

Graduate Student Manual 2026-2027



Department of Linguistics University of New Mexico

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[Corrections and suggestions that may improve the usefulness of this document are earnestly solicited. Please send your comments to the Academic Coordinator.] Revised 7/23/26

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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 as well as the requirements set by the department and by Graduate Studies.

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 Academic Coordinator, the Director of Graduate Studies, and your faculty mentor 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.**

UNM Catalog

In addition to this manual, you should carefully review the [University of New Mexico Catalog](#) (Especially review all sections under: Student Information and Policies > The Graduate Program). Students may graduate under the degree requirements of any Catalog in effect since the year in which they were first enrolled in a degree-granting graduate program at The University of New Mexico, provided that they have maintained continuous active status and they complete the graduation requirements for the degree sought within the appropriate time period. Students who are readmitted or who transfer from one degree granting program to another within the University graduate under the Catalog in effect at the time of their readmission/transfer or a succeeding Catalog. The Catalog under which a student intends to graduate must be specified on the first page of their Program of Studies/Application for Candidacy. Students must meet all the degree requirements for graduation in the chosen Catalog year. You can find program requirements in [UNM's catalog](#) under: Programs > Linguistics > [your program]. Students can also find [UNM catalogs from previous years](#) online.

[Pathfinder](#), UNM's student handbook and calendar, 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. Please keep in mind that all forms and documentation required by Graduate Studies must be processed through the department's Director of Graduate Studies and the Academic Coordinator. While most forms are sent directly from the student to the appropriate Graduate Studies staff, it is helpful to copy the Academic Coordinator in this correspondence so that forms and details can be stored in the student's file.

Petitions for policy exceptions

Students may petition for exceptions to departmental policies and requirements if they are stricter or different from Graduate Studies policies. To do so, students must send a clear and

concise petition to the Director of Graduate Studies and the Chair explaining the extenuating circumstances that the student believes merit the consideration of an exception. The Department's Graduate Committee will evaluate the request.

Students may also petition for exceptions to Graduate Studies' policies and requirements with departmental support. To do so, first submit to the Chair and Director of Graduate Studies a personal statement detailing the policy exception you are requesting and an explanation of why you are requesting it. If the Department supports your request, they will return a memo of support which you will then submit to Graduate Studies along with your personal statement via the [Petition to the Dean of Graduate Studies Form](#). Keep in mind that petitions are intended for students experiencing "unusual or extraordinary events, particularly circumstances beyond their control that would penalize them unfairly."

Student records are kept on file with the Department. All records are confidential and protected by the [Family Educational Rights and Privacy Act \(FERPA\)](#).

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, it 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 30 semester hours above the 300-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. A second B.A. major consisting of 24 hours in coursework is also offered. The undergraduate minor requires 21 hours of Linguistics coursework.

The Linguistics Program also offers a Shared Credit B.A. / M.A. Degree Program which enables undergraduate students to apply some of their coursework towards both a B.A. and M.A.

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 in the [UNM Catalog](#).

The B.S. in Signed Language Interpreting requires a minimum of 40 semester hours of coursework in American Sign Language, fingerspelling, Deaf culture, linguistics, consecutive and simultaneous interpretation, and other aspects of the field of signed language interpreting. The minor in ASL requires 18 hours of ASL language and Deaf culture. The minor in Navajo Language and Linguistics requires 18 hours of Navajo language and Navajo linguistics courses. An interdisciplinary Diné Language Immersion Teacher Certificate program consisting of 30 hours of coursework is also offered to support the unique needs of Diné communities to revitalize and sustain their languages by increasing the number of Diné language teachers. The Navajo language program regularly offers two years of Navajo. 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), and signed languages (including American Sign Language (ASL)).

The Department also actively supports and participates in the doctoral program in Educational Linguistics offered through the Department of Language, Literacy, and Sociocultural Studies (LLSS) in the College of Education. [Click here for information on the doctoral program in Educational Linguistics](#).

Graduate students in a number of other departments, especially Anthropology, LLSS, 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 a baccalaureate degree in Linguistics may apply for admission to the M.A. program or the Ph.D. program. Students who have had extensive research experience as undergraduates and have already written a paper of publishable quality can apply to the Ph.D. program. For students who have had coursework in Linguistics but have not yet carried out a research project and written a research manuscript, we recommend that they apply to the M.A. program. This is also the correct degree program for students who did not study Linguistics as undergrads. The M.A. program will give these students the additional research experience and writing experience to allow them to successfully complete the Ph.D. Students who apply to the Ph.D. program may be admitted to the M.A. instead of the PhD if their writing sample does not provide evidence of the level of expertise we expect of our PhD students.

U.S. citizens, permanent residents and international applicants who [apply to the M.A. and Ph.D. programs should apply online](#). All forms and other necessary documentation is outlined on

the [Graduate Studies website](#). International Students have slightly different application requirements and should refer to the [International Admissions website](#) for more information.

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, a CV, and copies of transcripts from all colleges and universities attended directly to the department. NOTE: Applicants may upload unofficial transcripts from all attended institutions along with their application for the Linguistics Department to review in order to make an admission decision. However, applicants **must** submit official transcripts to UNM in order for their application to be complete. Applicants may receive an admission offer from the department without having submitted official transcripts but cannot receive an admission offer from UNM until all official transcripts are received. 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 submit a new application. Students in the Shared Credit program must submit an application to the M.A.

Deadlines. The following deadlines pertain to Linguistics:

Fall semester: Applications for both the M.A. and Ph.D. programs should be received by **December 1st** for best consideration. Applications to the Ph.D. program must be complete by **March 31st** in order to be considered for admission in the Fall semester. **All applications seeking financial aid must be received by December 1st.**

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. Only applicants to the Ph.D. program who completed the M.A. in Linguistics at UNM may apply to enter the Ph.D. program in the Spring semester; these applicants must apply by **October 1st** for best consideration.

Admission to the graduate program may be deferred for up to one year, with the exception of students in the Shared Credit B.A./M.A. program who must continue directly from the B.A. to the M.A. without deferral in order for courses completed during the B.A. to be counted toward the M.A. Students must submit the [Admission Deferral Request Form](#) to Graduate Studies by the registration deadline for the admission semester. In addition, we request that students notify the Academic Coordinator of their deferral.

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 Ph.D. applicant per year. The Greenberg Fellow is supported by the Fellowship fund for five years: five semesters of Fellowship funding, plus five semesters of a .5 Assistantship (or other support), conditional on satisfactory progress in their studies. Additional Financial Aid opportunities may be available to graduate students through the Graduate Studies Department. Visit the [Funding page on Graduate Studies' website](#). On this website you will find opportunities for funding during the academic year as well as during the

summer. Many opportunities require completion of the [FAFSA](#) and it is recommended that students complete this each year.

The Department of Linguistics each year provides limited financial support to graduate students. Students may apply for departmental support for the following academic year in January. Applications will be distributed by the Academic Coordinator. 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 and Linguistics*). Most assistantships are half-time (.25 FTE) and provide a stipend, tuition remission for up to 6 credit hours per semester and a health insurance plan. Entering students will also be considered for nomination for other forms of support that may be available. 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 the *Diné Language Teachers Institute* (funded by the New Mexico Public Education Department and directed by Melvatha Chee), the *Indigenous Child Language Research Center* (funded by the Higher Education Department of New Mexico and directed by Melvatha Chee), the *Lobo Language Acquisition Lab* (funded by the W. K. Kellogg Foundation and directed by Melvatha Chee, Jill Morford and Naomi Shin), and *Addressee effects in demonstrative systems across bilingual communities* (funded by the National Science Foundation and directed by Naomi Shin and Rosa Vallejos-Yopán). Students on any type of [Academic Probation](#) are limited in their abilities to hold an assistantship.

Graduate students in linguistics often receive support in other University programs, for example, as instructors in the [Center for English Language and American Culture \(CELAC\)](#), as tutors for undergraduates or as writing coaches for graduate students at the [Center for Teaching and Learning \(CTL\)](#), 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 one of these positions.

Please note that students receiving any kind of federal financial aid must maintain [Satisfactory Academic Progress](#). [Contact Financial Aid](#) for more information.

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 several [Research & Travel Grants](#). Career Services runs the [Student Conference Award Program](#), open to undergraduate and graduate students. [The Graduate and Professional Student Association](#) provides money for graduate student research projects and for travel expenses to conferences through several types of funding. The Department Chair may also have limited supplementary funds for student travel and research projects. Department travel awards and conditions are announced each Fall semester to all Graduate Students with instructions on how to apply for funds.

The Steven Menefee Graduate Fund, administered by the Department of Linguistics, honors a former doctoral student who was passionate about studying at-risk indigenous languages. Steven died of leukemia before completing his dissertation, and the fund honors Steven's memory by supporting graduate student research on indigenous languages. The amount of the award will vary. Applications will be solicited during the fall semester.

