

Graduate Student Guidelines

UCSB Department of Linguistics

September, 2007

Priority of policy statements

While the UCSB catalog is a general reference on the programs and policies of the department, specific documents distributed after the publication of the catalog (such as these Guidelines and the Advising Forms) constitute the most recent statements of policy and supersede the catalog where the two differ.

Note that Graduate Division policy only specifies a minimum set of requirements for the Ph.D., recognizing that each department will also institute its own requirements. As with all UCSB departments, the Linguistics Department

requirements are above and beyond the minimal ones set by the Graduate Division.

Organization of Guidelines

Committees and Guidance	3	
The Graduate Advisor	3	
Advising Committees	3	
Provisional Guidance Committee	3	
M.A. Committee	3	
Post-M.A. Committee	4	
Dissertation Committee	4	
Progress to Degree	5	
Normative Time	5	
Courses and courseload	5	
Registration	5	
Courses outside the Department	6	
Department Colloquia	6	
Grading and Evaluation	6	
Grading	6	
Auditing	6	
Faculty Review of Student Progress	6	6
Academic Probation	6	
Language Requirements	7	
The M.A. Program	8	
Students entering without an M.A.	8	
“Slash Courses”	8	
The M.A. Thesis	8	
Students entering with an M.A.	8	
M.A.-level Courses and Equivalencies	8	
Submission of the M.A. Thesis for Review	8	
M.A. Thesis Equivalents	8	
The Ph.D. Program	9	
The Screening Review	9	
Publishable Papers	9	
The Qualifying Examination	9	
Advancement to Candidacy	10	
Post-Advancement Requirements	10	
Dissertation Topic	10	
Prospectus	11	
Prospectus Defense	11	
Candidate of Philosophy Degree	11	
Dissertation Colloquium	11	
Dissertation Defense	11	
Thesis and Dissertation Format	12	
Miscellaneous	12	
Leave of Absence	12	12
Lapsed status	12	
Availability of Faculty during Summer Term	12	12
Ombuds	12	
Appendices		
1 “Meta” Advising Form for Students entering without an M.A.		
2 “Meta” Advising Form for Students entering with an M.A.		

In addition to the description of the Linguistics Ph.D. program in the UCSB catalog and the UCSB Graduate

Student's Handbook, the departmental guidelines discussed below may help you in planning your Ph.D. course of study, in understanding what the Department expects of you, and in visualizing your progress in the Ph.D. program.

Committees and Guidance

The Graduate Advisor

The Graduate Advisor, a faculty member nominated by the Department Chair but appointed by the Dean of the Graduate Division, acts on behalf of the Graduate Council and acts as an interface among the Graduate Division, the department, and students. The Graduate Advisor, along with the Committee Chair, is responsible for academic advising on a quarterly basis. The advisor keeps regular office hours and is available for consultation.

Advising Committees

From your entrance into the department until you receive your Ph.D., you must have an Advising Committee. The Advising Committee advises you regarding your coursework, helps you track your progress through the various requirements of the program, and oversees the development and writing of your M.A. thesis and dissertation. The Chair of this committee approves your registration form each quarter. It is important to stay in close touch with your committee during your entire graduate career.

All committees expire at the beginning of each academic year, with the exception of M.A. and Ph.D. Committees officially registered with the Graduate Division. By the end of October each student must complete a new Committee Form which can be obtained from the Graduate Program Assistant. You may decide that you wish to maintain the same committee, or you may choose a new one, based on your evolving interests and plans. Each November the faculty will review the committee membership for each graduate student. Students without committees will be contacted at this time. If a student is on approved leave or conducting research in the field, then the existing committee remains intact until the student returns to campus. At that time it may be necessary to form a new committee, unless the existing committee is registered with the Graduate Division.

It is important to retain some continuity throughout your graduate career, particularly during the later stages. The committee administering your oral comprehensive examination should include at least one faculty member who has been following your career in your primary or secondary areas of interest, working with you in independent study, on the thesis, on the publishable paper, and/or dissertation preparation. Once M.A. Thesis and Ph.D. Dissertation Committees have been established, they should be changed only if circumstances warrant it, and only after extensive consultation with your Chair.

