

# SCHOOL OF LANGUAGES AND CULTURES

## Guidelines for the Ph.D. Degree Effective Fall 2016

These guidelines are intended to supplement, but not supersede, the applicable regulations in the Policies and Procedures Manual for Administering Graduate Student Programs and the Bulletin of the Graduate School, with which the student should also be familiar. The current guidelines will apply to all graduate students who are admitted to the Ph.D. program and they are intended to give information and provide direction to students and faculty of the School of Languages and Cultures. Amendments to these guidelines may be initiated by the faculty and submitted to the Committee on Graduate Studies.

The Graduate Advisor for each program/department offering the Ph.D. degree (Applied Linguistics, French, German, and Spanish) is appointed by the Head of the School in consultation with the Department Chair. The School Committee on Graduate Studies is comprised of the Graduate Advisors and a Chair, the Director of Graduate Studies, to be appointed by the Head of the School. In addition, each language department, at its discretion, may appoint a Departmental Graduate Committee to work with its Graduate Advisor.

### **1. Admission to the Program**

The Master's degree or equivalent is a prerequisite for work toward the doctorate. The following categories of applicants are eligible to apply to participate in the program, provided they meet the criteria for admission set by the Graduate School and the School of Languages and Cultures:

- a. Those who have received an M.A. degree in the pertinent language at Purdue and who have been recommended by the School for continuing to the Ph.D.
- b. Those who have received an M.A. degree in the pertinent discipline from another accredited Graduate School and whose likelihood of achieving success in their pursuit of the Ph.D. studies is verified by their references.

Students who have done graduate work at another institution beyond the B.A. in an accredited graduate program, without taking an advanced degree, are also invited to apply. If they are admitted they may, after a semester of satisfactory work in residence at Purdue, petition for credit for graduate work completed elsewhere. The Director of Graduate Studies will have such work evaluated to determine how much of it can be used to satisfy course and seminar requirements in the Purdue graduate program. In any case, the M.A. must be completed before work toward the doctorate can begin.

Students who earn the M.A. in one of Purdue's SLC graduate programs and who desire to work toward the Ph.D. must formally petition for a change of degree status. The student's written petition is to be submitted to the SLC Graduate Committee and must be supported by: 1.) a copy of the report of the student's M.A. examining committee recommending that the student be admitted for doctoral work; and 2.) approval of the SLC graduate faculty of the program/department in which the student plans to study. The petition and supporting documents should be routed via the program/department chair to the SLC Graduate Office and may be submitted immediately upon completion of the M.A. written and oral examinations, prior to the candidate's official graduation date. Such petitions must be submitted and acted upon during either the fall or the spring semester. Petitions submitted during the summer months will be held in abeyance until the SLC Graduate Committee reconvenes in the fall.

## **2. The Assessment Interview**

Ph.D. candidates entering Purdue with an M.A. degree earned elsewhere are required to undergo an Assessment Interview as early as possible during the first semester. This interview is intended to verify the student's knowledge and skills pertinent to the pursuit of the Ph.D. On the basis of the results of this assessment, specific courses and readings may be recommended, which may make necessary the completion of additional coursework over and above the required number of credit hours.

The preparation and administration of the Assessment Interview will be the responsibility of the Graduate Studies Committee in each department. If a department has no such committee, the Graduate Adviser will appoint and coordinate a three member Assessment Interview Committee. In both instances, the Graduate Adviser will notify the student of the composition of the committee and of the format of the interview.

## **3. The Course of Study**

The Ph.D. program will involve a minimum of 90 total credit hours beyond the B.A. including 60 hours of course and seminar work with the remaining 30 hours consisting of research credits (dissertation). Among the 30 hours of graduate-level course work taken beyond the M.A. degree, 15 hours or more must bear a language specific descriptor, e.g., FR, GER or SPAN. A minimum of 12 hours of 600-level courses taken beyond the M.A. must be included in the student's program, and under ordinary circumstances, not more than six credits of individual directed reading courses numbered 590 may be included. The student's Advisory Committee (a total of four professors) must be constituted during the second semester of residence. The major professor must be chosen by the fifth week of that semester. The committee will be established in conformity with the procedures outlined in the Bulletin:

“Each prospective candidate for the doctoral degree, with the approval of the head of his or her graduate program, shall select a major professor who will act as the chair of the advisory committee and who will direct the research. An advisory committee of not fewer than three of the graduate faculty will then be appointed. The composition of this committee must be mutually acceptable to the student and the committee and should be representative of the general field of study in which the student expects to do work.” (Bulletin, 1996-98 p. 15)

The Advisory Committee and the Graduate Advisor are responsible for ensuring that the student meet all requirements on schedule and that a rational program of study be pursued.

A tentative plan of study must be drafted by the tenth week of the second semester and submitted for approval to the major professor, the Department Graduate Advisor and the Director of Graduate Studies. The definitive plan of study (revised, if need be) must be approved by the major professor, the other members of the committee, the Director of Graduate Studies, and the Graduate School before the preliminary examination can be scheduled.

In addition to pursuing course work, the student will be responsible for the material on the appropriate reading list. Further reading and study will be conducted under the guidance of the major professor.