The Ian Maddieson Memorial Summer Dissertation Fellowship was created by Emerita Professor Caroline Smith in memory of her late husband, Ian Maddieson. Maddieson was primarily known for his work in phonological typology, which he developed at UCLA and UC Berkeley before serving as an Adjunct Research Professor in the UNM Linguistics Department for many years. To read more about Ian's life and work, please visit his [in memoriam page on our website](#). The Fellowship supports PhD students with living expenses over the summer while they work on completing their dissertation.

HIGH DESERT LINGUISTICS SOCIETY

The [High Desert Linguistics 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 monthly UniTeas (tea, snacks & socializing), and a brown bag series called the Roadrunner Talks. HDLS also sponsors a biannual 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 biannually during the Spring semester following the HDLS conference. Officers serve for 2 years, through the completion of the next conference.

DEPARTMENT FACILITIES

The department is currently temporarily housed in multiple locations on campus as a new Humanities building is constructed that will open in Spring 2029. More information on temporary offices is posted on the [Linguistics department's website](#).

Zimmerman Library houses an exceptional linguistics collection. The department's [Graduate Linguistics Lab has equipment available](#) for checkout (contact the current lab manager for information) as does the [Language Learning Center](#). Department faculty provide supervision for student research projects in phonetics, phonology, semantics, morphosyntax, discourse, [typology](#), [field linguistics](#), sociolinguistics, language contact, language change, psycholinguistics, and signed language linguistics.

The department environment is enriched each year by colloquia and by less formal Roadrunner 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 mailroom is temporarily housed in the Spanish & Portuguese Department's mailroom in Ortega 235. Each graduate student has their own mailbox in this office which is open and accessible Monday – Friday 8-12 & 1-5. Be sure to check your box regularly for special notices or for any mail that may be directed to the department for you.

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.

Graduate students are eligible to request a key to a small, shared Linguistics Graduate Lounge/Study space in Ortega 351D. Send key requests to the Academic Coordinator. The department also maintains a sound booth which can be used by graduate students. Please sign up using the form on the [Request to Use the Linguistics Graduate Lab](#) webpage or inquire directly with the current lab manager.

Please check that any doors lock behind you when you enter and leave spaces to prevent theft of your or others' items or department equipment.

IMPORTANT GRADUATE STUDIES POLICIES

Several relevant policies that apply to all Graduate Students are outlined in this section. These have been copied from the UNM Catalog under the Graduate Program Student Information & Policies. These are by no means exhaustive of all Graduate Studies policies, but they are particularly important. Students are expected to review and understand the rules presented in the Graduate Studies section. See the UNM Catalog: Student Information and Policies > The Graduate Program.

Academic Probation

Students who do not maintain good academic standing are placed on academic probation by Graduate Studies. There are three types of probation.

Type 1: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses taken while in graduate status are placed on Type 1 academic probation. The student is suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 credit hours of graduate coursework or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate.

Type 2: NC-F-IF-INC Grades

Students who earn any combination of two grades of NC, F, INC, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student is suspended from graduate status if a third NC, F, INC, or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses, dissertations or graduate. When students on Type 2 probation are ready to take final exams or defend theses or dissertations in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status so that they may complete their requirements and graduate. Students on Type 2 probation who maintain a GPA of 3.5 for two consecutive semesters have the sanctions (ability to hold an assistantship, take culminating exams and graduate) waived and receive written notification thereof from Graduate Studies.

NOTE: A student who is placed on Type II probation after a semester has begun and holds an assistantship for that semester must resolve their probationary status within that semester to maintain the assistantship for future semesters. Example: A student who is notified during spring semester of being on Type II probation must resolve the probationary status to be eligible to hold an assistantship for the following summer and/or fall. Grades of WF, WNC from 2012 and prior may have an adverse impact on student's academic standing.

Type 3: Incomplete Grades

A student who receives 6 or more credit hours of "Incomplete" grades in graduate-level courses is placed on Type 3 academic probation. Type 3 probation ends when the credit hours of

“Incompletes” drop below 6. However, if the student fails to complete the necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take masters’ examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester, if their semester GPA is 3.0 or higher.

Suspension

Students on Type 1 or Type 2 probation who fail to regain good academic standing as detailed above are suspended by Graduate Studies. The student may apply for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

Students may also be suspended by the Linguistics Department if the department feels that the student shows little promise of completing the degree program or if the student has committed an academic violation (e.g., plagiarism), the graduate unit notifies the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that unit.

Suspended students are not eligible to apply for readmission to any other graduate degree program for a period of one year from the effective date of the suspension.

Suspended students receive a notice from Graduate Studies and have two weeks to appeal the decision.

If a graduate unit decides to readmit a student after academic suspension, it specifies the conditions required by the student to re-establish good standing. The period of suspension is included in the time limit to complete the degree.

Students who have been suspended or who withdrew from the University while in probationary status are placed in probationary status when readmitted to the University. Students suspended for low grade point average (Type 1 probation) have 12 credit hours or four regular semesters (whichever comes first) to establish a grade point average of at least 3.0. A student who fails to achieve the minimum grade point average within the allotted time is permanently suspended from their graduate program. Students who have been suspended for earning three grades of NC and/or F and subsequently readmitted are permanently suspended from their degree program if a fourth grade of "NC" and/or "F" in graduate-level coursework is earned.

Continuous Enrollment Policies

Three Semester Rule for Plan II, III/Pre-Thesis/Dissertation students. All Plan III and pre-thesis/dissertation graduate students who are admitted and complete at least one semester in graduate status at the University of New Mexico receive registration materials for three subsequent semesters (including summer session) whether they enroll or not. Prior to enrolling in thesis or dissertation credit hours, graduate students may register for classes and continue in their graduate program without having to apply for readmission so long as they enroll for classes by the published registration deadline of the third semester (including summer session). Students who have not received an official leave of absence and who do not enroll by the registration deadline of the third semester must apply for readmission to their degree program and to UNM. The time lost during such “stop-out” periods is counted in the time to degree limits, unless students have received an official leave of absence from their graduate unit and Graduate Studies. NOTE: Students must be

enrolled in a semester in order to use their Lobo Card (see the “Admission Process and Policies: Readmission Process” section of this page).

Continuous Enrollment Rule For Thesis/Dissertation students. All graduate students enrolled in thesis or dissertation credit hours (599 or 699) must maintain continuous enrollment, excluding summer terms, from the first semester of registering in these credit hours through the semester of graduation. Students who miss one or more semesters must obtain approval for a formal leave of absence (see [Leave of Absence section](#) below for procedure); 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.

Students in good standing who miss one or more semesters of continuous enrollment without obtaining an approved leave of absence in advance must file for readmission and pay the applicable application fee current at the time of readmission. (No waivers are granted under such circumstances.) When the student applies for readmission, the graduate unit processes the application through the Office of Admissions (Applications for readmission may be processed off-cycle, but the graduate unit must make its admission decision prior to the beginning of the semester in which the student re-enrolls).

Readmission is at the discretion of the department. There is no guarantee that a student who leaves the program without an approved leave of absence will be readmitted. In addition, students are readmitted under the terms of the UNM Catalog in place at the time of readmission; to be readmitted under their original Catalog requirements students must submit a Petition to the Dean of Graduate Studies.

Note: Students on a leave of absence and students who drop out of continuous enrollment for one or more semesters informally do not have access to university resources outside of those provided for use by the general public.

Leave of absence

If extenuating circumstances require that a student must interrupt his or her studies for one or more semesters, he or she should 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. Leave of Absence requests to Graduate Studies are submitted through the [Graduate Studies petition form](#). 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.

A leave of absence is not required for students not enrolled in 599 or 699 hours. These students can be disenrolled for two continuous semesters (including summer) but must enroll by the registration deadline of the third semester or submit a Leave of Absence request. Time disenrolled without an approved Leave of Absence is calculated in the time to degree limit. Failure to submit a Leave of Absence request or re-enroll by the third semester results in the student being removed from graduate student status, and they would need to reapply to the program. Students enrolled in 599 or 699 hours must maintain continuous enrollment (excluding summer) or request a leave of absence. Students who fail to do so will be removed from graduate status and required to reapply to the program.

For students on financial aid requesting a leave of absence or returning from a leave of absence, please submit the “[Petition for Reinstatement of Aid](#)” form.

To request a leave of absence, first submit a personal statement to the department Chair and Director of Graduate Studies explaining the reason for your request. If approved, the department will provide a memo of support that you will then upload along with your statement when completing the [Petition to the Dean of Graduate Studies](#).

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. Students whose permanent address is in a western state as defined by the [Western Regional Graduate Program](#) (WRGP) will receive in-state tuition for all courses until they establish residency in New Mexico or complete their program. After one year of residency in New Mexico, students can [apply for New Mexico residency](#). They will then qualify for the resident tuition rate for all courses they take.

Please note: Although 6 credit hours and a TAsip are considered necessary for full-time student status, Federal Financial Aid considers 6 credit hours to be a part-time student status, which can result in a reduction of your Federal Financial Aid. Please contact the [UNM Financial Aid Office](#) to verify the impact of a TAsip on any Federal Financial Aid you may be receiving.

Time to Degree Limits

MA: 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.