Provisional Guidance Committee

Your first committee, called the Provisional Guidance Committee, consists of two members and is appointed by the faculty on the basis of your interests as stated in your graduate application. By the beginning of your second year, you must form a regular Advising Committee with members of your choosing. This committee may have the same make-up as your Provisional Guidance Committee, or you may select new members.

Post-M.A. students can move from having a Provisional Guidance Committee to a Post-M.A. committee at any time during their first year, for example if they wish to submit a publishable paper for consideration.

M.A. Committee

If you are in the M.A. program, but are not yet ready to write an M.A. thesis, your Advising Committee consists of two faculty members. You should establish an M.A. Thesis Committee as soon as your research area has been determined.

If you are writing an M.A. thesis, your Advising Committee must consist of three faculty members to be registered with the Graduate Division by completion of Master's Form 1, which can be obtained from the Graduate Program Assistant. The Committee Chair must be a member of the Linguistics Department. The other two members are typically Linguistics Department faculty, but the department may approve an outside member by petition if the thesis topic warrants this. The Graduate Division requires that all three members be UC ladder faculty. During the fall quarter following the completion of your M.A. thesis, you must choose a new Advising Committee; this

committee may have the same or a different roster of faculty members.

Post-M.A. Committee

If you enter with an M.A. from another institution, you can shift from your Provisional Guidance Committee to a Post-M.A. Committee at any time during your first year. This might be useful, for example, if you wish to submit a publishable paper for consideration. If you complete an M.A. at UCSB, you then form a Post-M.A. Committee.

Dissertation Committee

When you are ready to choose a topic for your Ph.D. dissertation, you must establish an official Dissertation Committee. If this committee is different from the committee that administered your General Qualifying Exam, then these differences need to be registered with the Graduate Division by completion of Form I-A, which you can obtain from the Graduate Program Assistant. The Dissertation Committee must be approved by the Department Chair, then officially appointed by the Graduate Division Dean.

The chair of the Dissertation Committee should be the person most appropriate for your dissertation area. Department policy discourages co-chairs in general.

The following policies are relevant to the make-up and workings of this committee:

Composition

Dissertation Committees must have at least four members, all of whom read and approve the prospectus and read and sign the dissertation. At least three of these members must be UC faculty (which includes emeriti), and must be present at the prospectus exam. At least two of the four members must be from within the Department of Linguistics. At least one member must be from outside the Department of Linguistics. The make-up of the committee must be approved by the Dissertation Committee Chair, who must be a member of the Department of Linguistics. A Dissertation Committee of four is recommended; if a student wishes to have a larger committee, s/he may petition the department faculty for approval.

More information relevant to outside members

Adjunct Faculty (linguists off campus who have been officially invited to be 'adjunct members' of our department, as described in the catalogue), Affiliated Faculty (UCSB faculty outside the Linguistics Department who have been officially invited to be 'affiliated' members of our department), and all other UCSB faculty outside the Department of Linguistics are considered by the UCSB Graduate Division to be eligible only as 'outside' committee members.

An outside member may serve as co-chair under the condition that the committee agrees that (a) special expertise is needed for the student's dissertation from outside the department, and (b) the outside person's role will be substantial enough to warrant the title of Co-chair. This person would count as one 'outside' member.

A general statement regarding department policy concerning the role and responsibilities of outside members is available from the department's Graduate Program Assistant and should be provided to any first-time outside member by the student.

Progress to Degree

Normative Time

We expect that the Master's program will take about two years to complete. The official "normative time" for completion of the MA is four years; a student will be placed on academic probation (following a grace period) if s/he does not complete the M.A. in this time.

The Graduate Division has established a four-year time limit for Advancement to Candidacy. Students who have not advanced in four years will be required to work with their committee to construct a timetable for completion of requirements to advance. A form with this timetable is submitted to the Graduate Division. Students who do not meet the deadlines in the timetable are placed on academic probation. Students on probation are not eligible for TA-ships and other financial support. More information on academic probation is available from the Graduate Program Assistant and the Graduate Division.

