particularly concerned with the study of regional languages

(especially Native American languages and Spanish) and signed languages (American Sign Language in particular).

This theoretical approach provides the foundation for effectively addressing our commitment to the application of linguistics to social concerns, including minority language maintenance and empowerment of minority communities. Thus, the department not only studies and teaches about the structure and use of language, but also encourages faculty and student involvement as advocates and participants in outreach to the linguistic communities in which we carry out research.

UNDERGRADUATE PROGRAMS

In addition to offering an undergraduate major and minor in Linguistics, the department houses the Signed Language Interpreting program and the Navajo language program.

The B.A. major in Linguistics requires a minimum of 33 semester hours above the 200-level and the equivalent of four semesters of a second language. Required courses in this program include introductory courses in linguistics, phonetics, phonology, syntax, sociolinguistics, and psycholinguistics. The undergraduate minor requires 21 hours of Linguistics coursework.

The Linguistics Program also offers a Shared Credit BA / MA Degree Program which enables strong undergraduate students to apply some of their coursework towards both a BA and MA in Linguistics, thus completing the two degrees in a shorter time. Students should apply during their junior year. Details of this program can be found at <http://catalog.unm.edu/catalogs/2019-2020/colleges/arts-sciences/linguistics/undergraduate-program.html>

The B.S. in Signed Language Interpreting requires a minimum of 40 semester hours of coursework in American Sign Language, Signed English, fingerspelling, Deaf culture, linguistics, consecutive and simultaneous interpretation, and other aspects of the field of signed language interpreting.

The minor in Navajo Language and Linguistics requires 18 hours of Navajo language and Navajo linguistics courses at or above the 200 level. Three additional hours of approved electives are required. The Navajo language program regularly offers two years of Navajo, for both beginners and native speakers. More advanced Navajo courses are also offered. The department also periodically offers basic courses on other Native American languages and less commonly taught languages.

GRADUATE PROGRAMS

The Department of Linguistics offers both M.A. and Ph.D. degrees with particular strengths in functional and cognitive approaches to linguistic theory, Southwest languages (including Spanish and Native American languages of the region), American Sign Language (ASL), and psycholinguistics.

The Department also actively supports and participates in the doctoral program in Educational Linguistics offered through the Division of Language, Literacy, and Sociocultural Studies (LLSS) in the College of Education. For information on this program, contact the LLSS Administrative Assistant in Hokona Hall 140 (phone: 277-0437).

Graduate students in a number of other departments, especially Anthropology, Education, Psychology, Spanish and Portuguese, and Speech and Hearing Sciences may develop concentrations in linguistics at the master's or doctoral level. Students interested in graduate work in linguistics in another department are advised to consult the Chair of the Department of Linguistics as well as the department to which they are applying.

APPLICATION INFORMATION

Students who have completed the baccalaureate degree should apply for admission to the M.A. program, not to the Ph.D. program. Completion of a master's degree is a prerequisite for admission to the Ph.D. program.

U.S. citizens and permanent residents who apply to the M.A. and Ph.D. programs should apply on-line at <http://www.unm.edu/apply>. All forms and other necessary documentation is outlined on the Graduate Studies website, <http://grad.unm.edu/prospective-students/apply-now.html>.

Domestic applicants should complete the application form & registration (residency) form online, and send two official copies of your transcripts to the Admissions Office. International applicants should follow the procedures described at: <http://geo.unm.edu/admission/index.html>

Graduate Record Examination (GRE) scores are not required by the Department of Linguistics.

All applicants must submit three letters of recommendation, a letter of intent, and copies of transcripts from all colleges and universities attended directly to the department. NOTE: *all applicants must submit copies of transcripts directly to the department in addition to the copies of transcripts submitted to the Admissions Office.* Applicants to the Ph.D. program must also submit directly to the department a copy of the M.A. thesis or a research paper of high quality.

Applicants to the Ph.D. program who completed the M.A. in Linguistics at UNM must file a "Request for Change or Addition of Degree or Graduate Unit" form (instead of a new application), together with (1) three new letters of recommendation, (2) a letter of intent, and (3) a writing sample.

Deadlines. The following deadlines pertain to Linguistics:

Fall semester: Applications for both the M.A. and Ph.D programs must be received by **December 15th** for best consideration. Applications to the PhD program must be complete by **March 31st** in order to be considered for admission in the Fall semester.

Spring semester: Applications for the M.A. must be received by **October 31st** for best consideration. There is no spring admission to the Ph.D. program. Applicants to the Ph.D. program who completed the M.A. in Linguistics at UNM may continue on to the Ph.D. program in the Spring semester; if so, the applicant must apply by **October 1st** for best consideration.

All applications seeking financial aid must be received by December 15th.

Admission to the graduate program may be deferred for up to one year. Students must submit the Admission Deferral Request Form to Graduate Studies. The form can be found at <http://admissions.unm.edu/forms/semchange.pdf>.

Please note that normally, no graduate linguistics courses are offered in the summer.

FINANCIAL AID

University of New Mexico support for graduate students takes two forms: assistantships and fellowships. A few fellowships are awarded through Graduate Studies and are open on a highly competitive basis to all graduate students in the university. The Department also offers the Joseph H. Greenberg Fellowship to one outstanding PhD applicant per year. The Greenberg

Fellow is supported by the Fellowship fund for three years, with a fourth year of support from a combination of Fellowship funding and a teaching assistantship (or other support), conditional on satisfactory progress in their studies.

The Department of Linguistics each year provides limited financial support to graduate students. This support currently includes several graduate and teaching assistantships. The assistantship awards are made strictly on the basis of academic merit, and are allocated by the department faculty collectively in March for the following academic year. Those selected for assistantships may be assigned to serve as an assistant to a faculty member, or to have full teaching responsibility for a course (typically a section of Ling 2110, Introduction to the Study of Language). Most assistantships are half-time (.25 FTE) and provide an annual stipend, tuition remission for up to 6 credit hours per semester and a health insurance plan.

Because the number of assistantships is limited, and the nature of the work requires a substantial background in linguistics, assistantships are generally not awarded to entering MA students. Entering PhD students will be considered for assistantships in Linguistics, or for nomination for other forms of support that may be available.

Tuition fellowships through Graduate Studies are available only to those who are permanent residents of the state of New Mexico. The awards are made on the basis of merit and financial need. Tuition remission for up to 12 credit hours per semester is provided.

In addition, research assistantships and project assistantships are occasionally available to graduate students to work on research or public service projects usually funded by outside sources. Selection of assistants is made by the faculty member who serves as the project's principal investigator, and the primary basis for selection is the student's ability to handle the specific project assignment. Examples of recent projects include Perceptual Processing in Delayed Language Learners (funded by the National Institutes of Health and directed by Jill Morford), Jicarilla Apache Dictionary Project, and Nanbé Tewa Language Revitalization Project: Production of an Electronic Archive (funded by the National Science Foundation and directed by Melissa Axelrod), Constituents and Heads in Prosody Perception (funded by the National Science Foundation and directed by Caroline Smith), and Developing Language-Independent Event Representations that are Inferable from Linguistic Expressions in Large Text Corpora (funded by the Defense Threat Reduction Agency and directed by William Croft).

Graduate students in linguistics often receive support in other University programs, for example, as instructors in the ESL writing program in the Department of English, as instructors in the Center for English Language and American Culture (CELAC), as tutors in the Center for Academic Program Support (CAPS), and as teaching assistants or project assistants in other departments in the College of Arts and Sciences such as the Department of Spanish & Portuguese or the Department of Foreign Languages. Work-study positions are also available for graduate students with in-state tuition status. You must apply for Financial Aid to be offered on of these positions. Applications are available at <http://finaid.unm.edu>.

Funding for research and travel to conferences. Financial support for graduate student research or participation in conferences is available from several sources. Graduate Studies offers the Doctoral Conference Presentation Award as well as research funding (see <http://grad.unm.edu/funding/research-travel-grants/index.html>). Career Services runs the Student Conference Award Program (<https://career.unm.edu/students--alumni/student-conference-award-program.html>), open to undergraduate and graduate students. The GPSA provides money for graduate student research projects and for travel expenses to conferences through several types of funding. Information is available from the Graduate and Professional Student Association, <https://gpsagrants.unm.edu/apply>. The Department Chair may also have limited supplementary

funds for student travel and research projects; a “Travel Request” form is available from the Department Administrator.

HIGH DESERT LINGUISTIC SOCIETY

The High Desert Linguistic Society (HDLS) is the linguistics graduate student organization affiliated with UNM’s Graduate and Professional Student Association (GPSA), which allocates a small portion of student fees to HDLS to support its activities. The HDLS sponsors a variety of activities for the benefit of all linguistics students, including an e-mail discussion list (LINGGRADS-L) and occasional lectures and brown-bag talks. HDLS also sponsors a biannual student conference that attracts graduate students and scholars from around the world, and publishes a volume of proceedings based on the conference.

HDLS officers are elected annually at the end of the Spring semester.

DEPARTMENT FACILITIES

The Department of Linguistics is located on the first and fifth floors of the Humanities Building in the center of the UNM campus. It offers a small departmental library and a pleasant study area. The Signed Language Interpreting Program offices, Linguistics TA and temporary part-time faculty office, graduate student computer lab, and several seminar rooms are housed in Humanities 112. Zimmerman Library is nearby and houses an exceptional linguistics collection. The department and UNM’s Information Technology Services provide computational facilities and other equipment increasingly important in the study of linguistics. The department also has ready access to the recording facilities of the Language Learning Center, which includes a state-of-the-art signed language laboratory. Department faculty provide supervision for student research projects in psycholinguistics, sociolinguistics, language typology, experimental phonetics, signed language linguistics, and field research.

The department environment is enriched each year by colloquia and by informal brown bag lunch talks at which faculty and graduate students report on their research. The department also typically has visiting scholars each year who enliven the scholarly interchange.

The department office, Humanities 526, prepares a mailbox for each graduate student. Be sure to check your box regularly for special notices or for any mail that may be directed to the department for you.

The department library operates on the honor system for checking out books. Each graduate student may secure a key to the library and to the graduate student computer lab from the Department Administrator. The Clark Field Archive and Library in the Anthropology Department has a small but good set of linguistics books, especially in the area of Native American languages. For information on hours, contact the Anthropology Department.

ADVISEMENT

M.A. candidates receive advisement from the department’s Graduate Advisor. Upon arrival on campus, you should contact the Graduate Advisor to discuss prerequisite courses which must be completed and plan the program of coursework which leads to the master’s degree. The role of the Graduate Advisor is to ensure that you acquire an appropriate depth and breadth of exposure to the various subfields of linguistics during the time spent at UNM. Your faculty mentor will also be able to help you plan coursework each semester.

Ph.D. candidates are initially advised by the faculty member who agrees to fulfill the role of mentor at the time of the student's admission to the doctoral program. You should also consult the Graduate Advisor for guidance. As you develop your program of studies, you will set up and work with a Committee on Studies composed of three faculty. Details about advising at the doctoral level are provided in the Ph.D. section of this manual.