PhD: From the date that you pass your “comprehensive exams” (successfully present your Dissertation Prospectus), you have **five calendar years** to complete all degree requirements. *Students who were enrolled in Spring 2020 do not have that semester counted against the time to degree limit.*

“Courtesy Policy.” Students must be enrolled and complete a minimum of three credit hours of dissertation (in Linguistics, that’s LING 699) in the term during which 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 complete 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. Please notify the Academic Coordinator if you plan to use courtesy policy so they can notify Graduate Studies.

IMPORTANT DEPARTMENT POLICIES

In addition to adhering to all Graduate Studies policies, the department has several policies separate from Graduate Studies to be aware of. These policies are consolidated here for easy reference and repeated in relevant sections of the Graduate Manual below. NOTE: If you have an approved [leave of absence](#) from the Department and from Graduate Studies, that time will not

count towards deadlines for time to degree limits or the deadline for completing your Qualifying Paper and Dissertation Prospectus.

Petitions for exceptions to department policies

For exceptions to these policies, the student should submit a brief statement explaining the reason for the exception to the Director of Graduate Studies and Department Chair. This will be reviewed by the Director of Graduate Studies and the Department Chair and the Graduate Committee.

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 may be substituted to fulfill a requirement with the approval of the Director of Graduate Studies. Students retaking a course for a higher grade may utilize [Graduate Studies' Grade Replacement Policy](#) (for up to 9 credits) to remove the lower grade from GPA calculation and replace it with the higher grade.

PhD Qualifying Paper (QP) and Dissertation Prospectus Timeline

Students must complete the QP and the dissertation prospectus within 2 years of completing their coursework. Students who do not reach this milestone will be placed on academic probation and will have one year to regain their academic standing. Academic Probation is enforced via reported grades for QP (LING 697) & Prospectus work (LING 699). Students who fail to make sufficient progress on either their QP or their Prospectus will receive a grade of "No Credit" (NC). More specifically, faculty advisors will enter a "NC" grade at the end of the third semester post-coursework if, at that time, a student hasn't finished their QP. Further, if by the end of the fourth semester post-coursework a student has not finished both the QP and the dissertation prospectus, then that counts as "no progress" (NC grade) again, which then adds up to two "NC"s and hence academic probation (following the Grad Studies categories – see above, 'Important Graduate Studies Policies'). If a student completes their QP by the third semester but does not complete their prospectus in the fourth semester they will receive their first NC grade. If they do not complete the prospectus by the fifth semester, they will receive their second NC grade and be placed on probation

As a reminder, two NC grades (or any combination of two NC/F/INC/IF grades) result in Academic Probation (Type 2). Three NC grades (or any combo of three NC/F/INC/IF grades) result in Suspension. Also, it is the total number of these grades that counts; they do not need to be in consecutive semesters to result in suspension). Courses such as 697 and 699 receive either a grade of Progress (PR) or No Credit (NC). You may also earn a grade of "INC" (Incomplete No Credit) if you opt for an incomplete in one of these courses and fail to resolve the incomplete within one year. Coursework is generally graded as a letter grade unless the student selects a different grade mode (only letter grades in coursework can count towards degree requirements). F or IF grades earned in coursework contribute to Type 2 Academic Probation. An IF (Incomplete Fail) grade occurs when a student takes an incomplete in the course and fails to resolve it within one year. More information on Grades is available in the UNM Catalog: See [Student Information & Policies > Academics > Grade Policies and Transcripts](#).

PhD Time to Degree Limit and extension requests

As noted above, students have five years after passing PhD "comps" (= QP + dissertation prospectus + prospectus hearing in Linguistics) to complete all degree requirements. Students who

have passed their 5-year limit and still plan to graduate must request an extension from the Department and Graduate Studies. To do so, first submit to the Chair and Director of Graduate Studies a personal statement detailing the reason for your extension request. The Department requires that you must also list your committee members and propose a new completion date. All students in the dissertation phase must have a dissertation chair and a committee in place at all times. The committee make-up must follow the UNM guidelines at all times. If the Department supports a student's request for an extension, they will return a memo of support, which the student will then submit to Graduate Studies along with their personal statement via the Petition to the Dean of Graduate Studies Form. Keep in mind that petitions are intended for students experiencing "unusual or extraordinary events, particularly circumstances beyond their control that would penalize them unfairly." Students who do not have an extension request approved by Graduate Studies cannot defend their dissertation or graduate. **Students who do not have a viable Chair and committee within one year of the 5-year time to degree limit will be terminated by the department.**

Thesis & Dissertation Defenses during the last two weeks of the semester or during the Summer

The thesis or dissertation defense should not 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 or 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 Director of Graduate Studies will take her/his place.

Convocation Participation

For MA thesis students or PhD students who have not yet completed their thesis or 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. Students who do not attend the preceding convocation are also invited to the convocation ceremony the following year in May.

ADVISEMENT

M.A. students receive advisement from the department's Director of Graduate Studies. Prior to arrival on campus, you should contact the Director of Graduate Studies 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 Director of Graduate Studies 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.

Ph.D. students 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 Director of Graduate Studies for guidance. 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](#). More specific procedures for graduate students can be found in the [Faculty Handbook](#).

THE MASTER OF ARTS IN LINGUISTICS

STUDENT LEARNING OBJECTIVES (SLO)

The Master 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.

PLAN I OR PLAN III?

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 III (33 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.

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 III) 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 an 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 with the exception of students who were part of the Shared Credit Program; those students can apply up to 18 hours of coursework taken for shared credit.

2) Six hours of Thesis (599) credit, completion of a master's thesis and a successful defense of the thesis.

Plan III Requirements:

1) A minimum of 33 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 with the exception of students who were part of the Shared Credit Program; those students can apply up to 18 hours of coursework taken for shared credit.

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 regulations, which can be found in the [UNM Catalog under >Student Information & Policies > The Graduate Program](#).

M.A. ADVISEMENT

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

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), phonetic analysis (Ling 303), phonological analysis (Ling 304 / 504), and grammatical analysis (Ling 322 / 522). Although it is possible to make up a deficiency in these prerequisites after admission to the M.A. program, we recommend completion of three prerequisites prior to applying to the program, particularly for students with no other coursework in linguistics. Any remaining prerequisite courses must be completed as soon as possible after admission 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 below for [MA checklist](#)) You are expected to complete 21 hours of advanced courses at the graduate level covering the core areas of linguistics:

- the graduate course Phonetic Analysis (503)
- the graduate course Morphosyntax (512)
- the graduate course Intro to Language Change (546)
- a graduate course in psycholinguistics (e.g., 560, 562, 565, 567, 568, 569L)
- a graduate course in sociolinguistics (e.g., 533, 534, or a relevant seminar)
- two graduate courses, covering two of the three following research areas:
 - discourse/syntax (529, 535, or a seminar on a relevant topic);
 - semantics/cognitive linguistics (519, 525, 568 or a seminar on a relevant topic);
 - typology/field linguistics (511, 513, 517, 548, or a seminar on a relevant topic).

This required core coursework cannot be satisfied by an independent study course (e.g. LING 595 Graduate Problems), 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.

Language courses must be available for graduate credit in order to count towards the M.A. or Ph.D. graduate credit hour requirement. Many language courses or linguistics courses with numbers such as 2110, 2151, 301 etc. 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 fulfill M.A. course requirements. For example, if an M.A. student has taken 300- or 400-level courses in psycholinguistics or sociolinguistics as an undergraduate, s/he must still take at least one 500-level course in psycholinguistics and sociolinguistics as an M.A. student. The only exception is if an M.A. student took Ling 303 (Phonetic Analysis), 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 503 (Phonetic Analysis), Ling 512 (Morphosyntax) or Ling 546 (Introduction to Language Change) M.A. course requirements. However, in place of Ling 503, 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 LING 303 Phonetic Analysis, which is normally a required prerequisite to the M.A. in Linguistics. They are expected to fulfill all other prerequisites, notably Linguistics 304, Phonological Analysis.

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

Your full program of studies must be approved by the Director of Graduate Studies and by Graduate Studies (see [Program of Studies](#) below).

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 may be substituted to fulfill a requirement with approval of the Director of Graduate Studies. Students retaking a course for a higher grade may utilize [Graduate Studies' Grade Replacement Policy](#) (for up to 9 credits) to remove the lower grade from GPA calculation and replace it with the higher grade.

Transfer of Credits. The transfer of credit from another university or from non-degree status is not automatic. With the approval of the Director of Graduate Studies, 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. Per Graduate Studies policy, students must have earned a grade of "B" or better in the courses for which transfer credit hours are requested. Courses taken on a Pass/Fail basis and/or courses taken as extension credit at other universities are not accepted for graduate credit at the University of New Mexico.

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 M.A. course requirements provided they meet the same criteria for transfer credits listed above. Such courses may also be counted towards the UNM M.A. total credit hour requirements, up to the limit allowed for the UNM M.A. 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, except as specified for students admitted to the Shared Credit B.A./M.A. Degree Program.

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 Director of Graduate Studies may also be used to satisfy the requirements. Courses fulfilling the concentration can also be applied to the MA core coursework requirements and/or elective requirements.