Normative time for completion of the Ph.D. program in Linguistics is seven years. This coincides with the Graduate Division's requirement that seven years is the maximum time allowed from entrance into the program to completion of the Ph.D. degree. The seven-year normative time to Ph.D. allows an eighth year grace period, during which the student can be eligible for TA-ships and other financial support. The student will be placed on academic probation and become ineligible for financial support at the beginning of the ninth year.

Courses and courseload

Registration

Near the end of each quarter, you will be given a departmental registration form. You should make an appointment to sit down and discuss the next quarter's schedule with your Committee Chair; the form is then filled out and signed by your Committee Chair, then the Graduate Advisor. These forms are to be returned to the Graduate Program Assistant prior to registration by phone for the next quarter's classes. Any subsequent changes must also be discussed with, and approved by, your Committee Chair and the Graduate Advisor.

The normal courseload is 12 units each quarter. It is important that every fulltime student be registered for at least 12. In addition to regular courses and seminars, you may need or want to take the following:

-Ling. 271 A-B (Research Orientation): All first-year students are required to take Ling. 271 (2 units) during Fall and Winter quarters.

-Ling. 272 (Linguistics Colloquium): You may register for Ling. 272 for 2 units if you attend the colloquia, or for 4 units if you present a full-length colloquium. The faculty Colloquium Organizer should be listed as instructor of record. Attendance will be monitored informally.

-Ling. 297: This course is for graduate students who wish to take an undergraduate course for graduate credit (with extra work).

-Ling. 500: You may register for Ling. 500 (4 units) during any quarter in which you are a TA (Teaching Assistant). The instructor for the course for which you are a TA (if the course is taught by a regular faculty member) or the Graduate Advisor (if the course is taught by a graduate student Teaching Associate) should be listed as the Instructor.

-Ling. 505 (Teaching Assistant Seminar): TA Training Seminar (1 unit) (usually Fall Quarter only).

-Ling. 591 (Research in Linguistics): RA's (Research Assistants) may register for 591 for up to 4 units. Your Committee Chair or the principal investigator on the grant is to be listed as the Instructor for this course.

-Ling. 596 (Directed Readings): The directed readings course represents a serious commitment to independent work and consultation with a faculty member. This course is reserved for advanced research on a specific topic on which you have already done the appropriate foundational work, and for which there is no regular course available.

Where possible you should take any regular courses in preparation for this. A contract must be agreed on by the end of the first week of the quarter between you and the faculty member regarding all work to be done for successful completion of the course. Contract forms are available from the Graduate Program Assistant. The contract must include the number of meetings planned between you and the faculty member to discuss the project, and must be signed by both the faculty member and your Committee Chair. Normally you may take a maximum of one 596 per quarter.

-Ling. 598: M.A. Thesis preparation.

-Ling. 599: Ph.D. Dissertation preparation.

Courses outside the Department

Graduate courses outside the department may be considered for counting toward your Ph.D. course requirements. Advice should be sought from your committee. The department will then consider a written petition justifying your request.

Department Colloquia

All students are expected to attend the colloquia regularly, whether or not they are enrolled for Ling. 272. Regular attendance serves to provide exposure to a variety of viewpoints and subjects that may not otherwise be available, as well as to a higher level of academic discourse than is found in most classes. It thus constitutes an important part of the graduate program.

Grading and Evaluation

Grading: Only courses taken for a letter grade may count toward the degree. Students should avoid asking for Incompletes, and instructors have the right to deny such requests. Students taking incompletes must fill out an Incomplete Petition prior to the time when grades are submitted. In any course undertaken by a graduate student, the "I" (Incomplete) grade will automatically revert to a failing grade unless the work is completed and a grade reported to the Registrar by the end of the subsequent quarter. Students are reminded that if they have 12 or more units of unfinished coursework, they will be placed on academic probation after first receiving an advisory letter. This will render the student ineligible for financial support. In addition, students must remove all unfinished coursework before a graduate degree can be awarded.