STUDENT GRIEVANCE PROCEDURE

The University of New Mexico has adopted a policy for handling student grievances regarding academic and disciplinary matters. The general student conduct and grievance procedure can be found in Pathfinder at <http://pathfinder.unm.edu/student-grievance-procedure.html>. More specific procedures for graduate students can be found in the Faculty Handbook, at <http://handbook.unm.edu/d176.html>.

THE MASTER OF ARTS IN LINGUISTICS

The Masters of Arts in Linguistics is intended to achieve the following academic goals:

Goal A: Breadth of Basic Knowledge

To be able to compare and evaluate linguistic theories in several core areas of linguistics

A.1. (University Student Learning Objective Alignment: Knowledge)

Students will describe basic principles of leading functional, cognitive and typological linguistic theories in phonology, morphosyntax, semantics or discourse, and language change.

Goal B: Critical Understanding of the Field

To be able to critically analyze state-of-the-art research

B.1. (University SLO Alignment: Knowledge)

Students will describe the hypotheses, arguments and evidence presented in current research publications in core areas of linguistics.

Goal C: Original Data Analysis

To develop the ability to collect and analyze naturally occurring linguistic data

C.1. (University SLO Alignment: Skills)

Students will analyze a novel set of naturally occurring data following principles of a linguistic theory.

The Department of Linguistics offers the M.A. degree in Linguistics under Plan I (24 semester hours of coursework plus 6 hours of thesis) or Plan II (32 hours of coursework without a thesis) according to the general regulations set forth in the *UNM Catalog*, with the additional requirement that a minimum of 12 hours of 500-level courses is required under either plan.

All work toward the M.A. degree (including coursework transferred from another institution) must be completed within a seven-year period. This seven-year period commences with the first graduate course listed on the student's Program of Studies.

Students are advised to familiarize themselves with Graduate Studies (GS) regulations, which are available on the GS website at <http://grad.unm.edu/>.

PLAN I OR PLAN II?

As soon as you are admitted to the M.A. program, you should start thinking about whether writing a thesis (Plan I) or completing additional coursework (Plan II) would be most suited to your interests and long-range career goals. There are benefits to both approaches. The intensive research and writing involved in preparing a thesis can be valuable preparation for further studies at the Ph.D. level or for employment in a specific area related to linguistics. On the other hand, the M.A. program may be seen as the opportunity to pursue broad experience in linguistics. The coursework option ensures a strong foundation in linguistics with an appropriate depth and breadth of knowledge to pursue further studies or professional employment.

Plan I Requirements:

- 1) A minimum of 24 hours of coursework:
 - At least 12 of these hours must be 500-level courses.
 - No more than 6 of these hours may be problems courses (independent study).
 - At least 12 of these hours must be completed after admission to the M.A. program.
- 2) Six hours of Thesis (599) credit, completion of a master's thesis and a successful oral defense of the thesis.

Plan II Requirements:

- 1) A minimum of 32 hours of coursework:
 - At least 12 of these hours must be 500-level courses.
 - No more than 12 of these hours may be problems courses (independent study).
 - At least 16 of these hours must be completed after admission to the M.A. program.
- 2) Completion of the M.A. Comprehensive Examinations.

There is a seven-year limit to completion of all requirements for the MA degree.

M.A. ADVISEMENT

All aspects of your program of studies must be approved by the Graduate Advisor. You are also encouraged to develop academic guidance relationships with other department faculty with shared mutual interests.

Course Load. A full-time enrollment at the graduate level is 3 classes, totaling 9 credit hours. However, if you have an assistantship of any kind, full-time enrollment is 2 classes, 6 credit hours. For most students, it is inadvisable to enroll in more classes than regular full-time enrollment.

Under current state legislation, domestic nonresident students may take courses at the resident tuition rate if the total number of credit hours is six or less. After nonresident students establish residency, normally after a year of residence in New Mexico, they will qualify for the resident tuition rate for all courses they take.

Please note: Although 6 credit hours and a TAship are considered to be a full time student status, Federal Financial Aid considers 6 credit hours to be a part time student status and this can result in a reduction of your Federal Financial Aid. Please consult with a Financial Aid Officer at the UNM Financial Aid Office to verify the impact of a TAship on any Federal Financial Aid you may be receiving.

COURSEWORK REQUIREMENTS

Prerequisites. The entering M.A. student is expected to have completed 12 hours of basic linguistics courses as prerequisites, including the following courses or their equivalents: introductory linguistics (Ling 301), phonetics (Ling 303), phonological analysis (Ling 504), and grammatical analysis (Ling 522). It is possible to make up deficiencies in these prerequisites after admission to the M.A. program, but these prerequisite courses must be completed as soon as possible and may not be counted toward the minimum coursework requirements of the degree. M.A. students *must* enroll in 500-level course numbers when available.

Core M.A. Coursework. (See Page 19 for checklist.) You are expected to complete 21 hours of advanced courses at the graduate level covering the core areas of linguistics:

- a graduate course in phonological theory (502 or 503)
- a graduate course in morphosyntax (512)
- a graduate course in language change (546)
- a graduate course in psycholinguistics (e.g., 560, 565, 567, 568, 569)
- a graduate course in sociolinguistics (e.g., 533, 534, 539, or a relevant seminar)
- two graduate courses, covering two of the three following research areas:
 - discourse/syntax (523, 529, or a seminar on a relevant topic);
 - semantics/cognitive linguistics (519, 525, or a seminar on a relevant topic);
 - typology/field linguistics (513, 517, 548, or a seminar on a relevant topic).

This required core coursework cannot be satisfied by problems courses (independent study), by substitute courses, or by in-absentia study. Any request for an exception to this policy must be submitted in writing to the department's Graduate Committee. If approved, the request, including signatures of approval by the Graduate Committee members, is to be placed in the student's file.

University regulations specify that no more than half of the credit hours towards the degree be taken from a single professor, exclusive of thesis credit hours.

Courses suitable to fulfill the Psycholinguistics requirement may be available through LLSS; these must be approved by the Graduate Advisor.

Language courses must be available for graduate credit in order to count towards the MA or PhD graduate credit hour requirement. Many language courses with 2110, 2120, 301 etc. course numbers do not count toward the graduate credit hour requirement.

Linguistics courses taken as an undergraduate, including undergraduate linguistics at UNM, normally cannot be used to count for MA course requirements. For example, if an MA student has taken courses in psycholinguistics or sociolinguistics as an undergraduate, s/he must still take at least one course in psycholinguistics and sociolinguistics as an MA student. The only exception is if an MA student took Ling 412 (Morphosyntax) or Ling 446 (Introduction to Language Change) as an undergraduate at UNM, and passed those courses with a grade of B- or higher. In this case, the student does not need to take the Ling 512 (Morphosyntax) or Ling 546 (Introduction to Language Change) MA course requirements. However, in place of Ling 512 and/or Ling 546, the student must take the equivalent number of credit hours in linguistics electives (in any subject area).

Deaf students are excused from taking Linguistics 303, Introduction to Phonetics, which is normally a required prerequisite to the MA in Linguistics. They are expected to fulfill all other prerequisites, notably Linguistics 304 / 504, Phonological Analysis.

In phonology, the MA requires either Linguistics 502 or 503. Deaf students may substitute a graduate course in ASL Phonology, subject to verification by the department's Graduate Committee that the content and level of the course are appropriate.

Elective M.A. Coursework. The remaining required hours consist of electives and/or MA thesis hours. In Plan 1, you must take 1 elective (3 credit hours) and a minimum of 6 MA thesis hours; you may take additional MA thesis hours if necessary to complete your thesis and remain registered at UNM. Under Plan II, you must take 4 electives (12 credit hours—actually only 11 credit hours are required, but most Linguistics courses are 3 credit hours). The electives are selected by you, with the approval of the department's Graduate Advisor or your faculty mentor. When appropriate to a specialization, you may take specific research skill courses (e.g., logic or statistics, or courses from another department) as part of the elective coursework.

Your full program of studies must be approved by the Graduate Advisor and by Graduate Studies (see Program of Studies below). Please be aware that no more than half the minimum required coursework hours, exclusive of thesis, may be taken with a single faculty member.

Minimum Grades. Department policy is that graduate students must receive a B- or better in all graduate and pre-requisite courses in linguistics. Courses in which the student earns a lower grade must be re-taken, or another course substituted to fulfill a requirement.

Academic Probation. The university defines three types of academic probation. A student whose cumulative grade point average fall below 3.0 will be placed on Type 1 probation. A student who earn any combination of two grades of of NC, F, WF, INC and/or IF are placed on Type 2 probation. A student who receives 6 or more credit hours of incomplete grades will be placed on Type 3 probation.

Students on any type of probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, defend theses, or graduate. Students on Type 2 probation may have these restrictions waived if they maintain a GPA of 3.5 for two consecutive semesters. Students on Type 3 probation may provisionally hold assistantships for one semester if their semester GPA is at least 3.0. Students on Type 1 probation will be suspended if their cumulative GPA does not reach 3.0 after 12 additional credit hours of graduate work or four semesters in probationary status, whichever comes first. Students on Type 2 probation will be suspended if a third NC, F, WF, INC or IF grade is earned. Further details of university policies on academic probation can be found at <http://catalog.unm.edu/catalogs/2019-2020/graduate-program.html>

Transfer of Credits. The transfer of credit from another university or from non-degree status is not automatic. With the approval of the Graduate Advisor, up to 50% of the M.A. coursework requirements may be transfer credits, provided that (a) the coursework is judged to be appropriate to your program of studies, and (b) the coursework is completed within the required seven-year period.

Graduate level linguistics courses taken after completing a bachelor's degree, such as graduate linguistics courses taken as a non-degree student at UNM, may be counted towards MA course requirements. Such courses may also be counted towards the UNM MA total credit hour requirements, up to the limit allowed for the UNM MA degree.

NOTE: Quarter hours are converted to .67 semester hours each.

NOTE: A course that has been counted toward a previous degree may not be counted again for the Master's degree. If such a course is used to fulfill a core requirement, you should substitute an elective to meet the minimum coursework requirement.

Leave of absence. If extenuating circumstances require that a student must interrupt his or her studies for one or more semesters, he or she must request in advance from the home graduate unit and Graduate Studies a formal leave of absence. Leaves of absence may be granted to students in good standing in cases of illness, emergency, family exigency, and employment or professional opportunities. Leaves of absence are granted on a semester-by-semester basis and generally are limited to a maximum of one calendar year. With a formal leave of absence approved in advance, the time a student is on leave does not count against the time to degree limit.

For students on financial aid requesting a leave of absence, please submit the Scholarship Petition form which is found at <http://finaid.unm.edu/forms/2019.html>.