Field research

LING 511	Language Documentation
LING 513	Linguistic Field Methods
LING 515	Native American Languages
LING 559	Language and Culture
NATV 545	Politics of Identity
NATV 502	Education, Power, and Indigenous Communities

Bilingualism and bilingual/multicultural education

LING 562	Childhood Bilingualism
LING 568	Seminar in Psycholinguistics: Bilingualism
LLSS 554	Teaching the Native American Child
LLSS 560	Language and Education in Southwest Native American Communities
LLSS 580	Seminar in the Education of the Bilingual Student

Navajo

NVJO 511	Navajo Verb System I
NVJO 512	Navajo Verb System II
NVJO 515	Advanced Navajo
NVJO 501	Navajo Linguistics

See the [Navajo Language Program](#) website for more information.

PROGRAM OF STUDIES

You must file your "Program of Studies" (PoS) listing all of your completed coursework electronically through the [GradForms website](#). Your PoS will be forwarded to the Director of Graduate Studies for approval. This form may not be submitted before completion of 12 hours of coursework. 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 Graduate Studies deadlines. The department requires that these records be kept with us as well as with Graduate Studies.

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

M.A. COURSEWORK (PLAN III)

Students following Plan III must complete the 21 hours of required core coursework in addition to 12 hours of elective credits.

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. 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 and the Department Chair.

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 Director of Graduate Studies. If you have any committee members outside of the UNM Linguistics department, please contact the Academic Coordinator at least two weeks before submitting your Announcement of Exam form. This ensures outside committee members are approved with Graduate Studies which must be done before the Announcement of Exam form is submitted. UNM regulates the composition of the M.A. thesis committee as follows (see the [UNM Catalog](#) under: Student Information and Policies > The Graduate Program > Faculty Approval for Committee Service)

- 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 (see definitions of these categories below)
- 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. NOTE: Category Two members cannot be retired.

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 either professor, associate professor, or 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/Emerita 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/Emerita faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.

Final Examination for Thesis (Thesis Defense)

Students should consult with their Committee Chair and Thesis Committee to specify a specific timeline for submitting drafts for review and completing the thesis. A [suggested timeline](#) for this is provided below in this document, however your Chair and committee may require more time for review. 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 should not 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 Director of Graduate Studies will take her/his place.

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 two weeks before the thesis defense is held, the ["Announcement of Examination" form](#) must be filed (login required to access the form). For more information, see the [instructions for the Announcement of Examination](#). The Announcement of Examination form requires the student to list the room where the defense will be held. This room is typically reserved by the Academic Coordinator. Room reservations through UNM can take 3-5 business days. To account for this processing time, it is recommended that room requests are made at least one week before

submitting the Announcement of Examination form. Along with the Announcement of Examination form, the department's Academic Coordinator must be provided with the title and abstract of the thesis and the names of the committee members as well as a zoom link, if applicable. This is in order to prepare an announcement of the examination for publicity. If the announcement cannot be made at least two weeks before the examination, 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 Examination](#)" 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 Graduate Studies. If the third recommendation is made, the full committee may elect to meet again to determine that the concerns have been addressed. To recognize exceptional performance, "Passed with Distinction" may be placed on the transcripts of students who pass the master's thesis. This status is determined at the time of the examination through unanimous agreement of the examining committee members, with final approval given by the department Chairperson, and results forwarded to Graduate Studies via the "Report of Examination." The examining committee considers any oral, written, and exhibition work related to the examination when deciding whether or not a student passes with distinction.

Submission of Thesis

The submission process for theses and required forms is entirely online. Procedures for [thesis formatting](#) are described on Graduate Studies' website. Information about submitting your thesis can be found on Graduate Studies' forms page under "[Manuscript Forms & Procedures](#)." All theses must comply with the ADA Title II ruling to ensure that content is accessible to persons with disabilities. The Center for Teaching and Learning has more information and a course available on creating [Accessible Digital Content](#).

The submission steps are as follows:

- Confirm what date you must submit your manuscript and all forms. The rule is that manuscripts and forms must be submitted within 90 days of your defense or by the semester deadline – whichever comes first. **The deadline will most likely be the Graduate Studies semester deadline (April 15 [Spring], July 15 [Summer], or November 15 [Fall]).** If you miss the semester deadline, you will graduate the following semester but must still submit your manuscript within 90 days of your defense. Contact the Academic Coordinator if you are unsure
- Complete any recommended edits to your manuscript
- Submit the following completed forms via the [Manuscript Submission Portal](#):
 - o [Information Cover Sheet](#)
 - o [Certification of Final Form](#)
 - o [ETD Release form](#)
 - o (not required) If you choose to embargo your thesis, follow Grad Studies instructions to [embargo your thesis](#) and submit the [embargo restriction form](#) via the [Manuscript Submission Portal](#). If you embargo your thesis, you **must still submit** the ETD release form.

- Upload your thesis to the [UNM digital repository](#). Please be sure you are uploading under the “Linguistics ETD” header NOT under “Linguistics Student Publications”
- Please also email the Academic Coordinator and your Thesis Chair a screenshot showing you have uploaded your thesis to the digital repository.

The Graduate Studies Manuscript Coordinator holds several [manuscript workshops](#) each year.

GRADUATION

You must notify the Academic Coordinator early in the semester **prior** to the semester in which you plan to graduate. Each semester, the Academic Coordinator must submit to Graduate Studies a list of all students intending to graduate at the end of the following semester. Graduate Studies 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 Academic Coordinator and the Director of Graduate Studies 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 Academic Coordinator know as soon as possible so that they can correct the paperwork with Graduate Studies.

A Master’s student following Plan I must be registered for a minimum of one 599 credit 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 Graduate Studies 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 by utilizing [Graduate Studies’ courtesy policy](#). If you miss the deadline and plan to utilize courtesy policy, please notify the Academic Coordinator to ensure you are on the graduation list for the appropriate 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, you must be enrolled in at least one credit of thesis hours. Plan III students must be enrolled in at least one credit of either a class or independent study.

Participation in Graduation Events. The university holds formal graduation ceremonies in December and May (UNM Commencement). Students who have completed all degree requirements during the preceding year are automatically sent an invitation and must [RSVP for Commencement](#). For M.A. students who are within one term of graduating and wish to participate in the commencement ceremony, you should be able to RSVP provided you the department has included you on the graduation list for the graduation term. For any issues RSVPing to Commencement or questions about the ceremony, contact the University Secretary’s office at (505) 277-4664 or univsec@unm.edu. You should also keep the Academic Coordinator updated about your graduation plans to ensure you are on the graduation list for the appropriate semester.

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 M.A. students on Plan I (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

Coursework. Up to 50% of credits may be transferred from another institution with approval from the Director of Graduate Studies

REQUIREMENTS	Course	Hours	Semester	Grade	Instructor
PREREQUISITE COURSES					
LING 301 Introduction to Linguistic Analysis					
LING 303 / 503 Phonetic Analysis (formerly Intro to Phonetics)					
LING 304 / 504 Phonological Analysis					
LING 322 / 522 Grammatical Analysis					
REQUIRED COURSES					
1. Phonetics / Phonology LING 503 Phonetic Analysis					
2. Morphosyntax LING 512 Morphosyntax					
3. Language Change LING 546 Introduction to Language Change					
4. Psycholinguistics (take 1 of the following): - LING 560 Child Language - LING 562 Childhood Bilingualism - LING 565 Seminar in Thought and Language - LING 567 Psychology of Language - LING 568 Seminar in Psycholinguistics					
5. Sociolinguistics - LING 533 Sociolinguistic Variation - LING 534 Language & Gender - or a relevant seminar					

REQUIREMENTS	Course	Hours	Semester	Grade	Instructor
6 / 7. Two courses covering two of:					
(i) Discourse/Syntax • LING 529 Discourse Analysis • LING 535 Language Contact • or seminar on relevant topic					
(ii) Semantics/Cognitive Linguistics • LING 519 Cognitive Linguistics • LING 525 Semantic Analysis • LING 568 Seminar in Psycholinguistics • or seminar on relevant topic					
(iii) Typology/Field linguistics • LING 511 Language Documentation • LING 513 Linguistic Field Methods • LING 517 Typology and Universals • LING 548 Grammaticization • Or seminar on a relevant topic					
8. Electives 4 courses (Plan III) or 1 course + 6 credit hours of thesis (Plan I)					
Elective or Thesis					
Elective or Thesis					
Elective					
Elective					

CONCENTRATION IN NATIVE LANGUAGES OF THE SOUTHWEST

Students with a concentration in Native Languages of the Southwest must take 4 courses from one of the following focus areas and one course from either of the other two focus areas. These courses can also fulfill elective requirements. 511 or 513 can fulfill the Typology/Field Linguistics requirement and 562 or 568 can fulfill the Psycholinguistics requirement.