Auditing: Sitting in on courses without being enrolled is discouraged. If you wish to attend a course but do not have time to complete the normal workload, you should enroll for the course on an S/U basis. Students so enrolled will be expected to attend the class regularly and to participate fully in the assigned reading and discussion. Other course expectations should be discussed with the instructor at the beginning of the term.

Faculty Review of Student Progress: In addition to completing the graduate program requirements in a timely manner, students are expected to demonstrate the ability to do the following independently.

- 1) master the basic literature in the field and evaluate it critically
- 2) formulate research questions
- 3) identify relevant data and analytic methodology for addressing these questions
- 4) understand, synthesize, and apply pertinent literature to these questions
- 5) write clearly.

At the end of each academic year, the faculty holds a meeting during which each graduate student's progress toward these goals is discussed and assessed. The purpose is to encourage good work, to spot problems, and to evaluate chances of successful completion. You will receive a letter notifying you of the faculty's assessment of your progress. Students deemed to be experiencing difficulties, and those on probation or making inadequate progress, will receive clear explanations of perceived problems, along with specific recommendations to remedy deficiencies in a specific amount of time. The faculty takes this individual evaluation seriously, as should students.

Academic Probation: Students may be placed on academic probation if they fail to meet minimum standards of performance in their academic work. Specific grounds for academic probation include (but are not limited to) failure to advance to candidacy within normative time; failure to obtain degrees (M.A., Ph.D.) within normative time; and failure to maintain the minimum required grade point average (GPA). While the Graduate Division sets the minimum GPA at 3.0, the Linguistics Department sets the higher standard of 3.7 to avoid academic probation. Students with questions about this policy should ask the Graduate Program Assistant for a copy of the Disciplinary Flow Chart.

Language Requirements

There are two language requirements in the graduate program, one at the M.A. level and one at the Ph.D. level. You should consult with your committee soon after you begin your graduate program to discuss how you will fulfill these requirements. A student entering with an M.A. may request that a previous language exam count for the UCSB Ph.D. language requirements. The full statement of policy on the Foreign Language Requirement is as follows:

Students must demonstrate knowledge of one research language before receiving an M.A. and a second research language before the dissertation prospectus defense. A research language is a foreign language with a substantial relevant literature on general linguistics. At present, French, German, Spanish, Russian, Mandarin, Japanese, and Korean qualify automatically. If a substantial literature exists in a different language, on an area of linguistics pertinent to a student's particular area of research, the student may petition the faculty for permission to use this language to fulfill one of the language requirements. Students who are native speakers of a language other than English may count English as one of their foreign languages. No exam of the student's proficiency in English is necessary.

Knowledge of the language can be demonstrated by one of the following methods of examination within the student's area of interest:

1. English translation of a 500-word passage, chosen by the examiner, to be produced within one and a half hours with the aid of a dictionary and with no more than eight points of erroneous comprehension (2 points for each major error significantly affecting meaning, 1 point for each minor error). The faculty member in charge of exams for a particular language will specify a sample of material comparable to what can be expected on the exam. Translation exams may be taken in May or October, on a date to be set by the examiner.

2. a 4-6-page double-spaced (1000-1500 words) English summary, written over a single weekend, of a substantial linguistic article chosen by the examiner. Summary exams may be taken in May or October, on a date to be set by the examiner

3. a research paper that not only independently fulfills a course or degree requirement but also contains copious references to linguistic literature in the foreign language of interest, with the understanding that the works referred to shall be lent to the examiner for verification.

A student may petition to substitute a contact language for one of the two foreign languages required. A contact language is one to be used as a medium of communication for work on the language in the field. It may or may not be the same as the language under study. Knowledge of this language can be demonstrated by

1. a conversation showing ability to use the language for research purposes
2. an audio or video recording of a fieldwork session in which the student can be observed to be successful in using the language effectively as a contact language.

Whichever type of examination is chosen, the student should realize that its acceptance depends on the availability of a qualified person to judge the result. It is the student's responsibility to find such a person if one has

not already been designated by the department.