CONCENTRATION IN NATIVE LANGUAGES OF THE SOUTHWEST

The Department of Linguistics offers the M.A. in Linguistics with a Concentration in Native Languages of the Southwest. The program is designed to take advantage of the resources in the Departments of Linguistics, Native American Studies, and Anthropology, as well as the College of Education. The concentration on Native American Languages will be supported by the department's interest in functional grammar and sociolinguistics.

Candidates for the M.A. with a Concentration in Native American Languages of the Southwest must take the 21 hours of core courses listed on page 11. Additionally, the candidate should choose one of three focus areas: 1) field research on Native American languages, 2) issues in bilingual education, or 3) Navajo studies. The candidate must take four courses in the chosen focus area, and one course from either of the other two focus areas. The following courses satisfy the focus requirements; related courses approved by the Graduate Advisor may also be used to satisfy the requirements.

Field research

Ling. 513	Linguistic Field Methods
Ling. 515	Native American Languages
Ling. 559	Language and Culture
NatAm *402	Education, Power and Indigenous Communities
NatAm *445	Politics of Identity

Bilingualism and bilingual/multicultural education

Ling 535	Societal Bilingualism
Ling 566	Psychology of Bilingualism
LLSS *453	Theoretical and Cultural Foundations of Bilingual Education
LLSS 580	Seminar in the Education of the Bilingual Student
LLSS 582	Curriculum Development in Multicultural Education

Navajo

Nav. 511	Navajo Verb System I
Nav. 512	Navajo Verb System II
Nav. 515	Advanced Navajo
Nav. 501	Navajo Linguistics

When enrolling in starred courses (*), be sure to fill out a Graduate Credit Authorization form (http://registrar.unm.edu/forms/Green_Card.pdf) so that you receive graduate credit.

PROGRAM OF STUDIES

You must file a "Program of Studies" (PoS) form listing the complete Program of Studies as approved by the Graduate Advisor. The PoS form and instructions are available on the Graduate Studies web site at <http://grad.unm.edu/resources/gs-forms/index.html> (under "Academics"). This form may not be submitted before completion of 12 hours of coursework. It must be

approved by GS before you may take the master's comprehensive examination. The deadlines are as follows: For Spring graduation, the PoS is due October 1st. For Fall graduation, the PoS is due July 1st. For Summer graduation, the PoS is due March 1st. These are GS deadlines—please turn the form in to the Linguistics department Graduate Coordinator earlier so that a copy can be kept in your file. The department requires that these records be kept with us as well as with GS.

After the Program of Studies has been filed, you may change between Plans I and II only with the approval of the Graduate Advisor and GS, and to do so, you must submit a new Program of Studies.

M.A. COMPREHENSIVE EXAMINATIONS (PLAN II)

M.A. candidates on Plan II must pass the master's comprehensive examination. This exam is usually taken during your last semester in the program. The examination may be taken only after the Program of Studies has been approved by GS and only if you have a cumulative GPA of at least 3.0.

Examination Areas. To permit you to display appropriate breadth and depth of understanding of the field of linguistics, you will be examined in three areas chosen from the following list of six options. You must select two areas from the first group and one area out of the second group:

- Group I : (a) syntax/discourse
(b) semantics/cognitive linguistics
(c) phonology/phonetics
(d) typology/grammaticalization

- Group II: (e) psycholinguistics
(f) sociolinguistics

Evaluation of the exam. The responsibility for administering the examination and providing the final evaluation is assigned to the M.A. Examination Committee, a committee of three faculty appointed by the department each year. You may request questions from any member of the faculty, whether they are or are not members of the Examination Committee. Regular, adjunct and emeritus faculty are allowed to write examination questions. You will then work with these faculty to prepare your reading lists and define the topics to be treated in the exam questions. You should work with a different faculty member for each question. Your responses to all three questions are read by the members of the Examination Committee. In addition, the faculty member who wrote each question will read your response to that question, and consult with the Examination Committee in evaluating your response.

The examination typically consists of three-day take-home questions for each of the three areas chosen; responses of approximately 10 double-spaced pages per area are expected. The exam is normally given over a 10-day period at the time of Fall Break and Spring Break. The exam committee may subsequently request an oral interview with you in order to determine the final evaluation of the exam.

A student who fails the examination is allowed a second attempt within one calendar year. The examination may be taken only twice.

The evaluation of the exam is reported to GS on the “Report of Examination” form. Each committee member also completes the department’s “Assessment of M.A. Comprehensive Examination” form for student outcomes assessment.

Deadlines. You must file with the Graduate Advisor the department’s “M.A. Comprehensive Exam Areas and Supervising Faculty” form no later than one month before the date of your exam. At least two weeks before the examination, the department must notify GS by submitting an “Announcement of Examination.” Barring extraordinary circumstances, you will be notified of the results of the examination no later than two weeks from the date on which it was completed. Should such circumstances arise, the chair of the M.A. Examination Committee will inform you in writing of the reason for the delay and let you know when notification can be expected. The results of the examination must be reported to GS by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation.

M.A. Reading List. Upon deciding on an area for examination, you should consult with an appropriate faculty member in order to select the major books or articles to include on the list for that area. We expect students to have a general knowledge of the contents and approach presented in the books and a more detailed knowledge of the arguments and data contained in the articles. The reading list for each area may include books and articles assigned in courses. These are supplemented with works specific to the students’ area of interest. A reading list typically consists of around 10 items. The reading list is selected by the candidate and the faculty who will write the candidate’s questions (supervising faculty), in consultation with and with the approval of the Department’s Graduate Advisor.

M.A. THESIS (PLAN I)

Plan I students must complete a minimum of six hours of thesis credit (Ling 599). These hours are usually distributed across the last year in the M.A. program, three hours in the first semester when the research is typically undertaken, and three hours in the following semester devoted to writing up the thesis. The thesis must demonstrate evidence of the ability to do sound research and writing as certified by the approval of your thesis committee.

Only six hours of Ling 599 may be applied to the program of studies. All graduate students enrolled in thesis hours (599) must maintain **continuous enrollment**, excluding summer semesters, from the first semester of registering in these hours through the semester of graduation. Students who miss one or more semesters must obtain approval for a formal leave of absence; if students miss one or more semesters without an approved leave of absence, they must file for readmission as described below. Without a formal leave of absence approved in advance, the time a student is not enrolled counts against the time to degree limit. Thesis hours may be taken in the summer session, and the thesis may be defended during the summer with the approval of the thesis committee.

Thesis Committee. Your thesis is guided by a committee of three faculty members approved for graduate instruction, at least two of whom hold regular full-time faculty appointments at UNM, in the Linguistics department. The thesis chair, who assumes the major responsibility for guiding your work, must be a regular UNM faculty member approved by the Graduate Advisor. UNM regulates the composition of the MA thesis committee as follows (see <http://catalog.unm.edu/catalogs/2019-2020/graduate-program.html>):

- Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's major
- The chair of the exam committee must be Category 1, 5, or 3 if his/her appointment is within the student's major
- The third member can be any Category 1-6
- A co-chair can be from any Category 1-6 as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major.

The categories of committee members are as follows:

Category One: UNM tenured or tenure-track faculty or UNM-National Laboratory Professors. Role: chair or a member of any master's or doctoral committee in any discipline, regardless of the Faculty member's FTE status.

Category Two: Tenured or tenure-track faculty at other institutions. Role: external member on dissertation committee.

Category Three: Individuals whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor assistant professor or faculty hired onto the flex track or "V" category in the School of Medicine. Role: co-chair or member of master's or dissertation committee; may only chair committees if his/her appointment is within the student's major.

Category Four: Others who are considered experts in the field. Role: voting member of the committee.

Category Five: Emeriti/Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired. Role: Chair, co-chair, or voting member of the committee.

Category Six: After the first year of retirement, Emeriti/Emeritae faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.

You must complete the department's "M.A. Thesis Committee" form and submit it to the Graduate Advisor at the beginning of the semester in which you plan to defend the thesis.

Final Examination for Thesis (Thesis Defense). You are responsible for providing each member of your committee with a complete final draft of the thesis in ample time (a minimum of two weeks) for review prior to the defense. The thesis defense cannot be scheduled during the last two weeks of a semester or during the summer session. If this proves impossible, the student should submit a memo to the Department Chair requesting an exception, and briefly explaining the rationale for the exception. The memo will be reviewed by the internal members of the thesis committee and passed on to the Department Chair with a recommendation. If the Department Chair is a member of the committee, and there is only one internal member apart from the Department Chair, then the Graduate Advisor will take her/his place. The memo and decision are confidential, protected by the Family Educational Rights and Privacy Act (see <http://registrar.unm.edu/privacy-rights/ferpa.html>), and will be kept in the student's file.

This final examination is a public presentation of your thesis results in a department colloquium open to the UNM community. The focus of this presentation is the thesis and its relationship to the field of linguistics. Its purposes are (1) to provide an opportunity for you to communicate the research results to a wider group of scholars; (2) to afford an opportunity for

the members of your committee and others to ask questions; (3) to ensure that the research reflects your independence of thought and accomplishment rather than excessive dependence on the guidance of a faculty member; and (4) to ensure that you are thoroughly familiar with the focus of the thesis and its relevance to the discipline of linguistics. Students should be prepared to give a 20-30 minute presentation on the highlights of the project, its data, methodology, and conclusions.

At least three weeks before the thesis defense is held, the “Announcement of Final Examination for Thesis” form must be filed, and the Graduate Coordinator must be provided with the title and abstract of the thesis and the names of the committee members. If the announcement cannot be made within two weeks, the student should submit a memo to the Department Chair requesting an exception, and briefly explaining the rationale for the exception.

At the conclusion of the defense, the thesis committee members confer to complete the “Report of Final Examination for Thesis” on which they make one of the following recommendations, which must be agreed upon by at least two of the committee members: (1) that the thesis be approved without change; (2) that the thesis be approved subject only to minor editorial corrections; (3) that the thesis be rewritten or revised before approval; or (4) failure. If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance the director of the thesis is responsible for seeing that all necessary corrections are made before the thesis is submitted to GS. If the third recommendation is made, the full committee may elect to meet again to determine that the concerns have been addressed.

Each member of the thesis committee also completes the department’s “Assessment of Master’s Thesis” form for student outcomes assessment.

Submission of Thesis. Note that theses must now be submitted electronically. Procedures for this are described at:

<http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>.

Please check this site carefully in case of changes as the procedure may evolve.

You are responsible for preparing the final version of the thesis in proper format, of high reproduction quality, and free of grammatical and typing errors. Detailed guidelines are available from GS; see the web site listed just above. To verify the satisfactory quality of typing and format, to ensure acceptability of copies, and for any technical advice and guidance, you are urged to contact and to submit sample pages to the GS Manuscript Coordinator well in advance of the thesis submission deadlines. The Manuscript Coordinator holds a very useful workshop on thesis mechanics several times each year.

Each final copy of the thesis for GS and the department must include a set of “red-border” pages (available at <http://grad.unm.edu/degree-completion/thesis-dissertations/manuscript-templates.html>), which includes an Approval page and a Title page.