Field Research	Course	Hours	Semester	Grade	Instructor
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LING 511 Language Documentation					
LING 513 Linguistic Field Methods					
LING 559 Language and Culture					
NATV 545 Politics of Identity					
NATV 502 Education, Power, and Indigenous Communities					
<u>Bilingualism and bilingual/multicultural education</u>					
LING 562 Childhood Bilingualism					
LING 568 Seminar in Psycholinguistics: Bilingualism					
LLSS 554 Teaching the Native American Child					
LLSS 560 Language and Education in Southwest Native American Communities					
LLSS 580 Seminar in the Education of the Bilingual Student					
<u>Navajo</u>					
NVJO 511 Navajo Verb System I					
NVJO 512 Navajo Verb System II					
NVJO 515 Advanced Navajo					
NVJO 501 Navajo Linguistics					

MA Course credit hours total:

STEPS TOWARDS GRADUATION FOR M.A. PLAN 1 (THESIS) STUDENTS

Italics = suggested dates. Consult with your committee chair and committee to determine a specific timeline for submitting manuscript drafts.

Regular print indicates events for which there are university deadlines

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 Academic Coordinator to add you to the graduation list for the following semester	Late July	Late Nov	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)
ask Academic Coordinator to request a room for your defense 1 week before submitting Announcement of Examination form	<i>Oct 8</i>	<i>March 8</i>	<i>June 8</i>
submit Announcement of Examination form (online) a minimum of two weeks before defense date	Oct 15	March 15	June 15
send Academic Coordinator the title, abstract, names and affiliations of committee members a minimum of two weeks before defense date	Oct 15	March 15	June 15
defend thesis	<i>Nov 1</i>	<i>April 1</i>	<i>July 1</i>
complete revisions and format thesis, then: 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

THE DOCTOR OF PHILOSOPHY IN LINGUISTICS

STUDENT LEARNING OBJECTIVES (SLO)

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.

ACADEMIC PREPARATION FOR THE PHD

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

- (1) successful completion of coursework equivalent to the B.A. in Linguistics at UNM with an average of B+ or better;
- (2) a completed research paper of publishable quality demonstrating ability to carry out independent research; 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 Advisor, the Director of Graduate Studies, and Graduate Studies. These requirements reflect academic year 2026-27, for past catalog degree requirements, see the Office of the Registrar's [UNM Catalog index from past years](#).

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) if the MA was completed at UNM or 24 hours if the MA was completed elsewhere. 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.

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.

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 may be substituted to fulfill a requirement. Students retaking a course for a higher grade may utilize [Graduate Studies' Grade Replacement Policy](#) (for up to 9 credits) to remove the lower grade from GPA calculation and replace it with the higher grade.

Required Courses

The Ph.D. coursework requirements include components a) through e) below:

a) Complete courses in the following five topic areas:

1. Phonetics / Phonology: Complete the following:

- LING 503 – Phonetic Analysis (3)

2. Discourse / Syntax: Complete at least 1 of the following

- LING 529 – Discourse Analysis (3)
- LING 535 - Language Contact (3)

3. Semantics / Cognitive Linguistics: Complete at least 1 of the following:

- LING 519 - Cognitive Linguistics (3)
- LING 525 - Semantic Analysis (3)
- LING 562 - Childhood Bilingualism (3)
- LING 568 - Seminar in Psycholinguistics (3)

4. Typology / Field Linguistics: Complete at least 1 of the following:

- LING 513 - Linguistic Field Methods (3)
- LING 517 - Typology and Universals (3)
- LING 548 - Grammaticization (3)

5. Sociolinguistics: Complete at least 1 of the following:

- LING 533 - Sociolinguistic Variation (3)
- LING 534 – Language and Gender (3)

A seminar on a relevant topic may be substituted for courses above with department approval.

b) Complete at least one methodology course (3 credits) appropriate to your field of specialization, e.g.,

- LING 510 - Statistical Methods in Linguistics (3)
- LING 513 - Field Methods (3)
- LING 569L Experimental Psycholinguistics (3)

Other courses may fulfill the methodology requirement on an ad hoc basis; consult the Director of Graduate Studies for more information. The course used for the methodology requirement can also be used to fulfill any of the other requirements, if appropriate.

c) Complete at least three seminar courses or other advanced linguistics courses (9 credits). Core courses transferred from the Master's program cannot be used to satisfy this requirement. Seminar courses include:

- LING 590 - Topics in Linguistics (3)
- LING 554 - Seminar in Linguistic Theory (3)
- LING 562 - Childhood Bilingualism (3)
- LING 568 - Seminar in Psycholinguistics (3)

Advanced linguistics courses that can be used to satisfy this requirement (if they have not been used to satisfy topic areas 1–5 or the Methodology course requirement) include: Ling 510 *Statistical Methods*, Ling 511 *Language Documentation*, Ling 513 *Linguistic Field Methods*, Ling 515 *Native American Languages*, Ling 517 *Typology and Universals*, Ling 519 *Cognitive Linguistics*, Ling 548 *Grammaticization*, Ling 560 *Child Language*, and LING 569L *Experimental Psycholinguistics*.

d) Complete at least 21 credits of additional coursework:

Additional coursework to meet the minimum of 48 credit hours of graduate coursework. This may include up to 30 credit hours of appropriate courses from the M.A. but at least 18 credit hours must be work beyond the M.A. At least 24 credit hours must be completed at UNM and at least 18 credit hours must be at the 500- or 600-level.

e) Complete at least 18 credits of:

LING 699 - Dissertation (3 - 12)

The required core courses listed above cannot be satisfied by an independent study course (e.g. LING 595 Graduate Problems) 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 Graduate Studies.

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

Core course requirements may be satisfied by courses taken as an M.A. student with approval from the student's advisor, the Director of Graduate Studies, and confirmation from the instructor of the nearest UNM equivalent course that the course materials are comparable to (see [Transfer of Credits](#)). This is also true for skills requirements (see [Research Skills Requirements below](#)), namely the foreign language, non-Indo-European language, or statistics requirements, as well as the linguistic methodology requirement.

Language courses must be available for graduate credit in order to count towards the M.A. or Ph.D. graduate credit hour requirement. Many language courses or linguistics courses with numbers such as LING 2110, LING 2120, LING 301 etc. do not count toward the graduate credit hour requirement.

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 Director of Graduate Studies.

2. Knowledge of the structure of a non-Indo-European language. This requirement may be met by Ling 513 *Field Methods*, Ling 511 *Language Documentation*, or by an appropriate research paper. A student who is a native speaker of a non-Indo-European language must submit a research paper dealing with the linguistic 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 569L *Experimental Psycholinguistics*. (You may still use Ling 569L *Experimental Psycholinguistics* to satisfy the seminar requirement or research methods requirement even if you also use it to satisfy the statistics requirement.) Other courses that seem appropriate for satisfying this requirement are STAT 527 *Advanced Data Analysis I* and STAT 528 *Advanced Data Analysis II*, PSYC 501 *Advanced Statistics*, and SOCI 381L *Sociological Data Analysis*. EDPY 502 *Survey of Statistics in Education* does NOT satisfy this requirement. Note that some of these alternative courses may require background in the relevant discipline. Also, you do not receive graduate credit for courses numbered below 500.

A “[Certification of Language or Research Skill Requirement](#)” form that lists each of these requirements must be processed along with the Application for Candidacy (see below). The forms must be signed by the Director of Graduate Studies. Once signed, email it to the Academic Coordinator and copy your Dissertation Committee chair. The Academic Coordinator will submit it to Graduate Studies.

PH.D. ADVISEMENT

Upon admission to the department, you will be assigned an initial faculty mentor in your area of interest. This assignment may be but does not have to be temporary. You should also consult closely with the Director of Graduate Studies as you begin your studies. After one year in the program, you will be asked to confirm which faculty mentor will serve as your advisor to oversee your progress. This may be the same faculty member as your initial mentor, but it is also possible

to change mentors if you find a willing and suitable faculty member. As you become more familiar with the program and the faculty, you should feel free to work with other faculty, too. Advisement on your coursework choices, and approval of transfer credits, is overseen by your faculty mentor with assistance from the Director of Graduate Studies and the Academic Coordinator.

Transfer of Credits.

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 can be transferred (2) A maximum of 24 semester hours from an MA at another institution or transfer credits from a PhD program at another institution can be transferred (3) Quarter hours are converted to .67 semester hours each.

In their first year, students should consult with their initial faculty mentor to plan out their coursework. Students who have completed graduate level courses in Linguistics prior to starting the PhD at UNM should work with their advisor and the Director of Graduate Studies to determine which classes they want to request to transfer in towards the UNM PhD degree. Only courses in which you earned a grade of B or better will be approved for transfer.

Process: The Academic Coordinator will email a department transfer credit form in the student's first semester. Students complete this form with requested transfer courses listed and submit it to the Academic Coordinator and the Director of Graduate Studies, along with syllabi for any transfer courses requested (syllabi are not required for UNM Linguistics courses). Courses transferred for elective credit must be approved by the student's advisor and the Director of Graduate Studies. Courses requested to fulfill core coursework requirements must also be reviewed by the instructor of the nearest equivalent course at UNM. Once all transfer credits are approved, the documentation is kept in the student's file and will be entered on the Application for Candidacy form for final approval from Graduate Studies. It is recommended that students also maintain documentation of transfer approvals.