Students planning to take an exam should fill out a language exam application form at least two weeks before the exam is to be given, and submit it to the faculty member administering the exams for that language. A student who fails a foreign language exam must wait three months before taking it again.

The M.A. Program

Students entering without an M.A.

Coursework and requirements for students entering without an M.A. can be found in the “Progress to Degree” form appended to this document.

“Slash” Courses

If you are entering without an M.A., you will meet with department faculty to see whether you need any “slash” courses to prepare for your graduate program. “Slash” courses are defined by the campus registrar as courses in which both graduate and undergraduate students may enroll. The undergraduate and graduate courses have different numbers for the two levels, with a separate discussion session for graduate students. For the graduate program in linguistics, “slash” courses are considered to be essential preparation for work at the graduate level. Certain courses may be required as prerequisites to M.A.-level courses. As of Fall 1996, “slash” courses will not count towards course requirements for the M.A. degree, with the exceptions of Linguistics 208 and 237.

The M.A. Thesis

The M.A. thesis is a significant document representing original research, usually written during the second year. You should choose your thesis topic in consultation with your Committee Chair, who will advise you about committee make-up. The thesis may be primarily descriptive in nature, or it may take the form of a publishable paper, with a sound empirical basis and clear argumentation leading to a specific theoretical point. It should be approximately 30 to 40 pages in length, double-spaced. If you feel that there are good reasons for making it longer, you may petition your Thesis Committee through the Committee Chair. You should stay in close contact with your Committee during the planning, research and writing of the thesis. A few guidelines on formatting and glossing are given below in the discussion of the Ph.D. dissertation. Upon completion, a copy of the thesis must be given to the department library.

You should allow at least 6 weeks between the time your Chair agrees that the thesis as a whole is ready for distribution to the other committee members and the time you expect to file. This will allow two weeks for your committee to read your paper and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary. The faculty are committed to returning drafts of publishable papers within the specified two week period; if a faculty member has not returned your paper to you in that time period, feel free to ask other committee members, the Graduate Advisor, or the Department Chair to contact the faculty member.

Students entering with an M.A.

Coursework and requirements for students entering with an M.A. can be found on the Progress to Degree form appended to this document.

M.A.-level Courses and Equivalencies

If you already hold an M.A. degree, your Provisional Guidance Committee will counsel you concerning any M.A.-level courses which will be required in view of your previous training. You should anticipate that you may have a few such courses to complete, since UCSB courses may differ in content from those taken elsewhere, even if the titles are the same.

Submission of the M.A. Thesis for Review

You may submit your M.A. thesis to the Department for consideration as equivalent to a UCSB linguistics thesis. A thesis will be deemed equivalent if it is judged to be comparable in scope, quality, and originality to an M.A. thesis produced in Linguistics at UCSB. You can arrange to have a thesis considered by giving a copy of your thesis to the Department Chair, specifying that you want to have it reviewed. You should plan to do this as soon as possible after starting your UCSB graduate work. Two evaluators appropriate to the area of the thesis will be appointed by the Department Chair. If the thesis is approved, you will be eligible for the Screening Review once all M.A.-level courses and other requirements have been met. If it is not approved, you will be advised about revising it or submitting a thesis equivalent. In either case, your M.A. degree is intact; you will not be receiving another M.A.

degree from UCSB, and you will continue to take the courses you need for the Ph.D.

M.A. Thesis Equivalents

If you entered with an M.A. degree, but either i) a thesis was not produced as part of your previous M.A. program, or ii) your submitted thesis was judged not equivalent to a thesis in linguistics from UCSB, you will be required to write a thesis-equivalent paper. The goal of the thesis equivalent is to give students experience in engaging in original work and to give the faculty an opportunity to assess students' ability to perform dissertation-level research. An M.A. thesis equivalent should either be comparable to a UCSB Master's thesis in linguistics (see above), or to a substantial paper of publishable quality. Students are encouraged to complete this project in the first year of their program if possible. They should be in close touch with their advising committees throughout the research and writing process.