Two copies of the unbound thesis manuscript, each with an abstract of no more than 350 words, must be submitted for approval to GS by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. An additional copy of the thesis must be provided to the Department of Linguistics for binding and placement in the department’s library.

The following forms must be submitted to GS with the manuscript: (1) a “Certification of Final Form” completed by the thesis committee chair; (2) a confidential “Report on Thesis or Dissertation” (“gray sheet”) completed by each committee member; and (3) the Electronic Thesis or Dissertation Release form, (available at <http://grad.unm.edu/resources/gs-forms/etd-embargo.html>) (3) an “Information Cover Sheet” attached to the box in which the manuscript is placed.

A \$15 fee is charged for binding the two GS copies that are forwarded to the university library, one copy to be placed in the library archives and the other in circulation.

GRADUATION

You must notify the Department Graduate Coordinator early in the semester **prior** to the semester in which you plan to graduate. Each semester, the Graduate Coordinator must submit to GS a list of all students intending to graduate at the end of the following semester. GS permits the removal of names from this list if a student delays graduation, but does not permit late additions to this list; therefore, it is essential that you inform the Graduate Coordinator and the Graduate Advisor as soon as you have an intended graduation date, even if you are not absolutely certain that you will be ready to graduate at that time.

In order to graduate, all degree requirements must be completed by November 15 for Fall, April 15 for Spring, or July 15 for Summer. If you do not complete all requirements as planned, let the Graduate Coordinator know as soon as possible so that she can correct the paperwork with GS.

A Masters student following Plan I must register in the semester that s/he submits her/his Master's thesis. The deadline for submission of the final Master's thesis is November 15 for Fall, April 15 for Spring or July 15 for Summer. If a student misses the submission deadline for the semester, but submits the final master's thesis to GS before the last day of the semester, s/he will officially graduate in the following semester but will not have to register for credit hours in the following semester.

You must be enrolled for at least one unit of graduate credit during the semester (including the summer session) in which you complete degree requirements. For Plan I students, this is usually the submission of the approved thesis to GS, and the required enrollment may be in thesis hours (Linguistics 599). Enrollment in Graduate Problems (Linguistics 595) is also acceptable as a required unit of enrollment for both Plan I and Plan II students.

Plan II students not intending to graduate during the semester in which they take their comprehensive exam may take the exam during a semester that they are not enrolled, provided that fewer than three consecutive semesters (including summer session) have elapsed since their last enrollment. Students who have not taken the comprehensive examination within this time period will lose their graduate status and must apply for readmission and enroll for at least one graduate credit to regain that status.

Participation in Graduation Events. The university holds formal graduation ceremonies in December and May. Students who have completed all degree requirements during the preceding year are automatically sent an invitation. For MA students who are within one term of graduating and wish to participate in the commencement ceremony, the instructions are to contact the University Secretary's office.

Every May, the Linguistics Department holds a more informal graduation ceremony, referred to as "Convocation", to honor graduates in Linguistics, Signed Language Interpreting, and the Navajo Language Program. Students who have completed all degree requirements during the preceding year are automatically sent an invitation to this ceremony. MA students on Plan 2 may participate if they have passed their comprehensive exams. For MA students on Plan 1 (writing a thesis) who have not yet completed their thesis but expect to complete all requirements by July 15, you may submit a request to participate in the department convocation to your committee chair. This request should be submitted before May 1. After consultation with the other members

of the committee, the chair will determine if your participation is appropriate. The May 1 deadline allows the department time to adjust plans accordingly, including adding your name to the program.

Name _____

Date _____

M.A. CHECKLIST FOR COURSEWORK

A. **Coursework.** Up to 50% of credits may be transferred from another institution.

Plan I (24 credit hours + thesis): _____

Plan II (32 credit hours): _____

	<u>Hrs</u>	<u>Smstr</u>	<u>Grade</u>	<u>Instructor</u>
Prerequisite Courses				
Ling. 301 <i>Introduction to Linguistic Analysis</i>	_____	_____	_____	_____
Ling. 303 <i>Introduction to Phonetics</i>	_____	_____	_____	_____
Ling. 504 <i>Phonological Analysis</i>	_____	_____	_____	_____
Ling. 522 <i>Grammatical Analysis</i>	_____	_____	_____	_____
Required Courses				
1. Phonology				
Ling. 502 <i>Current Approaches to Phonology</i>	_____	_____	_____	_____
- OR -				
Ling. 503 <i>Usage-Based Phonology</i>	_____	_____	_____	_____
2. Morphosyntax				
Ling. 512 <i>Morphosyntax</i>	_____	_____	_____	_____
3. Language Change				
Ling 546 <i>Introduction to Language Change</i>	_____	_____	_____	_____
4. Psycholinguistics				
_____	_____	_____	_____	_____
5. Sociolinguistics				
_____	_____	_____	_____	_____
6/7. Two courses covering two of:				
(i) discourse/syntax;				
(ii) semantics/cognitive linguistics;				
(iii) typology/field linguistics.				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. Electives — 4 courses (or 1 + 6 credit hours of thesis)

_____	_____	_____	_____	_____
Elective				
_____	_____	_____	_____	_____
Elective or Thesis				
_____	_____	_____	_____	_____
Elective or Thesis				
_____	_____	_____	_____	_____

Steps towards graduation for MA Plan 1 (thesis) students

Italics = suggested dates.

Regular print indicates events for which there are university deadlines, although the precise dates may vary from year to year

action	deadline for Dec graduation	deadline for May graduation	deadline for July graduation
file your Program of Studies	July 1	Oct 1	March 1
ask Jessica to add you to the graduation list for the following semester	late July	Dec 1	late April
thesis chair should have most or all of thesis in near-final form	<i>Sep 15</i>	<i>Feb 15</i>	<i>May 15</i>
give complete, polished draft to committee to read	<i>Oct 1</i>	<i>March 1</i>	<i>June 1</i>
if you wish to participate in university commencement ceremony, sign up and purchase academic regalia	mid-late Oct	mid-late March	mid-late Oct (for December)
submit Announcement of Examination form (online) a minimum of two weeks before defense date	<i>Oct 15</i>	<i>March 15</i>	<i>June 15</i>
ask Jessica to request a room for your defense and send her the title, abstract, names and affiliations of committee members a minimum of two weeks before defense date	<i>Oct 15</i>	<i>March 15</i>	<i>June 15</i>
defend thesis	<i>Nov 1</i>	<i>April 1</i>	<i>July 1</i>
complete revisions and format thesis			
file thesis and related forms	Nov 15	April 15	July 15
if you wish to participate in Linguistics convocation, RSVP to invitation sent out by department in April	mid-April	mid-April	mid-April

Steps towards graduation for MA Plan 2 (exam) students

MA comprehensive exams can only be taken during the academic year, so no separate deadlines are provided for July graduation.

Italics = suggested dates.

Regular print indicates events for which there are university deadlines, although the precise dates may vary from year to year

action	deadline for Dec graduation	deadline for May graduation
file your Program of Studies	July 1	Oct 1
ask Jessica to add you to the graduation list for the following semester	late July	Dec 1
Choose three topic areas for your exam questions (see list of areas in the Grad Manual; one must be sociolinguistics or psycholinguistics). Select one faculty member per area and ask them if they are willing to write an exam question for you.	<i>Aug 15</i>	<i>Jan 15</i>
Notify Grad Advisor and Grad Coordinator that you plan to do exam, especially if you wish to do it at a non-standard date. Standard dates are the week of Fall Break and the week of Spring Break.	<i>Aug 20</i>	<i>Jan 20</i>
In consultation with faculty, determine reading list for each area.	<i>Aug 20</i>	<i>Jan 20</i>
submit Announcement of Examination form (online) a minimum of two weeks before date that exams begin	<i>Sep 25</i>	<i>Feb 28</i>
Take exams. Standard schedule is: First exam question given at noon Friday, due noon Monday. Second question given at noon Monday, due noon Thursday. Third question given at noon Thursday, due noon Monday.	<mid-Oct>	<mid-March>
if you wish to participate in university commencement ceremony, sign up and purchase academic regalia	mid-late Oct	mid-late March
Ensure that exams have been evaluated and Report filed by deadline	Nov 15	April 15
if you wish to participate in Linguistics convocation, RSVP to invitation sent out by department in April	mid-April	mid-April

THE DOCTOR OF PHILOSOPHY IN LINGUISTICS

The Doctor of Philosophy in Linguistics is intended to achieve the following academic goals:

Goal A: In-Depth Knowledge

To demonstrate detailed knowledge of a chosen subarea of linguistics

A.1. (University SLO Alignment: Knowledge)

Students will critically compare and evaluate theories and bring relevant data to bear on them in the subarea of linguistics chosen for doctoral research.

Goal B: Original Research

To be able to critically analyze state-of-the-art research

B.1. (University SLO Alignment: Skills)

Students will pose an original research problem in their chosen subarea.

B.2. (University SLO Alignment: Skills)

Students will produce a publishable research paper or monograph on a scientific problem.

Admission to the Ph.D. program is highly selective. The following criteria must be met:

- (1) successful completion of coursework equivalent to the M.A. in Linguistics at UNM;
- (2) a completed research paper of publishable quality and/or outstanding performance on the M.A. Comprehensive Examination in Linguistics at UNM; and
- (3) willingness of a member of the department faculty to serve as the student's initial mentor.

Academic preparation in the Ph.D. program in Linguistics consists of a well-rounded program of coursework, research apprenticeship, and professional development activity. Each student's program should be designed to foster a fundamental knowledge of the field of linguistics, both in depth and breadth. Coursework meeting the minimum requirements does not automatically constitute an acceptable program of study. Your individual program must be approved by your Committee on Studies, the Graduate Advisor, and Graduate Studies (GS).

COURSEWORK REQUIREMENTS

The doctoral program requires a **minimum** of 48 semester hours of graduate credit coursework in linguistics. This minimum requirement may include up to 30 hours of master's degree credit (including thesis). At least 18 hours must be coursework beyond the M.A. degree. In addition, the student must complete a minimum of 18 hours of Dissertation (Ling 699) credit.

At least 24 credit hours must be completed at UNM, and at least 18 hours must be completed after admission to the doctoral program at UNM. A minimum of 18 hours exclusive of dissertation must be earned in UNM courses numbered 500 or above. No more than 50% of the required course credits may be taken with a single faculty member; coursework completed for the master's degree is included in this limit.

