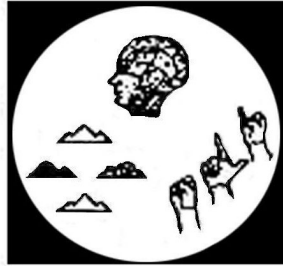


Shared-Credit Program Manual 2024-2025



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SHARED-CREDIT (BA/MA) PROGRAM IN LINGUISTICS

The Department of Linguistics Shared-Credit Program enables well-qualified students to complete a BA and MA more rapidly and at lower cost than if both degrees were done separately. This is achieved by allowing some course credits to be counted towards the requirements of both degrees.

WHY APPLY?

If you are a minor or major in Linguistics, and considering completing the MA in Linguistics, you can benefit from the Shared-Credit Program. By allowing some courses to count towards both the BA and the MA, the Shared-Credit Program means you need to take fewer courses overall in order to obtain two degrees. That saves you time and money!

The basic idea is that you take some graduate courses in Linguistics while you are still an undergraduate. As long as you are enrolled as an undergraduate, you will pay undergraduate tuition, which is cheaper than graduate tuition. You also remain eligible for financial aid as an undergraduate. So it makes sense to consider the Shared-Credit Program even if you are not certain that you want to do an MA: by enrolling in the program as an undergraduate, you are not definitively committing yourself to an MA degree. And potentially you can save money two ways – by taking fewer courses overall, and by paying undergraduate tuition for graduate courses.

ELIGIBILITY

If you are enrolled in the College of Arts & Sciences and have declared a major or a minor in Linguistics, you may be eligible for the Shared-Credit Program. The requirements are:

- Your overall UNM GPA is 3.0 or above.
- Your GPA in Linguistics courses is 3.5 or above.
- A Linguistics faculty member is willing to nominate you for the Program.
- You should have completed at least two of the four courses that are prerequisites for the MA Program. These are:
 - Ling 301 *Introduction to Linguistic Analysis*
 - Ling 302 *Phonetic Analysis* or Ling 303 *Introduction to Phonetics*
 - Ling 304 *Phonological Analysis*
 - Ling 322 *Grammatical Analysis*

WHEN TO APPLY

The time to apply is after you have taken two or three of the courses listed above, and before you start taking more advanced Linguistics courses. This is likely to be your sophomore or junior year.

The reason for applying before you start taking more advanced courses is that if you are enrolled in the Shared-Credit Program, you would take the 500-level section instead of a 300- or 400-level section. The 500-level section earns you both undergraduate and graduate credit, and counts towards both the BA and MA requirements. (Normally, undergraduates are not permitted to enroll in graduate courses; to enroll as a participant in the Shared-Credit program, you need to

request permission, as described below under **How to enroll in classes.**) Students enrolled in a 500-level section complete additional assignments, or more extensive assignments, compared to students enrolled in an undergraduate section.

WHAT COURSES TO TAKE

If you are a Linguistics major, you can apply 18 hours of graduate-level courses (500-level) towards your BA degree. If you are a Linguistics minor, you can use 9 hours of graduate-level courses as electives for the minor. You must maintain at least a 3.0 GPA in courses that you want to apply towards the MA degree.

The 500-level section of all courses offered as 400/500-level can be counted for graduate credit. However, to maximize the shared credit options, students are advised to select their shared credit courses from one of two master level course sequences to take at the 500-level. (Students minoring in Linguistics would choose three from the first column.)

<u>MA, Linguistics</u>	<u>MA, Linguistics with a Concentration in Languages of the Southwest</u>
• Ling 512 <i>Morphosyntax</i>	• Ling 512 <i>Morphosyntax</i>
• Ling 525 <i>Semantics</i>	• Ling 546 <i>Language Change</i>
• Ling 529 <i>Discourse Analysis</i>	• Nvjo 511 <i>Navajo Verbs I</i>
• Ling 533 <i>Language Variation</i>	• Nvjo 512 <i>Navajo Verbs II</i>
• Ling 546 <i>Language Change</i>	• Nvjo 515 <i>Advanced Navajo</i>
• Ling 567 <i>Psychology of Language</i>	• Nvjo 501 <i>Navajo Linguistics</i>

In column 1, several courses (512, 546, 567) fulfill specific requirements for the MA degree, while others satisfy the BA Focus Area Requirement for *Linguistic Diversity, Variation & Use* (525, 529, 533, 546). In column 2, all six courses fulfill requirements of the MA with a Concentration in Languages of the Southwest, as well as satisfying the BA Focus Area Requirement for *Navajo Linguistics* (NVJO 511, 512, 515, 501). This makes it especially advantageous to take the graduate sections of these courses. On the other hand, Ling 504 (*Phonological Analysis*) and 522 (*Grammatical Analysis*) cannot be counted towards the MA degree, because they are prerequisite courses. Students are advised to take the undergraduate section of these courses (304, 322).