The Ph.D. Program

The Screening Review

All students admitted to the doctoral program are admitted provisionally. To gain full admission to the Ph.D. program, you must pass a screening review. Screening reviews are held each December and June. In order to be considered for a screening review, you must establish your eligibility by turning in a Screening Review Eligibility form, available from the Graduate Program Assistant, to the Department Chair. You are eligible for a screening review when you have:

1. Completed or been exempted from all M.A.-level courses; and
2. Completed or been exempted from the M.A. language exam; and
3. Your M.A. thesis or thesis equivalent has been accepted by the appropriate committee; and
4. You have completed all Incompletes and have fulfilled the UCSB residency requirement.

You can apply for a screening review in June if you will have met the eligibility requirements by the end of Spring Quarter. Passing the screening review will be contingent upon faculty assessment of the M.A. thesis or thesis equivalent, all M.A.-level course work, and your potential for independent research.

Seminars

Among the course requirements for the Ph.D. degree are two seminars, courses on special topics which consist of a two-quarter sequence. During the first quarter (4 units), students meet regularly for lecture, discussion, short reports, and readings. During the second quarter (2 units), students craft a substantial paper, meeting individually with the instructor. The papers written for the two seminars must be in different fields of linguistics. One paper, for example, might be in phonetics and the other in semantics; or one might be on syntactic change and the other on discourse structure. Students should check their plans for paper topics with their committees to ensure that the two fields are sufficiently different to meet this requirement.

The Publishable Paper

After completion of the M.A. thesis or thesis equivalent, and before the Qualifying Examination, students must produce one paper of high quality suitable for publication in a major refereed journal. Topics for publishable papers frequently though not necessarily emerge from course papers or seminar papers. The paper must be on a different topic than the M.A. thesis or thesis equivalent. The publishable paper is done under the guidance of an ad hoc, three-person committee, chaired by the faculty member with the greatest expertise on the topic. In consultation with this ad hoc committee, the student should choose a journal that would be an appropriate outlet for the paper, and write and format accordingly.

After your Chair has approved your plans for your first publishable paper, and you have produced a draft that your Chair feels is ready, s/he will tell you that your paper can be distributed to the other members of your committee. You should allow at least 6 weeks between the time your Chair agrees that your paper is ready for distribution to the other committee members and the time you would like to schedule your oral examination. This will allow two weeks for your committee to read your paper and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary. When your publishable paper has been approved by your committee, the oral examination can be scheduled. It is your responsibility to produce a paper of acceptable quality prior to the exam.

Some students may take longer than six weeks to produce suitable revisions. In other cases, extensive revisions may not be necessary and the examination can take place shortly after the paper is circulated. The faculty are committed to returning drafts of publishable papers within the specified two week period; if a faculty member has not returned your paper to you in that time period, feel free to ask other committee members, the Graduate Advisor, or the Department Chair to contact the faculty member.

Post-M.A. students who wish to submit a publishable paper for consideration during their first year must first officially change their Provisional Guidance Committee to a Post-MA Committee.

The Qualifying Examination

The oral Qualifying Examination will consist of a two-hour discussion among you and your advising committee members on general linguistics, in which you will be asked general questions enabling you to show that you are comfortable with the field of linguistics as a whole, that you can think independently about issues, that you have integrated the various aspects of your graduate study, and that you have thought about the place of your own research and specialties within the field. It will be done without notes. Preparation for this discussion begins with your first linguistics course and continues throughout your graduate career. You may not schedule the Qualifying Exam until the Screening Review has been passed, all of the above requirements have been met, and your publishable paper has been approved. The Qualifying Exam should be scheduled to allow 2½ hours for examining and committee consultation. The maximum number of times this exam can be taken is two.

If you have already established a Dissertation Committee at the time of your Qualifying Examination, you should note that outside members do not participate in the exam, even if one is to serve as Dissertation Co-chair. The usual and minimum number of faculty administering the exam is three. At the completion of the Qualifying Examination, the Committee Chair asks that all committee members sign Ph.D. Form II then gives it to the Graduate Program Assistant for processing. For additional information on the oral qualifying exams, students may ask the Graduate Program Assistant for a summary of a faculty meeting discussion about issues and content of the exam. The summary was written by the Graduate Student Representatives present at the meeting.