Required Courses. The PhD requirements include:

1. Two courses in Phonetics and Phonology, from: Ling 502, 503, or a seminar in phonetics or phonology. One of these courses must be either Ling 502 or Ling 503.
2. One course each in three of the following four areas:
 - Discourse/Syntax: Ling 523, 529, or a seminar on a relevant topic
 - Semantics/Cognitive Linguistics: Ling 519, 525, or a seminar on a relevant topic
 - Typology/Field Linguistics: Ling 513, 517, 548, or a seminar on a relevant topic
 - Sociolinguistics: Ling 533, 534, 539, or a seminar on a relevant topic
3. At least one methodology course appropriate to the field of specialization, e.g., Ling. 513 *Field Methods*, Ling 569L *Experimental Psycholinguistics*, Spanish 546 *Seminar in Hispanic Sociolinguistics*, LLSS 502 *Naturalistic Inquiry*. *Sociophonetics* (currently taught under Ling 539) also satisfies the methodology requirement, as do some seminars taught under the 554 or 590 number (e.g., *Experimental Phonetics*). The course used for the methodology requirement can also be used for any of the other requirements, if appropriate.
4. Three advanced seminars. Advanced linguistics courses not specifically designated as “seminars” can be used to satisfy this requirement; core courses in the Master’s program cannot be used to satisfy this requirement. Seminar courses include Ling 539, Ling 554, Ling 568 and Ling 590. Advanced linguistics courses that can be used to satisfy this requirement (if they have not been used to satisfy requirements 1 and 2) include Ling 513, Ling 515, Ling 517, Ling 519, Ling 548, Ling 560 and Ling 569.

These required courses cannot be satisfied by problems courses (independent study), by substitute courses, or by in-absentia study. Any request for an exception to this policy must be submitted in writing to the department’s Graduate Committee. If approved, the request, including signatures of approval by the Graduate Committee members, is to be placed in the student’s file and submitted to GS.

University regulations specify that no more than half of the credit hours towards the degree be taken from a single professor, exclusive of thesis credit hours.

Course requirements, such as the requirements for graduate phonology or for the discourse/syntax, semantics/cognitive linguistics, or typology/field linguistics requirements, may be satisfied by courses taken as an MA student. Skills requirements, namely the linguistic methodology, foreign language, non-Indo-European language, or statistics requirements, may be satisfied by courses taken as an MA student.

Language courses must be available for graduate credit in order to count towards the MA or PhD graduate credit hour requirement. Many language courses with 2110, 2120, 301 etc. course numbers do not count toward the graduate credit hour requirement.

Under current state legislation, domestic nonresident students may take courses at the resident tuition rate if the total number of credit hours is six or less. After nonresident students establish residency, normally after a year of residence in New Mexico, they will qualify for the resident tuition rate for all courses they take.

Academic Probation. The university defines three types of academic probation. A student whose cumulative grade point average fall below 3.0 will be placed on Type 1 probation. A student who earn any combination of two grades of of NC, F, WF, INC and/or IF are placed on Type 2 probation. A student who receives 6 or more credit hours of incomplete grades will be placed on Type 3 probation.

Students on any type of probation are not eligible to hold assistantships, nor are they allowed to take doctoral comprehensive examinations, defend dissertations, or graduate. Students on Type 2 probation may have these restrictions waived if they maintain a GPA of 3.5 for two consecutive semesters. Students on Type 3 probation may provisionally hold assistantships for one semester if their semester GPA is at least 3.0. Students on Type 1 probation will be suspended if their cumulative GPA does not reach 3.0 after 12 additional credit hours of graduate work or four semesters in probationary status, whichever comes first. Students on Type 2 probation will be suspended if a third NC, F, WF, INC or IF grade is earned. Further details of university policies on academic probation can be found at <http://catalog.unm.edu/catalogs/2019-2020/graduate-program.html>.

RESEARCH SKILLS REQUIREMENTS

In addition to the preceding coursework requirements, all doctoral candidates must fulfill the following research skills requirements:

1. Proficiency in a language other than your native language. This requirement may be satisfied by four semesters of college coursework with a grade of B or better. A student who is a speaker of a language other than English may use their native language to satisfy this requirement. For alternative ways of satisfying this requirement, consult the Graduate Advisor.
2. Knowledge of the structure of a non-Indo-European language. This requirement may be met by Ling 513 *Field Methods*, or by an appropriate research paper. A student who is a native speaker of a non-Indo-European language must submit a research paper on the structure of their native language in order to use that language to satisfy the requirement.
3. Coursework in statistics up to and including Analysis of Variance or the equivalent. This can be fulfilled by taking Ling 510 *Statistical Methods in Linguistics* or Ling 569 *Experimental Psycholinguistics*. (You may still use Ling 569 *Experimental Psycholinguistics* to satisfy the seminar requirement even if you also use it to satisfy the statistics requirement.) Other courses that seem appropriate for satisfying this requirement are Stat 527 *Data Analysis* and Stat 528 *Data Analysis II*, Psych 501 *Advanced Statistics*, and Soc 381 *Sociological Data Analysis*. (Ed Psy 502 *Survey of Statistics in Education* does NOT satisfy this requirement.) Note that some of these may require background in the appropriate discipline. Also, you do not receive graduate credit for courses numbered below 500.

A separate “Certification of Language or Research Skill Requirement” form for each of these requirements must be processed along with the Application for Candidacy (see below). The form can be found at <https://grad.unm.edu/resources/gs-forms/documents/language-skills.pdf>.

CONCENTRATION IN SPEECH AND HEARING SCIENCES

The Department of Linguistics offers a concentration in the doctoral program for students interested in combining the study of Speech and Hearing Sciences with Linguistics. This program provides students with a broad background in both normal and disordered aspects of human communication, in the context of the unique multicultural environment of New Mexico. Applicants to the concentration must have completed a Master's Degree either in Linguistics or

in Speech and Hearing Sciences, or in a related area with substantial content from these fields. Admission for the doctoral concentration is through the regular admissions process for the Department of Linguistics.

For students who have a master's degree in Speech-Language Pathology, required courses are: Ling 504 *Phonological Analysis*; Ling 522 *Grammatical Analysis*; Ling 531 *Language in Society*; Ling 567 *Psychology of Language*; Ling 502 *Current Theories of Phonology* or Ling 503 *Usage-Based Phonology*; Ling 523 *Functional Syntactic Theories*; and an advanced course in sociolinguistics, such as Ling 532 *Spanish-English Bilingualism*, Ling 533 *Sociolinguistic Variation*, or Ling 535 *Societal Bilingualism*.

For students who have a master's degree in Linguistics, the required courses are: SHS 510 *Anatomy and Physiology of Human Communication*; SHS 431 *Language Disorders in Children*; SHS 550 *Neural Basis of Communication*; SHS 507 *Adult Neurogenic Communicative Disorders*; SHS 530 *Language Development*, or Ling 560 *Child Language*; a seminar in phonetics/phonology, and one additional SHS course on disorders.

Requirements for all students in the concentration: a second graduate course in theoretical phonetics or phonology (Ling 502, 503, or a seminar); Ling 529 *Discourse Analysis*; and the following (specific courses must be approved by the Committee on Studies): a graduate level course in statistics; a graduate level course in research methods (not SHS 506); and three seminars, one in each of the comprehensive examination areas.

Students in the concentration must also meet all other requirements for the Linguistics Ph.D.

PH.D. ADVISEMENT

Upon admittance to the department, you will be assigned an initial mentor in your area of interest. This assignment may be but does not have to be temporary. You should also consult closely with the Graduate Advisor as you begin your Program of Studies. As you become more familiar with the program and the faculty, you should feel free to work with other faculty as seems appropriate. This will include forming your doctoral Committee on Studies.

COMMITTEE ON STUDIES

Each Ph.D. candidate must establish a Committee on Studies composed of at least three UNM faculty members approved for graduate instruction. The chair must be a regular faculty member in the Department of Linguistics. The members of the committee must have expertise in the areas of specialization selected for the requirements for advancement to candidacy, namely the qualifying paper and the dissertation prospectus (see below).

The basic role of the committee is to plan, with the student, an integrated individual program of study and research meeting general UNM requirements and the specific requirements of the Ph.D. program in Linguistics. The committee must approve the program and oversee its execution. The committee is also charged with establishing prerequisites when needed, recommending transfer of credit, certifying satisfaction of the research skills requirements, approving significant changes in the program of studies, and overseeing fulfillment of the requirements for advancement to candidacy.

Appointment of the Committee on Studies usually involves the following steps: (1) You arrange for an appropriate faculty member to serve as committee chair. (2) You and the committee chair agree upon the remaining members of the committee. (3) The committee must be approved by the department's Graduate Advisor. (4) The committee must be approved by GS (as part of the approval of the Application for Candidacy).

The Committee on Studies corresponds to the University's doctoral comprehensive examination committee. This committee consists of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4. The categories of committee members are listed below (see <http://catalog.unm.edu/catalogs/2019-2020/graduate-program.html>):

Category One: UNM tenured or tenure-track faculty or UNM-National Laboratory Professors. Role: chair or a member of any master's or doctoral committee in any discipline, regardless of the Faculty member's FTE status.

Category Two: Tenured or tenure-track faculty at other institutions. Role: external member on dissertation committee.

Category Three: Individuals whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor assistant professor or faculty hired onto the flex track or "V" category in the School of Medicine. Role: co-chair or member of master's or dissertation committee; may only chair committees if his/her appointment is within the student's major.

Category Four: Others who are considered experts in the field. Role: voting member of the committee.

Category Five: Emeriti/Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired. Role: Chair, co-chair, or voting member of the committee.

Category Six: After the first year of retirement, Emeriti/Emeritae faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.

If you want someone to serve on your committee who is not currently approved, the department must obtain approval from GS. Please consult the Graduate Advisor or the Graduate Coordinator, who initiates this process.

The doctoral Committee on Studies may have more than three members; this is more likely to be the case if the area of specialization of the student's qualifying paper differs from the area of specialization of the student's dissertation prospectus.

The doctoral Committee on Studies is automatically disbanded once the qualifying paper and dissertation prospectus requirements are passed. Then you must establish a dissertation committee that will provide you guidance through the final stages of progress toward the Ph.D. It is, of course, possible to appoint former members of the Committee on Studies to the new dissertation committee.

ADVANCEMENT TO DOCTORAL CANDIDACY

You must apply for and be admitted to doctoral candidacy. The "Application for Candidacy for the Doctoral or MFA Degree" form formally summarizes your program of studies. Approval of your program is indicated by the signatures of your committee on studies on this form, along with that of the Graduate Advisor.

The semester before you plan to advance to candidacy, you should meet with your committee on studies to discuss your proposed program of studies and how you will satisfy the research skills requirements. If the overall plan is approved by the committee, you should then complete

the official “Application for Candidacy for the Doctoral or MFA Degree” form, secure the signatures of your committee, and submit it to the department’s Graduate Advisor, along with your completed “Certification of Language or Research Skill Requirement” form.

You must submit the fully approved Application for Candidacy to GS once you have passed the requirements for advancement to candidacy and completed the research skills requirements. It is to be accompanied by the “Report of Examination” (see below) and “Certification of Language or Research Skill Requirement” forms. After determining that all requirements except for coursework in progress and the dissertation have been fulfilled, the Dean of Graduate Studies will advance the student to candidacy.

