PURDUE
UNIVERSITY

Linguistics Program

**Manual for Policies and Procedures
for Graduate Students**

Beering Hall of Liberal Arts and Education, Room 1289
100 North University Street
West Lafayette, IN 47907-2098 U.S.A.

Phone: (765) 496-9629
Fax: (765) 494-3660
http://www.cla.purdue.edu/linguistics/

**THINK BROADLY.
LEAD BOLDLY.**

Checklist and Instructions for Graduate Admission
Linguistics Program, Purdue University

Department **Degree or Enrollment Objective**	1. _____	Application for admission and $60 domestic/$75 international application fee submitted directly to the Graduate School. The Graduate School requires an electronic application. This electronic application can be accessed by going to: http://www.purdue.edu/gradschool/admissions/how/index.html H Indicate "Linguistics" for major. Select your degree goal based on your *final* objective (M.A. or Ph.D.). Most entering students, regardless of preparation, are required to enroll in 6 core courses in linguistics and may have other conditions on their acceptance. We welcome applications of qualified individuals from other fields (computer science, psychology, foreign languages...). The Linguistics Program does *not* offer a non-thesis M.A. option.
Statement of Purpose	2. _____	In this statement be sure to describe your academic and professional goals, your preparation in linguistics, and your background in research and writing. If you are applying for an M.A., please indicate if you expect to terminate your studies with the M.A. or hope to continue on for a Ph.D. You may also wish to describe your prior work experiences and cite any published works. (Approximately 500 words.) This may be submitted with your application
Transcripts	3. _____	**You must upload to the online application transcripts and/or academic documents for every institution of higher education you attended. If a transcript is not in English, you must upload an English translation certified by the college or university which it was issued. This includes both the transcript and diploma**. The uploaded transcripts and/or academic document must be from the official version of the document. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. All transcripts and/or academic documents uploaded to the online application system are considered unofficial. You will need to provide official transcripts and/or academic records at the request of the graduate program or if you are admitted and choose to enroll. These materials must be sent to: **Graduate Studies Office, Linguistics Program, Purdue University, Beering Hall of Liberal Arts and Education, Room 1289, 100 North University Street, West Lafayette, IN 47907-2098**.
GRE Scores	4. _____	M.A. and Ph.D. admission requires the general test only (at least 500 on the verbal and analytical exams is desirable).
TOEFL Scores	5. _____	Required if your native language is not English. Minimum of 550 required of paper-based tests; 213 for computer-based tests; and the following for internet-based tests: writing – 18, speaking – 18, listening – 14; reading – 19, total – 77.
Writing Sample	6. _____	An academic paper written in English, consisting of at least 2,500 words. See next page for information on the writing sample. This may be submitted with your application.
Letters of Recommendation	7._____	Three letters of recommendation from persons familiar with your academic ability. There is a form on the electronic application to submit reviewer names. An email request will be sent to them directly. Electronic copies may also be sent to dkgraham@purdue.edu.
Deadline	8. _____	January 1.

Item #3 must be sent to: Graduate Studies Office, Linguistics Program, Purdue University, Beering Hall of Liberal Arts and Education, Room 1289, 100 North University Street, West Lafayette, IN 47907-2098. Applications for admission must be complete and in our office by **January 1**.

Admission Information

Writing Sample Requirement:
A writing sample is required of all applicants to the graduate programs in Linguistics, both at the M.A. level and at the Ph.D. level.

1. Applications for graduate study in Linguistics at the M.A. level should include a course paper or other work that the student feels represents his/her general writing ability.
2. Applications for admissions to the Ph.D. program must include a writing sample relevant to Linguistics. This writing sample may be something written specifically for the application, a term paper for a previous course, or published work.
3. The writing sample at the Ph.D. level should show the student's general writing ability and also that the student has a sufficient understanding of Linguistics to enter at the Ph.D. level rather than the M.A. level.

Introduction

Purdue's graduate Linguistics Program offers a wide range of course and seminar work leading to the M.A. and Ph.D. degrees. The program is designed for students of demonstrated abilities in many kinds of undergraduate study who have interdisciplinary and research interests. The curriculum on both levels encourages students to tailor their studies to their own interdisciplinary concerns.

The following guidelines describe the requirements for master's and doctoral students and are designed to introduce our program and to assist students in planning their graduate study. Included are "Check Lists" which summarize the requirements for both degrees.