It must be emphasized that faculty are not available during the summer. Students and faculty are advised that requirements must be fulfilled during the academic year, which requires advance planning. There will be no examinations during the summer. Under extraordinary circumstances, a student may petition his or her Dissertation Committee through the Committee Chair to schedule the dissertation defense during this time.

Advancement to Candidacy

After successfully completing the Qualifying Examination, all requirements discussed above, and the residency requirement stipulating that students must be registered for three consecutive quarters, the student advances to candidacy upon the filing of Ph.D. Form II with the Graduate Division via the Graduate Program Assistant, and upon payment of the Advancement to Candidacy Fee.

Candidate of Philosophy Degree

Some students may find it useful to obtain the C. Phil. degree, which indicates successful advancement to candidacy. These students must submit a Graduate Student Petition along with a statement from the Department Chair confirming the fact that all requirements for advancement have been met. The petition must be submitted within one year of advancement.

Post Advancement Requirements

After advancing to candidacy, students are required to complete the second of two graduate linguistics seminars and pass a second language exam, if this has not already been done.

Dissertation Topic

The department advises against pursuing the same topic for your M.A. thesis and your Ph.D. dissertation, but it does not have an absolute policy. You should consult your committee if you wish to discuss this issue. Expansion and revision of an M.A. thesis is not normally an acceptable dissertation.

Prospectus

The prospectus is a document that outlines what you plan to do for your dissertation. It is written in consultation with your Ph.D. Committee Chair, who will guide you on what it should contain according to your particular dissertation topic. The prospectus should formulate your plans for carrying out the dissertation and should demonstrate to your committee that you are ready to write your dissertation. Typically, it will be 15-30 pages long double-spaced, and will outline previous literature on the topic, show why your study is needed, present hypotheses, and give illustrations of the kind of evidence (in some cases in the form of a pilot study), that shows the type of support you will provide for your hypotheses. If your dissertation is a linguistic description, the prospectus will present an outline of the topics you will treat and examples of the sorts of analyses you will offer. The prospectus should be clear and well-organized. When it has been approved by your Dissertation Committee, your Committee Chair will advise you that you are ready for your Prospectus Defense. During this time, you should be in close contact with your Committee, especially the Chair.

The prospectus usually requires several drafts. From the time when the Committee Chair agrees that the prospectus is ready to show to the other committee members, you should allow at least 6 weeks before you plan your Defense.

1. Allow at least two weeks for the other committee members to read your prospectus. After two weeks, the Committee Chair will contact each member to see whether any thinks the prospectus calls for revision.
2. Allow yourself at least two weeks to make these revisions.
3. Allow the committee another two weeks to read the revisions.

It is crucial that you work out the timing of your Prospectus Defense carefully with your committee, particularly if you are planning international travel. You will want to check with each committee member to be certain that the proposed timing will mesh with their schedules. Faculty are not officially “on duty” during the summer.

Prospectus Defense

After your prospectus has been written, and any revisions required by the committee have been completed, there will be a two-hour oral examination based on your prospectus in which you will be expected to answer questions about your dissertation research and plans. The Prospectus Defense should be scheduled to allow 2½ hours for examining and committee consultation.

Agreement from the committee that the prospectus is ready for the Prospectus Defense does not guarantee that the prospectus will be approved by the committee at the Defense. You will want to consider the possibility that the committee will ask that the prospectus be revised after the Prospectus Defense (and possibly that the Prospectus Defense be re-taken).

Dissertation Colloquium

The Dissertation Colloquium is one of the requirements for the Ph.D.; it is your responsibility to speak with the faculty Colloquium Director at least several months in advance of the time you would like to give your colloquium, in order to schedule a time. The Dissertation Colloquium must be given after the Prospectus Defense and at a late stage in the writing of the dissertation. The exact content of the colloquium should be worked out in consultation with your dissertation Committee Chair, but it must be based on the dissertation research. Students living overseas and thus for whom it would be a financial hardship to return may petition to fulfill this requirement by other means.