The 500-level section of all courses offered as 400/500-level can be counted for graduate credit except Ling 440/540 *Introduction to Linguistics*. (This course is not currently offered on Main Campus.)

If you already took the undergraduate section of a grad/undergrad course before you applied to the Shared-Credit Program, you cannot use that course to fulfill a requirement of the MA degree. You also are not permitted to re-take the course by enrolling in the 500-level section. Instead, you are required to take a 500-level course in (approximately) the same area of linguistics in order to fulfill the requirement. For example, suppose you have already taken Ling 412, *Morphosyntax*, before you apply to the Shared-Credit Program. Because *Morphosyntax* is required for the MA degree, you would need to take an additional 500-level course in the Syntax/Discourse area as a substitute for the graduate *Morphosyntax* requirement.

WHEN TO TAKE THESE COURSES

Although the basic prerequisite courses are offered both Fall and Spring semesters, most Linguistics courses are only offered once a year, and some graduate courses are only offered every other year. So you need to do some planning in order to ensure that you are able to complete the requirements in a timely fashion.

Here are some sample schedules for completing a BA in the Shared Credit Program: one for a student who starts taking Linguistics courses as a freshman, and one for a student who doesn't discover Linguistics until their junior year. To complete the MA, additional coursework is needed beyond what is shown here. In most cases, it would be possible to complete this additional work within one year, although writing an MA thesis may take longer.

In the schedules below, the 500-numbered courses that are listed make up the 18 hours of Shared Credit that can be applied to the MA degree requirements while completing the BA Focus Area Requirement for *Linguistic Diversity, Variation & Use*.

Starting as a freshman:

Year 1 Fall	Year 1 Spring	Year 2 Fall	Year 2 Spring	Year 3 Fall	Year 3 Spring	Year 4 Fall	Year 4 Spring
2110	301	303	304	525	567	512	546
			322	533	529	elective	
			*				

* Apply for Admission to Shared Credit Program

Starting as a junior:

Year 1 Fall	Year 1 Spring	Year 2 Fall	Year 2 Spring
301	304	512	529
303	322	525	546
	367	533	elective
	*		

* Apply for Admission to Shared Credit Program

The following course sequencing is recommended for the MA degree with a Concentration in Languages of the Southwest while completing the BA Focus Area Requirement for *Navajo Linguistics*.

Starting as a freshman:

Year 1 Fall	Year 1 Spring	Year 2 Fall	Year 2 Spring	Year 3 Fall	Year 3 Spring	Year 4 Fall	Year 4 Spring
2110	301	303	304	Nvjo 511	Nvjo 512	Nvjo 515	Nvjo 501
			322	512	546		

*

* Apply for Admission to Shared Credit Program

Starting as a sophomore:

Year 1 Fall	Year 1 Spring	Year 2 Fall	Year 2 Spring	Year 3 Fall	Year 3 Spring
301	304	Nvjo 511	Nvjo 512	Nvjo 515	Nvjo 501
303	322	512	546		

*

* Apply for Admission to Shared Credit Program

(Note that 302, offered in the Spring, can replace 303, offered in the Fall. Ling 301 is a prerequisite to Ling 302.)

HOW TO ENROLL IN COURSES

Once you are in the Shared-Credit Program, you will need to use the Level Restriction / Graduate Credit Authorization form (formerly known as a “Green Card”) to enroll in 500-level courses. This form must be completed online at <http://registrar.unm.edu/forms/cas-script.php?q=enrollment-auth>. Log in with your UNM NetID. For “type of Enrollment Authorization”, select, “Level Restriction/Graduate Credit”. Fill in the Student Information and Course sections. Check the box next to “**This class is being taken for shared credit.**” Select “UG taking Grad course for UG credit”. The form will be forwarded to the instructor and advisors for signatures.

HOW TO APPLY

Stage 1: when you’re a sophomore or a junior.