Additional information concerning Graduate School requirements and deadlines is provided in the *Graduate School Policies & Procedures Manual* (https://www.purdue.edu/gradschool/documents/graduate-school-policies-and-procedures-manual.pdf), which also offers a complete listing of Linguistics courses.

Faculty

Myrdene Anderson: Ethnological theory, linguistics, semiotics, cognitive science, ecological anthropology, ethnobiology, systems theory, critical theory, nonequilibrium dynamics, and philosophy of science. Lapland, Fennoscandia, circumpolar cultures, regions of pastoralism and nomadism, areas of high latitudes and high altitudes, including Mongolia.

Elena Benedicto: Theoretical Linguistics; General Grammar; Syntax and Syntax-Semantics Interface; Indigenous, endangered and minority languages; Mayangna; American Sign Language; African American English; and Romance Languages.

Margie Berns: English as a Second Language; Sociolinguistics of languages of wider communication; Engish in the global context.

Becky Brown: Sociolinguistics, variation theory, Louisiana French, Romance linguistics, African-American English, dialectology

Robert Channon: Russian and Slavic Linguistics, Historical Linguistics, Phonetics, Syntax

Alejandro Cuza: Second Language Acquisition, Child and Adult Bilingual Development, Spanish Morphosyntax and Semantics, Psycholinguistics

Lori Czerwionka: Spanish and Linguistics

Olga Dmitrieva: Phonetics

Alexander Francis: Speech perception and acoustic phonetics

Elaine Francis: Linguistics; Syntax, semantics, language processing, grammatical categories, Autolexical Grammar, Cantonese, form and function in linguistic theory.

Atsushi Fukada: Japanese and Linguistics, School of Languages & Cultures.

Jackson Gandor: Neurolinguistics, experiemental phonetics, linguistic aphasiology, functional neuroimaging

April Ginther: English as a Second Language, Language testing and measurement

Lisa Goffman: Child speech, language development and disorders, speech motor development

Shaun Hughes: Old Norse/Icelandic and Early Modern Icelandic Literature and Culture, Old and Middle English Language and Literature, History of the English Language, British Literature, Postcolonial Literature and World Literatures.

Laurence Leonard: Language development, language disorders in children

Colleen Neary-Sundquist: Applied linguistics

Mary Niepokuj: Linguistics, Theoretical approaches to historical change and Indo-European languages and literatures, particularly Celtic, Germanic, and Indic languages

Daniel Olson: Spanish & Linguistics

Victor Raskin: Linguistics and Humor studies

Felicia Roberts: Sociolinguistics, patient-provider communication, grammar in interaction, language and gender

Amanda Seidl: Syntax-phonology interface, morphology, language acquisition, intonation and Bantu linguistics

Tony Silva: English as a Second Language Writing

Jeffrey Siskind: Computational models of child language acquisition, particularly acquisition of phonology, syntax, and lexical semantics

Jessica Sturm: French linguistics and psycholinguistics

John Sundquist: Historical Germanic Linguistics, Syntax and Morphology, Language Variation and Change, Second Language Acquisition Theory, Language Pedagogy

Mariko Moroishi Wei: Japanese; Second Language Acquisition; Language Pedagogy; Psycholinguistics

Ronnie Wilbur: Syntax, semantics, sign languages, neurolinguistics, perception/cognition/production

Offices and Staff

Felicia Roberts	Director of Linguistics West Lafayette, IN 47907-2038 Telephone: (765) 494-3323 lingbox@purdue.edu
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Susan Curtis	Interim Head, School of Interdisciplinary Studies Beering Hall, Room 1289 100 North University Street West Lafayette, IN 47907-2098 Telephone: (765) 496-9629 curtis@purdue.edu
Thomas W. Atkinson	Associate Dean, Graduate School Young Hall, Room 170 151 South Grant Street West Lafayette, IN 47906-3560 Telephone: (765) 494-2600 gradinfo@purdue.edu

General

Advising
Entering students in Linguistics will be assigned a temporary advisor. By the end of their first year of studies, students should have chosen their major professor and, in consultation with this major professor, at least two additional faculty members for their advisory committee. A Plan of Study should then be filed with the Graduate School.

Prior to the formal start of work on the dissertation, doctoral students should reconstitute their advisory committee by substituting faculty members as needed for the dissertation project and by increasing their advisory committee to four members.