Transfer of Credit. The following regulations apply to the transfer of credits toward the doctoral degree: (1) A maximum of 30 semester hours previously applied to a master’s degree from UNM or another accredited institution may be applied to the Ph.D. (2) A maximum of 12 additional hours of graduate credit taken at UNM prior to admission to the doctoral program may be applied if they were not previously applied toward a master’s degree. (3) A maximum of six additional hours of graduate credit taken at another accredited institution and not already applied toward a master’s degree may be applied to the degree. (4) Quarter hours are converted to .67 semester hours each.

Such credits may be transferred toward the doctoral degree provided that (1) grades of B or better were earned, (2) you have already completed at least 12 hours of graduate work in the doctoral program, (3) the credits are approved by your committee on studies and listed on the Application for Candidacy, and (4) the transfer is approved by GS.

Time Limit for Completion of Degree Requirements. From the date on which you are formally advanced to candidacy by the Dean of Graduate Studies, you have **five calendar years** to complete all degree requirements.

Leave of Absence. If extenuating circumstances require that a student must interrupt his or her studies for one or more semesters, he or she must request in advance from the home graduate unit and Graduate Studies a formal leave of absence. Leaves of absence may be granted to students in good standing in cases of illness, emergency, family exigency, and employment or professional opportunities. Leaves of absence are granted on a semester-by-semester basis and generally are limited to a maximum of one calendar year. With a formal leave of absence approved in advance, the time a student is on leave does not count against the time to degree limit.

For students on financial aid requesting a leave of absence, please submit the Scholarship Petition form which you can find at <http://finaid.unm.edu/forms/2019.html>.

PH.D. QUALIFYING PAPER AND DISSERTATION PROSPECTUS

Upon completion (or during the last semester) of your required coursework and prior to embarking on the dissertation, you must satisfy the departmental requirements for advancement to candidacy. These are: to complete one qualifying paper and submit it to a refereed journal once it is approved by your Committee on Studies; and to prepare and present a dissertation prospectus.

The qualifying paper may be on any topic in linguistics where you have developed and written up a research project that your Committee on Studies deems suitable for submission to a reputable refereed journal. The purpose of the qualifying paper requirement is both for you to

demonstrate your ability to carry out a professional quality research project, and for you to obtain a publication in a refereed journal before you finish your dissertation studies. However, publication is not a requirement for degree progress: it is only required that you submit your qualifying paper to a refereed journal in order to advance to candidacy. Your Committee on Studies will recommend suitable refereed journals for your submission: journals are highly varied in their areas of specialization and academic reputation, and with the advent of the internet, there are also many “predatory” or “fake” journals that you should avoid (see for example <http://beallslist.weebly.com/>; as the website says, you must always check for yourself). A submission that receives a “desk rejection” (rejection by the editor where the paper is not sent out for review) is not acceptable; should this happen to you, you should submit the paper to another journal, after making appropriate revisions.

It is not uncommon for your qualifying paper to emerge out of a research project and term paper for a class you have taken as part of the PhD requirements. However, it may take additional time to revise the term paper to make it into a suitable submission to a refereed journal. Also, you may have requirements to maintain a minimum number of credit hours, e.g. for a teaching assistantship or for visa requirements, while you are working on your qualifying paper and before you advance to candidacy. If this is necessary, you may register for Ling. 697 (Qualifying Paper). Ling. 697 is normally taken for 3 credit hours, but may be taken for up to 9 credit hours if required. Ling. 697 is graded on a pass/no credit basis and may be taken only twice. Ling. 697 is normally taken with the chair of your Committee on Studies.

The second requirement for advancement to candidacy is the preparation and oral presentation of a dissertation prospectus. The dissertation prospectus should be written in consultation with your Committee on Studies, in particular the chair of your Committee on Studies. The dissertation prospectus should lay out the basic idea of your dissertation research, and place the research in its intellectual context in the field. It should provide a concise summary of the intended scope of the dissertation topic (including a set of hypotheses or research questions to be investigated) and its scholarly significance (established with appropriate reference to the literature). The proposal must also make explicit the theoretical framework of the dissertation as well as the methodological procedures to be employed in data collection and analysis. The dissertation prospectus is not intended to be large-scale pilot study; it should be no more than 15-20 pages long.

Once your Committee on Studies has approved the dissertation prospectus, you should schedule a Departmental colloquium to present the prospectus and discuss it with the Committee on Studies and other members of the audience.

Dates and Deadlines. Assuming that you submit your dissertation prospectus after you submit your qualifying paper, the date of the oral presentation of your dissertation prospectus will serve as the date for the University’s doctoral examinations. You must set the dates of the oral presentation of your dissertation prospectus in consultation with your Committee on Studies. An “Announcement of Examination” form must be processed at least two weeks prior to the date of the oral presentation of your dissertation prospectus.

The results of the oral presentation of the dissertation prospectus must be reported to GS on the “Report of Examination” form. Each committee member also completes the department’s “Assessment of Doctoral Comprehensive Examination” form for student outcomes assessment.

Subsequent to the oral presentation, final approval of the prospectus by your Committee on Studies is required. A copy of the approved dissertation prospectus containing the signatures of your Committee on Studies is to be provided to the Graduate Advisor for placement in the student’s file in the department.

THE DISSERTATION

Each candidate for the Ph.D. must prepare a dissertation that demonstrates ability to do independent research and competence in scholarly exposition. It should present the results of an original investigation of a significant problem and should provide the basis for a publishable contribution to the research literature in linguistics. The responsibility of the dissertation committee (especially the director) includes the evaluation of the substance and methodology of the dissertation as well as an assessment of the candidate's competence in scholarly exposition.

Dissertation Committee. The dissertation committee is charged with the supervision of your dissertation activities. You initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the director of the dissertation and the committee chair, including the external member of the committee (see below). The normal expectation is that the chair of your Committee on Studies will serve as the director of your dissertation committee, since that person supervised your dissertation prospectus. You and your faculty director jointly select the remainder of the committee. The committee must be established shortly after advancement to candidacy, which includes approval of your dissertation prospectus, and before the student begins enrollment in Ling 699. The "Appointment of Dissertation Committee" form must be processed to officially establish the committee. If the committee changes, a revised "Appointment of Dissertation Committee" form must be submitted to the GS along with a written rationale for the change. GS may request additional documentation as appropriate.

The composition of the dissertation committee must satisfy the GS requirements as follows (see the section on Committee on Studies for the definitions of the categories of committee members; see also <http://catalog.unm.edu/catalogs/2019-2020/graduate-program.html>):

- Chair must have approval as a Category 1, 5, or 3 if his/her appointment is within the student's major
- The second member must have approval as Category 1 or 3 if his/her appointment is within the student's major
- The third member (external/outside) must have approval as Category 2 if selected from the faculty of an institution other than UNM, or Category 1 if a UNM faculty member outside the student's discipline
- The fourth member can have approval as Category 1-6
- Co-Chair (optional) must have approval as a Category 1-6 as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major

In addition to the GS requirements, the Linguistics department also requires that two members of the committee must be tenured, tenure-track or emeritus faculty of the Linguistics department.

Students who select an external member from another institution are responsible for any transportation or other costs that may be associated with that person's participation on the committee. **GS requires that all members of a student's committee must be present at the dissertation defense. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary.**

Dissertation Hours. During the course of your dissertation work, you are required to enroll for a minimum of 18 hours of Dissertation (Ling 699) credit. Enrollment in Ling 699 may begin during the semester in which you plan to take the doctoral comprehensive examination. However, only those hours gained in the semester during which the comprehensive examination is passed can be counted toward the 18 hours required. If you fail the comprehensive exam, you cannot count any Ling 699 credits until the semester in which the exam is retaken and passed.

Enrollment for Dissertation (Ling 699) may be for 3, 6, 9, or 12 hours per semester. The specific number of hours taken should reflect the amount of time you devote to the dissertation. Minimum enrollment in Ling 699 for one semester is 3 hours; this number is appropriate when you are working full-time off campus while continuing to make progress with the dissertation. Six hours of Ling 699 represents a half-time commitment. Overseas students are required to register for at least six hours of Ling 699 in order to maintain full-time student status.

All graduate students enrolled in dissertation hours (699) must maintain **continuous enrollment**, excluding summer semesters, from the first semester of registering in these hours through the semester of graduation. Students who miss one or more semesters must obtain approval for a formal leave of absence; if students miss one or more semesters without an approved leave of absence, they must file for readmission as described below. Without a formal leave of absence approved in advance, the time a student is not enrolled counts against the time to degree limit.

You and your dissertation supervisor should agree on a tentative schedule of progress for each semester. Ideally, progress should consist of something written by you and submitted to the supervisor: for example, a progress report, literature review, data analyses, or a draft chapter or chapters.

You should ensure that all your committee members are kept apprised of your progress **throughout** the process of writing the dissertation. Individual committees will differ as to how they wish to proceed, but in many cases, once the committee chair has approved a draft of a chapter, it is appropriate to send it on to the rest of the committee. While all committee members will not necessarily wish to give in-depth comments on individual chapters, this will enable them to see how the dissertation is progressing and the general direction that the student is taking. Giving committee members plenty of opportunity to follow the progress of the dissertation means that the student is less likely to be surprised by their comments on the entire manuscript, once a complete draft is available.

On the basis of the schedule of progress agreed by you and your supervisor, the supervisor decides whether to give you a Progress or No Credit (NC) grade. If the dissertation chair deems that you have made insufficient progress during a semester, the chair may assign a grade of NC. In this case, you will receive no credit for dissertation hours during that semester. Two grades of NC will result in your being placed on academic probation, and three grades result in suspension from the university (see the UNM Catalog, The Graduate Program, Academic Probation and Consequences). Reinstatement is possible after suspension.

The department expects that you will have completed a draft of at least two complete chapters of your dissertation within **eight semesters** after passing your doctoral comprehensive examinations. One of the two chapters should be a chapter of at least 20 pages of substantive analysis and discussion.

The University imposes a limit of five years from the date of advancement to candidacy to the filing of the final dissertation after approval by your dissertation committee. Any request for an extension beyond this limit must be pre-approved by the dissertation supervisor and then by the department chair before being sent to GS. If the request for extension is not approved by GS, then you will have to do the following:

- You will have to “redo” your doctoral comprehensive examination. That is, you will designate a doctoral examinations committee consisting of three members of your dissertation committee (normally, the members of the committee apart from the external committee member), chosen so as to satisfy the GS regulations for a comprehensive examinations committee. You must provide this committee with two chapters of the dissertation, at least one of which should be a chapter of at least 20 pages of substantive analysis and discussion, that are in essentially final form. Once the committee is satisfied with these two chapters, the student will be deemed to have passed the examination. GS requires that this step be completed **within two semesters** of the five-year time limit.
- You will then be required to enroll in a minimum of an additional 18 hours of dissertation credit before completing your dissertation. You will be entitled to an additional five years to complete your dissertation.