If you fulfill the eligibility requirements and would like to apply to the Shared-Credit Program, ask a faculty member if they are willing to nominate you. Assuming they are, you should then fill in the departmental Application to the Shared-Credit Program. This form is provided as the last page of this document, and can also be downloaded from the department web site. Fill in the requested information, and get the signatures of the department’s Director of Undergraduate Studies. All forms will be given to the Director of Graduate studies for signature after submission; you don’t need to get DGS’s signature. When completed, email or give a hard copy to the Academic Coordinator along with a copy of your unofficial transcript from LoboWeb. Aim to do this before the semester that you will start taking more advanced Linguistics coursework. The application should be submitted before November 1 (fall semester) or April 1 (spring semester).

The department’s Graduate Committee (three faculty) will evaluate your application and notify you of their decision. If you are accepted, you should arrange to meet with the department’s Director of Graduate Studies to discuss which courses you should take next.

Note that this process accepts you into the Shared-Credit Program, but not into the MA program. That can only be done when you have completed your undergraduate degree.

Stage 2: the semester that you finish the BA.

Once you reach the final semester of your undergraduate program, you should apply to the MA program (assuming you still want to, of course!). This is done via the standard online application process to Graduate Studies, currently found at <https://grad.unm.edu/prospective-students/apply-now.html>. You will need to write a letter of intent, obtain letters of recommendation from faculty, and pay the application fee. More detailed instructions can be found on the department web site, and in the Graduate Student Manual (which can be downloaded from the web site; printed copies are available in the department office). Note that the graduate level courses you took as an undergraduate will only be applied to your MA degree if you proceed directly from the BA to the MA without a leave of absence.

The deadlines for applying to the MA program are October 31 to start in January, or March 31 to start in August. If you want to be considered for a teaching assistantship, December 15 is the deadline for application to start the following August. (It is uncommon for MA students to be awarded a teaching assistantship their first semester.) Admission to the MA program is always conditional until you receive your BA degree.

Once accepted into the MA Program, you will take additional courses to reach the required number of credit hours for the MA degree. The 500-level courses that you took while you were an undergraduate in the Shared-Credit Program can be counted towards the required number of hours by listing them on your Program of Studies, which you file the semester before you complete the MA degree. The Program of Studies is an electronic form, which has an option for you to indicate which courses were taken in the Shared-Credit program.

ABOUT THE MA PROGRAM

For complete information about the MA program, please consult the Graduate Student Manual for the current year.

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

Plan I Requirements:

1. A minimum of 24 hours of coursework:
 - At least 12 of these hours must be 500-level courses. (All graduate-level Linguistics courses are 500-level, but in other departments it is sometimes possible to take 400-level courses for graduate credit.)

- No more than 6 of these hours may be problems courses (independent study).
2. Six hours of Thesis (599) credit, completion of a master's thesis and a successful oral defense of the thesis.

Plan II Requirements:

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

Students in the Shared-Credit program may apply up to 18 hours of credit (which is more than half the hours needed for the MA), thus significantly reducing the total number of credit hours required. (Students doing the MA who are not in the Shared-Credit program must complete at least half of the required credits after admission to the MA program.) If you complete the maximum allowable credits in the Shared Credit Program, Plan I MA students need to complete two additional courses plus the thesis, and Plan II MA students need to complete five additional courses plus the comprehensive exams.

Important: There is a seven-year limit to completion of all requirements for the MA degree. This is calculated starting from the time you started the Shared Credit Program.

IF YOU END UP NOT DOING THE MA

If you are in the Shared-Credit Program, but decide that you do not wish to complete the MA, the credit hours from 500-level courses will count towards your BA degree, provided you earned a grade of C or better.

The department also reserves the right to withdraw students from the Shared-Credit Program. In this case as well, credit hours from 500-level courses will count towards the BA degree provided that the grade was C or better.

Name _____
Last Name First Name M.I.

Banner ID # _____ UNM Email _____

Faculty member who is nominating you for the program _____

Please indicate which of the following courses you have taken (or are taking):

Semester (e.g. Fall 22 / Grade)

Ling 301 Intro to Linguistic Analysis _____

Ling 302 Phonetic Analysis or
Ling 303 Intro to Phonetics _____

Ling 304 Phonological Analysis _____

Ling 322 Grammatical Analysis _____

If you took courses equivalent to any of these at another university, please describe here. Give the name of the course, the UNM equivalent course number (as best as you can judge), and the semester you took it.

I give permission for the release of my transcript(s) from UNM and any other universities I have attended to the Department of Linguistics faculty in order to evaluate my application for the Shared-Credit Program.

Student's Name (print)

Student's Signature

Date

Director of Undergraduate Studies

Director of Graduate Studies

When you have completed this form, please send it to Academic Coordinator, Lacey Chrisco (lchrisco@unm.edu). Attach a copy of an unofficial transcript from LoboWeb.