To summarize, 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 faculty advisor and the Director of Graduate Studies and listed on the Application for Candidacy, (4) courses substituting core requirements are approved by the instructor(s) of the closest equivalent in the UNM Linguistics Department, and (5) the transfer is approved by Graduate Studies.

COMMITTEES

Graduate Studies and other departments still refer to the "comprehensive exam" for the doctoral degree. In the Linguistics department, we no longer hold comprehensive exams for doctoral candidates; instead students must submit a Qualifying Paper (QP) and present a dissertation prospectus. Each of these is overseen by a committee.

While it is often the case that the same committee oversees the QP and the dissertation prospectus, this is not always true. If you plan for your QP committee to be your Dissertation committee as well, please ensure the committee meets the [requirements for the dissertation prospectus committee](#). If these committees are comprised of different members, then the following applies:

1. The QP committee should have at least three committee members. The Chair should be an active faculty member in UNM's Dept. of Linguistics (Category 1). The other two committee members can include faculty members from any category on the committee category list (see below).
2. Once the QP is approved, the Chair of the QP committee relays the overall evaluation (pass, pass with distinction, fail) to the Director of Graduate Studies and the Academic Coordinator.
3. Next, the Dissertation Prospectus committee is formed. This committee's make-up must meet the requirements set by Grad Studies for doctoral comprehensive exam committees (see below)
4. When the Dissertation Prospectus committee performs its final evaluation (pass, pass with distinction, fail), it should take into account the student's performance on the QP when deciding on the overall final evaluation for the "exam".

Dissertation Prospectus Committee

The dissertation prospectus committee ("doctoral comprehensive exam committee" in Grad Studies' terms) consists of a minimum of three members approved for committee service:

1. 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
2. The Chair of the exam committee must be Category 1, 5, or 3 if his/her appointment is within the student's major.
3. The third member can be any of Category 1-6
4. 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.

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. NOTE: Category Two members cannot be retired.

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/Emerita 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/Emerita 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 (i.e. faculty at other institutions or UNM faculty outside the department), the department must obtain approval

from Graduate Studies. Once you have agreement from an outside member to serve on your committee, you should obtain an electronic version of that person's CV and ask your advisor to request approval for them to serve as a committee member. (Your advisor should do this by submitting a request through [GradForms](#) or asking the Academic Coordinator to submit the request.) Please check ahead of time with your advisor and the Director of Graduate Studies that your intended committee will be acceptable. If your current Chair is retiring, please note that they can only continue serving as Chair for a maximum of one calendar year after their retirement date. If you have not presented your prospectus by that time, you are responsible, with the support of your former Chair, for confirming a new Chair. Category Six Emeritus/Emerita faculty may serve as co-chairs as long as the Chair is a Category One.

Once the qualifying paper and dissertation prospectus requirements are passed, you must establish a dissertation committee (see section titled [Dissertation Committee](#)) that will provide you guidance through the final stages of progress toward the Ph.D.

PH.D. QUALIFYING PAPER AND DISSERTATION PROSPECTUS

Students must complete the QP and the dissertation prospectus within 2 years of completing their coursework. Students who do not reach this milestone will be placed on academic probation and will have one year to regain their academic standing. Academic Probation is enforced via reported grades for QP (LING 697) & Prospectus work (LING 699). Students who fail to make sufficient progress on either their QP or their Prospectus will receive a grade of "No Credit" (NC). More specifically, faculty advisors will enter a "NC" grade at the end of the third semester post-coursework if, at that time, a student hasn't finished their QP. Further, if by the end of the fourth semester post-coursework a student has not finished both the QP and the dissertation prospectus, then that counts as "no progress" (NC grade) again, which then adds up to two "NC"s and hence academic probation (following the Grad Studies categories – see above, 'Important Graduate Studies Policies'). If a student completes their QP by the third semester but does not complete their prospectus in the fourth semester they will receive their first NC grade. If they do not complete the prospectus by the fifth semester, they will receive their second NC grade and be placed on probation.

As a reminder, two NC grades (or any combo of two NC/F/INC/IF grades) result in Type 2 Academic Probation. Three NC grades (or any combo of three NC/F/INC/IF grades) result in Suspension. Also, it is the total number of these grades that counts; they do not need to be in consecutive semesters to result in suspension). Courses such as 697 and 699 receive either a grade of Progress (PR) or No Credit (NC). You may also earn a grade of "INC" (Incomplete No Credit) if you opt for an incomplete in one of these courses and fail to resolve the incomplete within one year. Coursework is generally graded as a letter grade unless the student selects a different grade mode (only letter grades in coursework can count towards degree requirements). F or IF grades earned in coursework contribute to Type 2 Academic Probation. An IF (Incomplete Fail) grade occurs when a student takes an incomplete in the course and fails to resolve it within one year. More information on Grades is available in the UNM Catalog: See [Student Information & Policies > Academics > Grade Policies and Transcripts](#).

Qualifying Paper

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 QP committee; and to prepare and present a dissertation prospectus.

The qualifying paper may be on any topic in linguistics where you have developed and written a research project that your QP committee 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. You can meet the QP requirement with a paper co-authored with other students or a faculty member, but you must be the lead author. Publication is not a requirement for degree progress; it is only required that you submit your qualifying paper for review to a refereed journal in order to advance to candidacy. Your QP committee will recommend suitable refereed journals for your submission: journals are highly varied in their areas of specialization and academic reputation and there are also many “predatory” or “fake” journals that you should avoid. See for example [Beall’s List of Potential Predatory Journals and Publishers](#). 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 to fulfill the Qualifying Paper requirement. Should this happen to you, you should submit the paper to another journal, after making appropriate revisions. It is recommended that the QP committee allow at least two weeks after the student submits their paper before approving the Qualifying Paper requirement as fulfilled, in order to ensure that the paper is not immediately rejected. Once you submit your paper for Publication, please email proof of submission to the Academic Coordinator. This could be a forward of the email showing it was submitted or a screenshot showing it was submitted.

For many students, your qualifying paper will emerge out of a research project and term paper for a class you have taken as part of the Ph.D. 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 in a semester if required. Ling 697 is graded on a credit/no credit basis and may be taken only twice. Ling 697 is normally taken with the chair of your QP committee. The option to register in 697 is provided as a convenience; it is not a requirement to advance to candidacy. Note that credits for Ling 697 do not count towards the required number of credit hours of coursework (48) or dissertation (18).

Dissertation Prospectus

The second requirement for advancement to candidacy is the preparation of a dissertation prospectus. The dissertation prospectus should be written in consultation with your Dissertation Prospectus committee, in particular the chair of your Dissertation Prospectus committee. 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.

Dissertation Prospectus presentation

The last requirement for advancement to candidacy is a public presentation of your dissertation prospectus. Once your Dissertation Prospectus committee has approved the dissertation prospectus, you should schedule a Departmental colloquium to present the prospectus and discuss it with the Dissertation Prospectus committee and other members of the audience. Before scheduling the prospectus presentation, your qualifying paper should have been submitted to an appropriate journal, and all members of the Dissertation Prospectus committee should have approved your prospectus (with the possibility of minor revisions).

Dates and Deadlines

Assuming that you submit your dissertation prospectus after you submit your qualifying paper, the date of the public presentation of your dissertation prospectus will serve as the date for the University's doctoral comprehensive examinations. You must set the dates of the public presentation of your dissertation prospectus in consultation with your Dissertation Prospectus committee. An "[Announcement of Examination](#)" form must be processed at least two weeks prior to the date of the presentation of your dissertation prospectus. To reserve a room on campus, write to the Academic Coordinator with this request and the approximate number of attendees. It is recommended to allow 1 week for room reservations to be processed. In addition, two weeks before your presentation, send the Academic Coordinator the title and abstract of the dissertation and the names of the committee members as well as a zoom link if applicable.

Each member of the Dissertation Prospectus committee must report the results of the public presentation of the dissertation prospectus on the "[Report of Examination](#)" electronic form. To recognize exceptional performance, "Passed with Distinction" may be placed on the transcripts of students who pass the doctoral comprehensive examination. This status is determined at the time of the examination through unanimous agreement of the examining committee members, with final approval given by the department Chairperson, and results forwarded to Graduate Studies via the "Report of Examination." The examining committee considers any oral, written, and exhibition work related to the examination when deciding whether or not a student passes with distinction.

Subsequent to the public presentation, final approval of the prospectus by your Dissertation Prospectus committee is required.

ADVANCEMENT TO DOCTORAL CANDIDACY

You must apply for and be admitted to doctoral candidacy with the "[Application for Candidacy for the Doctoral or MFA Degree](#)" form. The semester before you plan to advance to candidacy, you should meet with your faculty advisor and the Academic Coordinator to discuss your proposed program of studies and how you will satisfy the research skills requirements. Once you have passed the requirements for advancement to candidacy and completed the research skills requirements, you should then submit the official "Application for Candidacy for the Doctoral or MFA Degree" form. It is recommended to consult with the Academic Coordinator on submitting this form. Graduate Studies has strict requirements about how it must be completed. Along with this electronic form, you must send your completed "[Certification of Language or Research Skill Requirement](#)" forms showing completion of all three requirements) via email to Academic Coordinator who will then send them to [Grad](#) Studies 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.