Final Examination (Dissertation Defense). The doctoral final oral examination is the last formal step before the degree is awarded and is conducted with due respect to its importance. It is scheduled as a department colloquium and is open to the UNM community.

Three to four months before the student expects to complete the dissertation, s/he should alert all committee members that a defense will need to be scheduled. Depending on the availability of the student and the committee, it may be advisable to select one or more potential dates several months in advance, **without any commitment that the defense can actually be held at that time.** The dissertation defense cannot be scheduled during the last two weeks of a semester or during the summer session. If this proves impossible, the student should submit a memo to the Department Chair requesting an exception, and briefly explaining the rationale for the exception. The memo will be reviewed by the internal members of the dissertation committee and passed on to the Department Chair with a recommendation. If the Department Chair is a member of the committee, and there is only one internal member apart from the Department Chair, then the Graduate Advisor will take her/his place. The memo and decision are confidential, protected by the Family Educational Rights and Privacy Act (see <http://registrar.unm.edu/privacy-rights/ferpa.html>), and will be kept in the student’s file.

The dissertation committee *must* be permitted the time to meet face-to-face at least once, but preferably more than once, before the student defends the dissertation. This means submitting a draft of the dissertation to each committee member early enough that they will have time to read, comment, meet to collaborate on revision comments, and then meet with you *before* the defense.

Once revisions have been completed to the committee’s satisfaction, you are responsible for providing each member of the committee a complete final draft of the dissertation in ample time (at least six weeks) for review prior to the defense. If the student has provided drafts of chapters on an on-going basis, and revised those drafts in response to comments, so as to satisfy all members of the committee, then a shorter interval of time may be appropriate, if all members of the committee agree.

Once the entire committee has reviewed a complete draft, the student must allow time for making revisions in response to the committee’s comments. The amount of time that this will require is unpredictable: if major re-analysis is necessary, it could be over a month, if the changes required are more editorial than conceptual, a shorter length of time will be necessary. **Students must assume that revisions will be required.** If the committee has read drafts on an on-going basis, then it is less likely that major changes will be required in the final stages.

The defense cannot be held until the entire dissertation committee has approved a draft of the complete dissertation. Minor editorial revisions may be required after the defense, but all

substantive points must be resolved before the defense is scheduled. If it is critical that a student graduate in a specific semester, the defense date should be at least two weeks before the graduation deadline (November 15 or April 15), to allow time for any needed minor revisions.

At least three weeks before the defense is held, the “Announcement of Final Examination for Doctorate” form must be filed, and the Graduate Coordinator must be provided with the title and abstract of the thesis and the names of the committee members. The “Announcement of Final Examination for Doctorate” form has to be signed by the department chair, who will ask that the student demonstrate that all committee members have agreed to the date. (This can be accomplished by the student providing, for example, email responses from all the committee members.) If the announcement cannot be made within two weeks, the student should submit a memo to the Department Chair requesting an exception, and briefly explaining the rationale for the exception.

The focus of the final examination is the dissertation and its relationship to the field of linguistics. Its purposes are (1) to provide an opportunity for you to communicate your research results to a wider group of scholars, (2) to afford an opportunity for the members of the dissertation committee and others to ask questions, (3) to ensure that the research reflects your independence of thought and accomplishment rather than excessive dependence on the guidance of a faculty member, and (4) to ensure that you are thoroughly familiar not only with the particular focus of the dissertation, but also its setting and relevance to the discipline of linguistics.

At the conclusion of the examination, the dissertation committee members will confer to complete the “Report of Final Examination for Doctorate” on which they make one of the following recommendations, which must be agreed upon by at least three of the committee members: (1) that the dissertation be approved without change, (2) that the dissertation be approved subject only to minor editorial corrections, (3) that the dissertation be rewritten or revised before approval, or (4) failure. If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance the director of the dissertation will be responsible for seeing that all necessary corrections are made before the dissertation is submitted to GS. If the third recommendation is made, the full committee may elect to meet again to determine that the concerns have been addressed.

Each member of the dissertation committee must also complete the department’s “Assessment of Doctoral Dissertation” form for student outcomes assessment.

Final Form and Submission of Dissertation. Note that dissertations must now be submitted electronically. Procedures for this are described at:

<http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>

Please check this site carefully in case of changes as the procedure may evolve.

You are responsible for preparing a dissertation in proper format, and free of grammatical and typing errors. Detailed guidelines are available from the GS website. To verify the satisfactory quality of typing and format, to ensure acceptability of copies, and for any technical advice and guidance, you are urged to contact and to submit sample pages to the GS Manuscript Coordinator well in advance of the thesis submission deadlines. The Manuscript Coordinator holds a very useful workshop on thesis mechanics several times each year.

You must download from the GS Web site (<http://grad.unm.edu/degree-completion/thesis-dissertations/manuscript-templates.html>) a set of “red-border” pages, including an Approval page, a Title page, and an Abstract Title page. These pages must be signed (original signatures) by all members of your dissertation committee, and then be scanned and submitted electronically

in PDF format as part of the Front Matter of the dissertation. (The department's photocopier can scan paper documents into PDF format.)

The final form of the dissertation, with an abstract of not more than 350 words, approved by at least three members of the dissertation committee, must be submitted to GS by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. The following forms must be submitted with the manuscript: (1) a "Certification of Final Form" completed by the dissertation director, (2) a confidential "Report on Thesis or Dissertation" ("gray sheet") completed by each committee member, (3) an "Information Cover Sheet" attached to the box in which the manuscript is placed, and (4) a "Survey of Earned Doctorate", available from GS.

A printed copy of the dissertation must be submitted to the Department of Linguistics for binding and placement in the department library.

A \$15 fee is charged to cover the cost of binding the two dissertation copies submitted to GS and forwarded to the university library, one copy to be placed in the library archives and the other in circulation.

All doctoral students must, as part of graduation requirements, have their dissertations published through University Microfilms International (UMI). This involves completion of a contract, available from the GS Manuscript Coordinator, and payment of a fee to UMI. The dissertation must also be loaded to UNM's Digital Repository, as described in the GS instructions. Students who wish to limit access to their dissertation may submit an ETD Embargo Restriction Request form, found at <http://grad.unm.edu/resources/gs-forms/etd-embargo.html>.

"Courtesy Policy." Students must be enrolled and complete a minimum of three credit hours of dissertation in the term s/he completes degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. They will officially graduate at the end of the next term.

GRADUATION

You must notify the Department Graduate Coordinator early in the semester *before* the semester in which you plan to graduate. Each semester, the Graduate Coordinator must submit to GS a list of all students intending to graduate at the end of the following semester. GS permits the removal of names from this list if a student delays graduation, but does not permit late additions to this list; therefore, it is essential that you inform the Graduate Coordinator and the Graduate Advisor as soon as you have an intended graduation date, even if you are not absolutely certain that you will be ready to graduate at that time.

Graduation is dependent upon completion of all degree requirements by November 15 for Fall, April 15 for Spring, or July 15 for Summer. If you do not complete all requirements by these deadlines, please notify the Linguistics Graduate Coordinator as soon as possible so that the appropriate changes can be made to the department's graduation list at GS.

Participation in Graduation Events. The university holds formal graduation ceremonies in December and May. At these events, PhD recipients may be "hooded" by their faculty advisors. If you wish to participate in this ceremony, please notify your advisor (or other faculty member who you would like to hood you) before October 15 for the December graduation, or March 15

for the May graduation. This is to ensure that they have the opportunity to order academic regalia; the deadlines for ordering are in mid-to-late October and March.

PhD students who have not yet completed their degree requirements, but are within one term of graduating, may request permission to participate in the university graduation. If you wish to make this request, it should be clear that you will have defended and filed your dissertation before the next deadline (July 15 or April 15). To request permission, complete the “Request to Participate in University Commencement Ceremony” form available on the Grad Studies Forms page, get it signed by your dissertation committee chair, then submit to Graduate Studies before November 15 for December graduation, or April 15 for May graduation. Your chair will consult with other members of the dissertation committee to determine if you are close enough to completion that it is appropriate for you to participate in the ceremony.

Every May, the Linguistics Department holds a more informal graduation ceremony, referred to as “Convocation”, to honor graduates in Linguistics, Signed Language Interpreting, and the Navajo Language Program. Students who have completed all degree requirements during the preceding year are automatically sent an invitation to this ceremony.

For PhD students who have not yet completed their dissertation but expect to complete all requirements by July 15, you may submit a request to participate in the department convocation to your committee chair. This request should be submitted before May 1. After consultation with the other members of the committee, the chair will determine if your participation is appropriate. The May 1 deadline allows the department time to adjust plans accordingly, including adding your name to the program.

M.A. “EN ROUTE”

If for any reason you decide that you must leave the doctoral program, and you have already fulfilled all of the requirements for a Master’s degree, you may petition GS to be given an M.A. “En Route”. **You should only apply for an M.A. “En Route” if you are absolutely certain that you will leave the doctoral program.** The M. A. “En Route”, despite its name, is designed for students who have decided to leave their doctoral program. If you are awarded an M. A. “En Route”, then all of the doctoral work you have done so far will be applied to your Master’s degree. If you then decide to continue in the doctoral program after all, you would have to start your doctoral program all over again from the beginning. That is, you would have to take at least 18 credit hours of coursework, retake your PhD. comprehensive examinations, and take at least 18 hours of dissertation credits before you would be able to graduate with a Ph.D.

Name _____

Date _____

PH.D. CHECKLIST UP TO CANDIDACY

1. Coursework. Complete a minimum of 48 hours of graduate credit coursework. You may include up to 30 hours of appropriate courses from the M.A., but at least 18 hours must be coursework beyond the M.A. At least 24 hours must be completed at UNM. At least 18 hours must be at the 500 or 600 level. You must have at least three seminars. You must also have a methodology seminar appropriate to your focus area.

<u>Course</u>	<u>Hrs</u>	<u>Smstr</u>	<u>Grade</u>	<u>Instructor</u>
Required Courses				
Phonology – Take two of the following. One of them must be Ling 502 or Ling 503.				
Ling. 502 <i>Current Approaches to Phonology</i>	_____	_____	_____	_____
Ling. 503 <i>Usage-Based Phonology</i>	_____	_____	_____	_____
_____	_____	_____	_____	_____
Three courses (which may be seminars) covering three of:				
(i) discourse/syntax (e.g., 523, 529);				
(ii) semantics/cognitive linguistics (e.g., 519, 525);				
(iii) typology/field linguistics (e.g., 513, 517, 548);				
(iv) sociolinguistics (e.g., 533, 534, 539).				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Methodology course				
_____	_____	_____	_____	_____
Seminars				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Research Skills Requirements. (a) You need to show competency in a language other than your native language – the minimal acceptable level is a grade of B in a fourth semester of a college-level course, or its equivalent. (b) You must show knowledge of the structure of a non-Indo-European language (you may do this with a research paper or by taking Ling. 513 *Ling. Field Methods*). (c) You must have completed coursework in statistics up to and including ANOVA or the equivalent.