The advisory committee is the liaison between the student and the Director in matters such as: plans of study, course registration, monitoring of academic progress, retention in program or termination, and scheduling of doctoral preliminary examinations. The student's advisory committee and the Director of Linguistics certify the completion of degree requirements.

Minimum Registration Requirements
All students are expected to make steady progress toward their degrees. Students holding a half-time assistantship must register for a minimum of six hours per semester. Students on scholarships and fellowships are expected to register for at least eight hours per semester, or as directed by the award.

Residency Requirements
Residency requirements for graduate degrees are governed by rules specified in the *Graduate School Policies & Procedures Manual* (https://www.purdue.edu/gradschool/documents/graduate-school-policies-and-procedures-manual.pdf); at least one-third of the course work must be taken during continuous residency.

Transfer Credits
With the approval of the student's academic advisor and the Director of Linguistics, up to twelve credit hours may be transferred toward the master's student's M.A. degree or the doctoral student's Ph.D. degree. Such credits must be requested in writing (with transcript and course content documentation), and must be for courses appropriate for a Linguistics plan of study at Purdue. Any transfer credits must have been earned within the last five years, must have carried a "B" or better, and may not have been used previously to satisfy the requirements of a degree held by the student. Petitions for transfer credits should be submitted in the student's first year of graduate course work at Purdue.

Plan of Study
All M.A. and Ph.D. students entering the program must submit a Plan of Study for their degree by the end of their second full semester of study. Each student must meet with their Plan of Study committee at least once during each academic year, but no later than the end of spring semester.

Annual Assessment and Progress Toward Degree
The major professor/advisor must submit a one-page progress report based on the meeting to the student, the Linguistics Graduate Director, and to the student's file. The Linguistics Graduate Director will, as necessary, meet with each student after filing of the progress report.

Incompletes
In those rare cases in which an Incomplete is legitimate, the academic regulation of the University Senate applies: "The student must achieve a permanent grade in the course no later than the twelfth week of the second subsequent semester, or the I-grade will revert to a failing grade." Summer semester is not counted as a "subsequent semester".

Assistantships
Assistantships are awarded competitively to incoming students who have satisfied our criteria, which include the quality of the applicant's undergraduate education (and prior graduate education in the case

of applicants to doctoral studies), grades in previous university studies, statement of purpose, writing samples, GRE scores, prior experience as an assistant or tutor, letters of reference.

Students already in residence who have not been appointed to an assistantship may apply for one for the following year in writing in January. Letters from at least two instructors at Purdue with whom they have studied are required.

Assistantships are offered in the form of annual contracts and thus are not automatically renewable. Retention of assistantships is contingent on four factors: (1) budgetary allocations; (2) the student's academic progress; (3) the student's performance as an assistant; and (4) term limits.

By term limits we mean the maximum number of years a students may carry an assistantship. Broadly summarized, our rules limit master's students to a maximum of two years and doctoral students to four years, unless there are special circumstances. Doctoral students should expect to submit applications for competitive doctoral dissertation fellowships as early as the Fall semester of their *third* year. Some of these fellowships require that the dissertation be completed and deposited within 12 months of their start.

University Fellowships
Purdue Doctoral, Chappelle, Knox, and Lynn Fellowships are designated principally for incoming students. Bilsland Dissertation Fellowships are intended to provide support to Ph.D. students in their final year of doctoral degree completion. Purdue Research Foundation Grants (year-long and summer grants) are designed for dissertation research. For further information on these stipends, please consult the Graduate School's funding page (http://www.gradschool.purdue.edu/funding/) or contact the Graduate School's Fellowship Office (765) 494-2598 or gradinfo@purdue.edu. Applicants who hope to be nominated for University fellowships must have **completed** their application files by January 1.

Submissions to conferences or publications:
Major professor must approve the abstract/manuscript itself before it can be submitted to a conference or for publication. This is to ensure that content and authorship are appropriate and professional.

Responsible Conduct of Research:
Students are expected to complete the required training in responsible conduct of research by the end of their first semester. Currently this is available at CITIprogram.org. The certificate should be saved, printed, and an electronic copy sent to the LING Director. This ensures that students can be included in LING faculty research.

Academic Integrity:
Students are responsible for informing themselves about Purdue's policy on plagiarism and academic dishonesty; they are also responsible for understanding the letter and spirit of Purdue's *Code of Honor* and Purdue regulations concerning academic misconduct. In brief, the following guidelines are highlighted:
1. Work turned in under a student's name must be the work of that student.
2. Plagiarism or the use of someone else's work without acknowledging and properly handling that source is unacceptable and will result in a variety of responses, ranging from no credit for assignments (or an entire course) to action on a program or university level.
3. Any questions about what constitutes fair collaboration between students or the proper use of sources should be brought to the instructor before the assignment is submitted for a grade.