Time Limit for Completion of Degree Requirements

From the date that you pass your “comprehensive exams” (successfully present your Dissertation Prospectus), you have **five calendar years** to complete all degree requirements. *Students who were enrolled in Spring 2020 do not have that semester counted against the time to degree limit.*

Students who have passed their 5-year limit and still plan to graduate must request an extension from the Department and Graduate Studies. To do so, first submit to the Chair and Director of Graduate Studies a personal statement detailing the reason for your extension request. The department requires that you must also list your committee members and propose a new completion date. All students at dissertation phase must have a dissertation chair and a committee in place at all times. The committee make-up must follow the UNM guidelines at all times. If the Department supports your request, they will return a memo of support which you will then submit to Graduate Studies along with your personal statement via the [Petition to the Dean of Graduate Studies Form](#). Keep in mind that petitions are intended for students experiencing “unusual or extraordinary events, particularly circumstances beyond their control that would penalize them unfairly.” Students who do not have an extension request approved by Graduate Studies cannot defend their dissertation or graduate. **Students who do not have a viable Chair and committee within one year of the 5-year time to degree limit will be terminated by the department.**

THE DISSERTATION

Each candidate for the Ph.D. must prepare a dissertation that demonstrates the 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. Students can opt for a non-traditional (hybrid) dissertation, a collection of related articles prepared/submitted for publication or already published. Each dissertation must include “introduction” and “conclusion” sections. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript. 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. This also includes selecting the external member of the committee (see below). The normal expectation is that the chair of your Dissertation Prospectus Committee 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 should be established shortly after advancement to candidacy, which includes approval of your dissertation prospectus, and before the student begins enrollment in Ling 699. All students at dissertation phase must have a dissertation chair and a committee in place at all times. The committee make-up must follow the UNM guidelines at all times. Students who pass the 5-year mark and therefore need to apply for

an extension – per Grad Studies and the department’s policies – must report who their active Chair is and who their committee is on the request for an extension. **Students who do not have a viable Chair and committee within one year of the 5-year time to degree limit will be terminated.**

The composition of the dissertation committee must satisfy the Graduate Studies requirements as follows (see the section called “Doctoral and M.F.A. Dissertation Committees” for the definitions of the categories of committee members; see also the [UNM Catalog](#) under: Student Information and Policies > The Graduate Program > Faculty Approval for Committee Service):

- 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

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. NOTE: Category Two members cannot be retired.

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/Emerita 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/Emerita faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.

In addition to the Graduate Studies 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. Graduate Studies must approve external committee members for service on UNM committees. At least a month before submitting the Announcement of Exam form, check with your advisor and the Director of Graduate Studies that your intended committee member that is external

to UNM will be acceptable. You need to obtain an electronic version of their CV and submit this to your advisor and the Academic Coordinator. Your advisor or the Academic Coordinator will then submit that along with the electronic form “Request for Non-UNM committee service” via [GradForms](#) to get approval for that person to serve on your committee. If your current Chair is retiring, please note that they can only continue serving as Chair for a maximum of one calendar year from their retirement date. If you have not presented your dissertation by that time, you are responsible, with the support of your former Chair, for confirming a new Chair. Category Six Emeritus/Emerita faculty may serve as co-chairs as long as the Chair is a Category One.

Graduate Studies 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.

Please be aware: official notification to Graduate Studies of the composition of the dissertation committee does not occur until the Announcement of Examination is filed for the dissertation defense. But this is very late in the dissertation process and a problem with the composition of the committee could cause a significant delay. It is essential that you consult the chair of your committee and notify the Academic Coordinator as soon as you have confirmed your committee members. This ensures that all committee members meet the committee requirements and are approved by Graduate Studies.

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 present your dissertation prospectus. However, only those hours gained in the semester during which the prospectus is successfully presented can be counted toward the 18 hours required.

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 reapply to the program. 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 (PR) 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](#) > Student Information and Policies > The Graduate Program > Probation and Suspension). After one year of suspension, students may reapply to the program.

The department expects that you will have completed a draft of at least two complete chapters of your dissertation within **eight semesters** after completing your qualifying paper. 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 you pass your comprehensive exams (submit your QP and successfully present your Dissertation Prospectus) to the filing of the final dissertation after approval by your dissertation committee. *Note that students who Advanced to Candidacy before Spring 2020 and were enrolled the Spring 2020 semester do not have that semester included in their five-year time limit.* Any request for an extension beyond this limit must be pre-approved first by the dissertation supervisor and then by the department Chair before being sent to Graduate Studies. See [time limit for completion of degree requirements](#) section for more information.

Graduate Studies may decline the request, approve it with conditions, or require 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 Graduate Studies 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. Graduate Studies 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 should not 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 Director of Graduate Studies will take her/his place.

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 and has agreed to the defense date. 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, April 15, or July 15), to allow time for any needed minor revisions.

One month before your defense, please ensure you have submitted names of your committee members to the Academic Coordinator. At least two weeks before the defense is held, the "[Announcement of Examination](#)" form must be filed. It is recommended that room requests are made to the Academic Coordinator one week before submitting the Announcement of Examination form. Two weeks before the defense, the Academic Coordinator must be provided with the title and abstract of the dissertation and the names of the committee members as well as a zoom link if applicable. The "Announcement of Examination" form must be signed by the Director of Graduate Studies. 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 Examination" 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 Graduate Studies. If the third recommendation is made, the full committee may elect to meet again to determine that the concerns have been addressed. To recognize exceptional performance, “Passed with Distinction” may be placed on the transcripts of students who pass the doctoral dissertation. This status is determined at the time of the examination through unanimous agreement of the examining committee members, with final approval given by the department Chairperson, and results forwarded to Graduate Studies via the “Report of Examination”. The examining committee considers any oral, written, and exhibition work related to the examination when deciding whether or not a student passes with distinction.

Final Form and Submission of Dissertation

All dissertations and forms are submitted electronically. [Guidelines for formatting your dissertation are available from Graduate Studies](#). 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. 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 Graduate Studies Manuscript Coordinator well in advance of the submission deadlines. The Manuscript Coordinator holds several [manuscript workshops](#) a year.

You must download from the Graduate Studies website a [set of templates for the front matter of the dissertation, including an Approval page and a Title page](#).

The final form of the dissertation, with an abstract of not more than 150 words, approved by at least three members of the dissertation committee, must be submitted to the [UNM Digital Repository](#) and [ProQuest](#) by the semester deadline (November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation) or within 90 days of passing the defense, whichever comes first. It is most likely the semester deadline will come before the 90-day deadline. Students who wish to limit access to their dissertation may submit an ETD [Embargo Restriction Request form](#).

In addition, the following forms must be submitted via the [Manuscript Form Submission Portal](#): (1) “[Information Cover Sheet](#)” (2) a “[Certification of Final Form](#)” signed by student and the Committee Chair, (3) an “[ETD Release Form](#)” and (4) a “[Survey of Earned Doctorate](#)”. Please note, students who embargo their dissertation must also submit the Embargo Restriction Request Form and a receipt showing the \$40 payment for the Embargo Restriction Fee has been paid to the Cashier’s Office in the UNM Business Center. If you embargo your dissertation, you must still submit an ETD Release form. Please also send to the Academic Coordinator screenshots showing you have uploaded your Dissertation to the UNM Repository and ProQuest.

In addition, all Committee members must complete a “Report of Examination” form through the [GradForms portal](#).

“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 complete 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. Please notify the Academic Coordinator if you plan to use courtesy policy so they can notify Graduate Studies.

GRADUATION

You must notify the Department Academic Coordinator early in the semester *before* the semester in which you plan to graduate. Each semester, the Academic Coordinator must submit to Graduate Studies a list of all students intending to graduate at the end of the following semester. Graduate Studies 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 Academic Coordinator and the Director of Graduate Studies 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 Academic Coordinator as soon as possible so that the appropriate changes can be made to the department's graduation list.

Participation in Graduation Events

The university holds formal graduation ceremonies in December and May (UNM Commencement). At these events, Ph.D. 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 mid-to-late October and March.

Ph.D. students who have not yet completed their degree requirements, but are within one term of graduating, may request permission to participate in UNM Commencement. 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). You may submit a request to participate in UNM's Commencement 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. If approved, you should be able to RSVP to Commencement. If you are unable to contact the Academic Coordinator. For any questions about Commencement, contact the Office of the University Secretary: univsec@unm.edu.

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 as well as award recipients. Students who have completed all degree requirements during the preceding year are sent an invitation to this ceremony.

For Ph.D. 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 Graduate Studies 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 Ph.D. 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.