## **4. The Language Requirement**

For the Ph.D., the student must demonstrate proficiency in two additional languages other than English and the student's major language. The student, in consultation with his/her advisory committee, will determine which languages would be most appropriate for the student's program, which may include the student's native language(s). The student's advisory committee can make additional requirements or make other adjustments if they deem them necessary for the student's research.

This language requirement may be met in any of the following ways:

- by examination in the language,
- by completing a graduate course in the language,
- by completing the course 605 in the language with a minimum grade of B (3.0),
- by completing course 202 or higher in the language with a minimum grade of B (3.0) , or
- by completing the equivalent of 202 or higher in the language with a minimum grade of B (3.0) at another institution within five years of beginning the SLC graduate program.

This additional language requirement must be satisfied before the Preliminary Examination can be scheduled.

## **5. The Preliminary Examinations**

A student should take the Preliminary Examination in the semester in which course work is completed for the Ph.D. or in the following semester at the latest. The student must petition the graduate committee for special permission to delay the preliminary examination beyond these limits. It will consist of a written and an oral phase, both of which must be passed in order to qualify for writing the dissertation. “The Preliminary Examining Committee must consist of a minimum of three members of the graduate faculty who need not be faculty members with whom the student has taken coursework. All members of the examining committee are to be notified of the scheduled examination. Other faculty members may be requested by any member of the examining committee to participate, without vote, in the examination, and any interested faculty member may be present, without vote.” **Policies and Procedures Manual, 2006 {Sec. VII-D-4}**.

Students are normally required to complete the written phase of the examination during a period not to exceed two weeks. After satisfactory completion of the written exam, the oral will be scheduled, normally within two weeks. The oral phase will not last longer than two hours; its purpose is to probe areas of weakness manifested in the written phase and to extend the scope and depth of the total examination. If failed, all or part of the Preliminary Examinations may be repeated once after the lapse of one semester.

When students have passed the Preliminary Examinations, they advance to candidacy for the Ph.D. degree and may then present a dissertation prospectus.

## **6. The Dissertation**

The candidate chooses a major professor who will direct the dissertation. Three additional faculty, chosen by the candidate in consultation with the major professor, comprise the four-member Dissertation Committee.

During the final semester at Purdue, any time prior to scheduling an appointment to deposit the dissertation, the student must complete the on-line Graduate School exit questionnaire.

## **7. The Oral Defense of Dissertation (the Final Examination)**

A public oral defense of the dissertation will be conducted by the candidate’s Dissertation Committee. In keeping with the regulation of the Graduate School (**Policies and Procedures Manual, 2006, Sec. VII-F-4**) “no more than one dissenting vote is acceptable in certifying the candidate to receive the Ph.D. degree.”

## **8. Duration of Assistantship Funding**

For students who do all post baccalaureate work in the School, a maximum of fourteen (14) semesters with financial support will be allowed for completion of the Ph.D. from the admission to the completion of the final examination (dissertation defense). This 14 semester period will be permitted providing that students' progress is deemed satisfactory by their graduate committee.

For those students who have earned a Master's degree from another university prior to admission to one of the School's doctoral programs, a maximum of ten (10) semesters with financial support will be allowed for completion of the Ph.D. from the admission to the completion of the final examination (dissertation defense). This 10 semester period will be permitted providing that students' progress is deemed satisfactory by their graduate committee.

## **9. Exceptional Cases**

These School guidelines are intended to help students design effective programs of study which will contribute to their academic and professional growth. Exceptions to these guidelines may be granted in individual cases when a student's needs warrant special consideration. It will be incumbent on the student and/or his or her advisor to justify requests for exceptions via memorandum addressed to the departmental graduate advisor, who will forward a recommendation to the Director of Graduate Studies prior to the filing of the Plan of Study. Requests for extension should be addressed to the departmental graduate advisor. Students should be advised that regulations in the Policies and Procedures Manual for Administering Graduate Student Programs and the Bulletin of the Graduate School cannot be overruled by the SLC Graduate Committee.

**NOTE: It is the student's responsibility to comply with SLC and Graduate School guidelines and deadlines.**

**Revised 08/2016.**

**10. Advisory Checklist for the Ph.D. Degree**

	<b><u>Action Completed</u></b>	<b><u>Deadline</u></b>
Assesment Interview (for students who do not hold a Purdue SLC Masters of Arts degree)	_____	Week 10, Semester 1
Major Professor selected.	_____	Week 5, Semester 2
Advisory Committees selected	_____	Week 7, Semester 2
Plan of Study		
Submitted	_____	Week 10, Semester 2
Approved	_____	Semester 2
Reading knowledge of additional language(s) satisfied	_____	Before preliminary exam may be scheduled.
Definitive Plan of Study and Form 8: Request for Appointment of Examining Committee	_____	Three weeks prior to date of preliminary exam.
Dissertation Director and Dissertation Committee selected.	_____	During semester after preliminary exam.
Ph.D. dissertation formatting approval with Ms. Joyce Detzner. <i>(Schedule appointment in advance.)</i>	_____	Prior to scheduling dissertation defense, Semester 10
The scheduling of dissertation defense and deposit process has recently changed. Schedule appointment to meet with Ms. Joni Hipsher.	_____	Three weeks prior to dissertation defense, Semester 10
Ph.D. Dissertation copies bound and distributed		
Thesis office (as needed)	_____	Last week, Semester 10
Department Head	_____	
Major Professor (as needed)	_____	
Committee members (as needed)	_____	