A separate “Certification of Language or Research Skill Requirement” form for each of these three requirements must be submitted along with the Application for Candidacy.

- a) Foreign Language _____
- b) Non-IE Language _____
- c) Statistics _____

3. Form Committee on Studies

Chair: _____

- 4. No later than your last semester of coursework: with Committee on Studies, plan qualifying paper. Enroll in Ling 697 as necessary to complete paper, but for no more than two semesters.
- 5. Obtain approval of qualifying paper from Committee on Studies, and submit it to a refereed journal.
- 6. Prepare dissertation prospectus.
- 7. Schedule oral presentation of prospectus and file “Announcement of Examination” form at least two weeks prior to presentation.
- 8. Make oral presentation of prospectus to department. Committee on Studies members then submit a “Report of Examination” form and the Department’s “Assessment of Doctoral Comprehensive Examination” form for student outcomes assessment.
- 9. Submit “Application for Candidacy” form.
- 10. Form Dissertation Committee and file “Appointment of Dissertation Committee” form no later than the first semester of Ling. 699 enrollment.

Chair: _____

Outside member: _____

Steps towards graduation for PhD students

Italics = suggested dates.

Regular print indicates events for which there are university deadlines, although the precise dates may vary from year to year

action	deadline for Dec graduation	deadline for May graduation	deadline for July graduation
file your Application for Candidacy (should be done right after you present your dissertation proposal)	late July	Dec 1	late April
ask Jessica to add you to the graduation list for the following semester	late July	Dec 1	late April
diss chair should have most or all chapters in near-final form	<i>Sep 1</i>	<i>Feb 1</i>	<i>May 1</i>
give complete, polished draft to committee to read	<i>Oct 1</i>	<i>March 1</i>	<i>June 1</i>
if you wish to participate in university commencement ceremony, notify the faculty member who you wish to be your hooder (normally your chair) so they can order academic regalia by the deadline.	mid-late Oct	mid-late March	mid-late Oct (for December)
submit Announcement of Examination form (online) a minimum of two weeks before defense date	<i>Oct 15</i>	<i>March 15</i>	<i>June 15</i>
ask Jessica to request a room for your defense and send her the title, abstract, names and affiliations of committee members a minimum of two weeks before defense date	<i>Oct 15</i>	<i>March 15</i>	<i>June 15</i>
defend dissertation	<i>Nov 1</i>	<i>April 1</i>	<i>July 1</i>
complete revisions and format dissertation			
file dissertation and related forms	Nov 15	April 15	July 15
if you wish to participate in Linguistics convocation, RSVP to invitation sent out by department in April	mid-April	mid-April	mid-April
if you wish to participate in university commencement ceremony, but you have not completed all degree requirements by deadline, submit “Request to participate in university commencement ceremony” form	Nov 15	April 15	Nov 15 (for December)

DEPARTMENT OF LINGUISTICS COURSE OFFERINGS

Basic Linguistics Courses

Ling 2110	Introduction to the Study of Language.
Ling 2996*	Special Topics in Current Language Issues.
Ling 301	Introduction to Linguistic Analysis.
Ling 302	Phonetic Analysis. Prerequisite: 301.
Ling 303	Introduction to Phonetics.
Ling 304/504	Phonological Analysis. Prerequisite: 301 and (302 or 303 or SHS 303).
Ling 322/522	Grammatical Analysis. Prerequisite: 301 or Sign 305 or Span 351.
Ling 331/531	Language in Society. Prerequisite: An introductory linguistics course.
Ling 334/534	Language and Gender.
Ling 359/559	Language and Culture. Prerequisite: An introductory linguistics course.
Ling 367/567	Psychology of Language. Prerequisite: 2110 or 301 or Psych 265.
Ling 440/540	Introduction to Linguistics.

Advanced Linguistics Courses

Ling 401-402*	Topic: American Indian Languages I-II.
Ling 412/512	Morphology. Prerequisite: 322/522.
Ling 413/513	Linguistics Field Methods. Prerequisite: 304/504 and 322/522.
Ling 415/515	Native American Languages.
Ling 417/517	Typology and Universals. Prerequisite: 322/522.
Ling 425/525	Semantic Analysis. Prerequisite: 301 or Sign 305 or Span 351.
Ling 429/529	Discourse Analysis. Prerequisite: 322/522.
Ling 433/533	Sociolinguistic Variation. Prerequisite: 301 and (302 or 303 or SPAN350) and 331/531.
Ling 446/546	Introduction to Language Change. Prerequisite: 304/504.
Ling 447/547	Old English.
Ling 449	Middle English Language.
Ling 460/560	Child Language. Prerequisite: 367/567 or Psych 324 or Psych 360
Ling 469L/569L	Experimental Psycholinguistics. Prerequisite: 367/567 or Psych 367.
Ling 490/590*	Topics in Linguistics.
Ling 502	Current Approaches to Phonology. Prerequisite: 304/504 or Span 545.
Ling 503	Usage-Based Phonology. Prerequisite: 304/504 or Span 545.
Ling 510	Statistical Methods in Linguistics
Ling 519	Cognitive Linguistics. Prerequisite: 322/522 or Span 351.
Ling 523	Functional Syntactic Theories. Prerequisite: 322/522 or Span 351.
Ling 539*	Seminar in Sociolinguistics.
Ling 548	Grammaticization. Prerequisite: 412/512.
Ling 554*	Seminar in Linguistic Theory.
Ling 565	Seminar in Thought and Language.
Ling 568*	Seminar in Psycholinguistics. Prerequisite: permission of instructor.
Ling 595	Graduate Problems. Prerequisite: permission of instructor.
Ling 599	Master's Thesis.
Ling 697	Qualifying Paper.
Ling 699	Doctoral Dissertation.
Nvjo 311/511	Navajo Verb System I. Prerequisite: Nava 2120 or Nvjo 206.
Nvjo 312/512	Navajo Verb System II. Prerequisite: Nvjo 311.
Nvjo 315/515	Advanced Navajo. Prerequisite: Nvjo 202 or Nvjo 206.
Nvjo 401/501	Navajo Linguistics. Prerequisite: Nvjo 202 and Nvjo 206.

- Sign 305 Signed Language Linguistics. Available for graduate credit. Prerequisite: permission of instructor.
- Sign 352 Language and Culture in the Deaf Community I. Available for graduate credit. Prerequisite: permission of program coordinator.

*May be repeated for credit as content varies

Graduate students must register for 500-level numbers where available, including for courses being taken to satisfy prerequisites.

DEPARTMENT OF LINGUISTICS FACULTY

- Melvatha Chee* (Ph.D., University of New Mexico, 2017): first language acquisition, Dene linguistics, morphophonology, polysynthesis, semantics, morphology, the application of cognitive linguistics to Navajo, and the intersection between language, culture and linguistics, and indigenous language sustainability.
- Christena Griffin* (M.A., Gallaudet University, 2013): American Sign Language, Deaf studies
- Holly Jacobson* (Ph.D., University of Arizona-Tucson, 2002): intercultural communication; discourse analysis; second language acquisition; applied linguistics in healthcare
- J. Christian Koops* (Ph.D., Rice University, 2010): sociophonetics, speech perception, language revitalization, Western Cherokee
- Amanda Luján* (M.S., University of North Florida, 2013): Interpreter Pedagogy; signed language interpreting)
- Dolly Manson*, (Ph.D., New Mexico State University, 2005) Curriculum and Instruction, Bilingual/Cultural Special Education, Education Leadership, and Navajo Language
- Jill P. Morford* (Ph.D., University of Chicago, 1993): psycholinguistics, language acquisition, signed languages
- Dawn Myers* (M.S., University of New Mexico, 2003): American Sign Language, signed language interpreting
- Dawn Nordquist* (Ph.D., University of New Mexico, 2006): semantic prosody, collocations, narrative and scholarship of teaching and learning
- Barbara Shaffer* (Ph.D., University of New Mexico, 2000) American Sign Language, semantics, modality, ASL acquisition, interpreting theory and practice
- Naomi Lapidus Shin* (Ph.D. The Graduate Center of the City University of New York, 2006): Hispanic Linguistics, bilingualism, child language development, sociolinguistics, language contact
- Caroline L. Smith* (Ph.D., Yale University, 1992): phonetics, laboratory phonology, prosody, French
- Rosa Vallejos Yopán* (Ph.D., University of Oregon, 2010): Functional syntax, documentary fieldwork, indigenous Amazonian languages, Amazonian Spanish
- Sherman E. Wilcox* (Ph.D., University of New Mexico, 1988): American Sign Language, computer lexicography, signed language linguistics, evolution of language
- Mary Ann Willie* (Ph.D., University of Arizona, 1991): Navajo language and linguistics
- Erin Wilkinson* (Ph.D., University of New Mexico, 2009): bilingualism in signing populations, language change and variation in signed languages, and signed language typology.

EMERITI

- Melissa Axelrod* (Ph.D., University of Colorado-Boulder, 1990): Native American languages, morphology, semantics, sociolinguistics, Athabaskan languages
- William Croft* (Ph.D., Stanford University, 1986): typology and universals, semantics, cognitive linguistics, construction grammar, language change
- Garland Bills* (Ph.D., University of Texas-Austin, 1969): sociolinguistics, Southwest Spanish-English bilingualism, Spanish linguistics, Quechua
- Joan L. Bybee* (Ph.D., University of California-Los Angeles, 1973): morphology, phonology, typology and universals, grammaticalization, language change
- Eduardo Hernández Chávez* (Ph.D., University of California-Berkeley, 1977): bilingualism, language loss, language policy and planning, Chicano Spanish, phonology
- Phyllis Perrin Wilcox* (Ph.D., University of New Mexico, 1993): American Sign Language, semantics and metaphor, interpreting theory and practice

ADJUNCT

Evan Ashworth (Ph.D., University of New Mexico): language revitalization, orthography development

Paul Edmunds (Ph.D., University of New Mexico): phonetics, English as a second language

Ian Maddieson (Ph.D., University of California-Los Angeles): phonetics, phonological typology

LINGUISTICS-RELATED FACULTY IN OTHER DEPARTMENTS

Rebecca Blum-Martínez (LLSS, Education)

Jonathan Davis-Secord (English)

David Dinwoodie (Anthropology)

Richard File-Muriel (Spanish and Portuguese)

Tania Ivanova-Sullivan (Foreign Languages)

Holbrook Mahn (LLSS, Education)

Lois Meyer (LLSS, Education) emerita

Amy Neel (Speech & Hearing Sciences)

Janet Patterson (Speech & Hearing Sciences) emerita

Barbara Rodriguez (Speech & Hearing Sciences)

Eva Rodríguez-González (Spanish & Portuguese)

Julia Scherba de Valenzuela (Education)

Christine Sims (LLSS, Education)

Damián Vergara Wilson (Spanish and Portuguese)