Dissertation Defense

The Dissertation Defense is the last Ph.D. requirement, scheduled after the dissertation has been completed and all Committee members have read and approved it. By tradition, defenses are open to anyone the candidate wishes to invite, including family members, as well as to anyone who wishes to attend. All UCSB members of the Dissertation Committee are required to attend. The student presents the major findings of the dissertation, and the Committee is free to ask for discussion on the points raised in the presentation. The format of the defense will vary according to the dissertation topic and should be discussed in depth with the Dissertation Committee Chair.

Under exceptional circumstances of economic hardship caused by long-distance travel, a student may petition to substitute a written defense for the standard oral defense. The written defense consists of responses to questions submitted by the Committee.

Following a successful Dissertation Defense, Form III should be filed with the Graduate Division. It must be signed by all members of the Dissertation Committee, but the Committee Chair may sign on behalf of outside members of the committee, who need not be present at the defense. Outside members not present at the Defense must, however, have agreed to abide by the will of the committee members present.

All members of the Dissertation Committee, including outside members, must personally sign the title page of the dissertation, which must be on 100% cotton paper like the dissertation. The student should allow time for outside members to receive, sign, and return multiple copies of the title page.

Graduation

Following a successful Dissertation Defense, completion of any revisions suggested for the dissertation, and filing of Form III with the Graduate Division, students are eligible to walk at graduation ceremonies. Under exceptional circumstances, a student who has nearly finished by the time of graduation at the end of spring quarter and whose Committee is convinced that he or she will have completed all requirements before the beginning of the following fall quarter may participate in the ceremonies.

Thesis and Dissertation Format

The department has no policy on the format of the M.A. thesis or the Ph.D. dissertation apart from the Graduate Division Guidelines. The formatting specified in the LSA Style Sheet should be considered the unmarked option, but you should consult your committee if you have questions about this. For interlinear glossing, you may wish to consult an article by Christian Lehman (1982): Directions for interlinear morphemic translations. *Folia Linguistica* 16: 199-224. A copy of this article is in the department Graduate files under 'Glossing', and may be photocopied.

The department requires that a copy of each Master's thesis and Ph.D. dissertation be placed in the departmental library.

Miscellaneous

Leave of Absence

A student may request a leave of absence for medical/health difficulties; pregnancy and/or parenting needs; family emergencies; military duty; research leave; or thesis/dissertation leave. Students should contact the Graduate Advisor or Graduate Program Assistant for more information.

Lapsed Status

If a student does not register for courses and is not on approved leave, the student is considered to have "lapsed". Quarters during which students have lapsed status do count in the computation of normative time. If the student has an approved leave of absence, apart from a research leave, the normative time clock stops.

Availability of Faculty during Summer Term

Students should recognize that faculty rely heavily on the summer to conduct research, write papers, prepare for classes, and take care of personal needs. Language exams, qualifying exams, and prospectus meetings should not be scheduled during the summer. Students should respect the needs of the faculty and not expect them to be available during the summer.

Ombuds

If a student has a grievance regarding the actions of a faculty member or some other problem, he or she should discuss it with one of the two ombuds in the department, these being the Chair and the Graduate Advisor. The ombuds will decide upon appropriate action to address the grievance.

The Graduate Division has formulated steps to resolve disputes between students and their committees. Contact the Graduate Division for more information.

9/2007 These guidelines supersede and replace any previous versions.

Filename: 2007 September Guidelines1
Directory: C:\Documents and Settings\user\My
Documents
Template: C:\Documents and
Settings\user\Application
Data\Microsoft\Templates\Normal.dot
Title: UCSB Linguistics Department
Subject:
Author: Sandra A. Thompson
Keywords:
Comments:
Creation Date: 10/8/2007 10:04:00 AM
Change Number: 2
Last Saved On: 10/8/2007 10:04:00 AM
Last Saved By: baseimage
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Number of Pages: 14
Number of Words: 6,748 (approx.)
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(approx.)