REQUIRED COURSES	<u>Class</u>	<u>Hours</u>	<u>Semester</u>	<u>Grade</u>	<u>Instructor</u>
Phonetics/Phonology: Complete the following: LING 503 - Phonetic Analysis (3)					
Discourse/Syntax: Complete at least 1 of the following: - LING 529 - Discourse Analysis (3) - LING 535 - Language Contact (3)					
Semantics/Cognitive Linguistics: Complete at least 1 of the following: - LING 519 - Cognitive Linguistics (3) - LING 525 - Semantic Analysis (3) - LING 562 – Childhood Bilingualism (3) - LING 568 – Seminar in Psycholinguistics (3)					
Typology/Field Linguistics: Complete at least 1 of the following: - LING 513 - Linguistic Field Methods (3) - LING 517 - Typology and Universals (3) - LING 548 - Grammaticization (3)					
Sociolinguistics: Complete at least 1 of the following:					

• LING 533 - Sociolinguistic Variation (3) • LING 534 - Language and Gender (3)					
NOTE: A seminar on a relevant topic may be substituted for courses above with department approval. Enter proposed seminar courses in slots above.					
	<u>Class</u>	<u>Hours</u>	<u>Semester</u>	<u>Grade</u>	<u>Instructor</u>
Methodology Course: Complete at least one course appropriate to your field of specialization, e.g., • LING 510 - Statistical Methods in Linguistics (3) • LING 513 - Field Methods (3) • LING 569L Experimental Psycholinguistics (3) Sociophonetics (taught under varying course numbers) 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 to fulfill any of the other requirements, if appropriate.					
Seminars: Complete at least three seminar courses or other advanced linguistics courses (9 credits). Core courses in the Master's program cannot be used to satisfy this requirement. Seminar courses include:	1.				
• LING 590 - Topics in Linguistics (3) • LING 554 - Seminar in Linguistic Theory (3) • LING 562 - Childhood Bilingualism (3)	2.				
• LING 568 - Seminar in Psycholinguistics (3)	3.				

Advanced linguistics courses that can be used to satisfy this requirement (if they have not been used to satisfy requirements 1 - 6) include: Ling 510, Ling 511, Ling 513, Ling 515, Ling 517, Ling 519, Ling 548, Ling 560 and Ling 569L.					
	<u>Class</u>	<u>Hours</u>	<u>Semester</u>	<u>Grade</u>	<u>Instructor</u>
Additional Coursework: Complete at least 21 credits of additional coursework: Additional coursework to meet the minimum of 48 credit hours of graduate coursework. This may include up to 30 credit hours of appropriate courses from the M.A. but at least 18 credit hours must be work beyond the M.A. At least 24 credit hours must be completed at UNM and at least 18 credit hours must be at the 500- or 600-level.					
Ling 699: Complete at least 18 credits of: LING 699 - Dissertation (3 - 12)					

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 *Linguistic Field Methods* or Ling 511 *Language Documentation*). (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 QP Committee:

Chair:

4. Form Dissertation Prospectus Committee:

Chair:

5. No later than your last semester of coursework: plan qualifying paper with your faculty advisor. Enroll in Ling 697 as necessary to complete paper, but for no more than two semesters.

6. Obtain approval of qualifying paper from the QP committee and submit it to a refereed journal.

7. Prepare dissertation prospectus.

8. Schedule presentation of prospectus and file “Announcement of Examination” form at least two weeks prior to presentation.

9. Make oral presentation of prospectus to department. Dissertation prospectus committee members then submit a “Report of Examination” form.

10. Submit “Application for Candidacy” form along with Research Skills and Requirement forms for each of 3 requirements.

11. Form Dissertation Committee no later than the first semester of Ling 699 enrollment.

Chair:

Outside Member:

STEPS TOWARDS GRADUATION FOR PH.D. STUDENTS

Italics = suggested dates. Consult with your committee chair and committee to determine a specific timeline for submitting manuscript drafts.

Regular print indicates events for which there are university deadlines

action	deadline for Dec graduation	deadline for May graduation	deadline for July graduation
file your Application for Candidacy and complete “Certification of Language or Research Skills Requirement” forms (should be done right after you present your dissertation proposal)	last day of Summer term	last day of Fall term	last day of Spring term
ask Academic Coordinator to add you to the graduation list for the following semester	July 1	Dec 1	April 1
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)
ask Academic Coordinator to request a room for your defense one week before submitting Announcement of Examination form	<i>Oct 8</i>	<i>March 8</i>	<i>June 8</i>
submit Announcement of Examination form (online) a minimum of two weeks before defense date	Oct 15	March 15	June 15
send Academic Coordinator the title, abstract, names and affiliations of committee members a minimum of two weeks before defense date	Oct 15	March 15	June 15
defend dissertation	<i>Nov 1</i>	<i>April 1</i>	<i>July 1</i>
complete revisions and format dissertation	Nov 15	April 15	July 15
file dissertation and related forms			
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 2151	Language of Advertising
Ling 2996*	Special Topics in Current Language Issues.
Ling 301	Introduction to Linguistic Analysis.
Ling 303 / 503	Phonetic Analysis Prerequisite: 301.
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 411 / 511	Language Documentation.
Ling 412 / 512	Morphosyntax. Prerequisite: 322 / 522.
Ling 413 / 513	Linguistic Field Methods. Prerequisite: 304 / 504 and 322 / 522.
Ling 415 / 515	Native American Languages. 322.
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 435 / 535	Language Contact. Prerequisite: 322 / 522 or Span 351.
Ling 445	From Classroom to Career: Professional Development in Linguistics.
Ling 446 / 546	Introduction to Language Change. Prerequisite: 304 / 504.
Ling 449	.
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 462 / 562	Childhood Bilingualism. Prerequisite or Corequisite: 301 or 303 or Span
351	
Ling 490 / 590*	Topics in Linguistics.
Ling 495	Undergraduate Problems.
Ling 498	Reading and Research for Honors.
Ling 499	Honors Thesis.
Ling 502	Current Approaches to Phonology. Prerequisite: 304 / 504 or Span 545.
Ling 506	Usage-Based Phonology. Prerequisite: 303 / 503 and 304 / 504 or Span 545.
Ling 510	Statistical Methods in Linguistics.
Ling 519	Cognitive Linguistics. Prerequisite: 322 / 522 or Span 351.
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.
Nava311 / 511	Navajo Verb System I. Prerequisite: Nava 2120.
Nava 312 / 512	Navajo Verb System II. Prerequisite: Nava 311.
Nava 315 / 515	Advanced Navajo. Prerequisite: Nava 2120.
Nava 401 / 501	Navajo Linguistics. Prerequisite: Nava 2120.
Sign 305 / 505	Signed Language Linguistics. Available for graduate credit. Prerequisite: permission of instructor.
Sign 352 / 552	Language and Culture in the Deaf Community I. Available for graduate credit. Prerequisite: permission of Signed Language Interpreting 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

Jalon Begay (M.A., University of New Mexico, 2008): Navajo linguistics

Joshua Birchall (Ph.D., Radboud University, 2014): linguistic typology, historical linguistics, language description and documentation, Amazonian languages

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

Stefon Flego (Ph.D., Indiana University Bloomington, 2022): phonetics, sound change, phonological typology, morphophonology, computational modeling, corpus linguistics

Holly Jacobson (Ph.D., University of Arizona-Tucson, 2002): intercultural communication, discourse analysis, second language acquisition, applied linguistics in healthcare

Christian Koops (Ph.D., Rice University, 2010): sociophonetics, speech perception, language revitalization, Western Cherokee

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

Sara Roybal (B.A., University of New Mexico, 2005): American Sign Language, Deaf culture

Naomi L. Shin (Ph.D. The Graduate Center of the City University of New York, 2006): Hispanic Linguistics, bilingualism, child language development, sociolinguistics, language contact

Monica Sower (B.S., University of New Mexico, 2007): American Sign Language, signed language interpreting

Rosa Vallejos Yopán (Ph.D., University of Oregon, 2010): Functional syntax, language contact, documentary fieldwork, indigenous Amazonian languages, Amazonian Spanish

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

Barbara Shaffer (Ph.D., University of New Mexico, 2000): American Sign Language, semantics, modality, ASL acquisition, interpreting theory and practice

Caroline L. Smith (Ph.D., Yale University, 1992): phonetics, laboratory phonology, prosody, French

Phyllis Perrin Wilcox (Ph.D., University of New Mexico, 1993): American Sign Language, semantics and metaphor, interpreting theory and practice

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

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

LINGUISTICS-RELATED FACULTY IN OTHER DEPARTMENTS

Pisarn Bee Chamcharatsri (English/LLSS, Education)

Jonathan Davis-Secord (English)

David Dinwoodie (Anthropology)

Richard File-Muriel (Spanish & Portuguese)

Carlos Irizarry-Pérez (Speech & Hearing Sciences)

Carlos López Leiva (LLSS, Education)

Tryphenia Peele-Eady (Africana Studies)

Catherine Rhodes (Anthropology)

Jessica Richardson (Speech & Hearing Sciences)

Barbara Rodriguez (Speech & Hearing Sciences)

Eva Rodríguez-González (Spanish & Portuguese)

Christine Sims (LLSS, Education)

Emma Trentman (Foreign Languages)

Vincent Werito (LLSS, Education)

Damián Vergara Wilson (Spanish & Portuguese)