Guidelines for the M.A. Student

The Purdue University Linguistics Program prepares students in the scholarly study of language as the most important human faculty. The Program awards the master's and doctoral degrees in Linguistics to students who successfully complete the requirements for each degree. Below is the course of study prescribed for M.A. degree students in Linguistics. The expected time to completion for an M.A. degree is two calendar years.

Degree Requirements
The candidate must complete 24 hours of course work and 6 hours of thesis research. The course work includes a set of 6 core courses (Phonology I, Phonology II, Syntax I, Syntax II, Historical Linguistics, Semantics), a 3-hour sub-concentration, and electives. At least one of the courses must be a seminar.

Students are expected to maintain a minimum grade point average of 3.0 (on a 4 point scale) in their course work. Those who fail to maintain the minimum cumulative average for two consecutive semesters will likely be dropped from the program.

Major Professor, Curricular Statement and Advisory Committee
For each entering graduate student, the Graduate Committee will designate a temporary adviser at the time of admission. By the beginning of the second semester of graduate study, each student shall select a major professor. The major professor must be a member of the Linguistics Program faculty, but students who so desire may arrange for co-chairs of their advisory committee so long as one co-chair is a Linguistics faculty member. In consultation with the major professor, the student will prepare a statement explaining the curricular intent, with desired area of concentration and sub-concentration. The curricular statement should list the core and specialized courses which the student will take, and any additional courses which would be appropriate or desirable for the student to take should they be offered. The Graduate Committee will review the curricular statement and give guidance to the student and adviser.

When the curricular statement has been completed, the student will select an advisory committee, the chair of which is the student's major professor. A committee must consist of at least three members but may have more. At least two members of the advisory committee must be drawn from the Linguistics faculty. Additional faculty members may be added to the committee as the student desires. Committee members who are not Purdue faculty must be approved by the Director of Linguistics and the Graduate School. Students should obtain a CV from the individual and submit it to the Linguistics Director. The advisory committee is to be consulted in the preparation of the Plan of Study. The major professor and the Linguistics Graduate Director should be consulted on the scheduling of courses and the distribution requirements.

Plan of Study
All M.A. students entering the program must submit a Plan of Study for their degree by the end of their second full semester of study. Each student must meet with their Plan of Study committee at least once during each academic year, but no later than the end of spring semester.

A formal Plan of Study should be created as early as feasible in the student's career because it guides a student's academic degree progress. A Plan of Study is an academic contract between a student, the faculty members of the advisory committee, and the Graduate School. All departmental and Graduate School policies related to the filing of a Plan of Study must be adhered to explicitly.

Access to the Plan of Study Generator (POSG) is via MyPurdue (http://www.mypurdue.purdue.edu). The Graduate School provides access to the POSG.

To begin your plan of study, click on the Plan of Study Generator link, and then click on "Create a new plan of study" link. Once in the POSG, refer to the Help buttons located on each page to assist you in using the electronic POSG. You do not need to complete the entire form in one sitting; you may save your

plan of study and return to it later. You **may not bookmark** any pages within the Graduate School link. To return to the POSG you must login to MyPurdue.

When you have completed your plan of study and feel it is ready for review by your advisory committee, submit your plan as a Draft. All plans of study must first be submitted as a Draft before you can submit your plan as a Final. While your plan is in Draft status, review the information with your advisory committee to ensure that it satisfies Program and Graduate School policies.

Once your entire committee has verbally accepted your plan of study, return to the POSG and submit your plan as "Final." The plan of study form will be electronically routed, reviewed and, if approved, signed by your major professor, your advisory committee, the Linguistics Director, and the Graduate School. You may check the status of your plan at any time by returning to the POSG and clicking on the "Display Submitted Plan of Study" link.

Once the Graduate School has approved your plan of study, you should check it every semester to monitor your academic degree progress. Any changes to the plan should be made in a timely manner, as each one will require new signatures from the people who approved the original. Changes to the plan of study are submitted using the POSG. There is a link provided to create a change form.

Satisfactory Progress in the M.A. Program
A student's progress is monitored regularly by the Linguistics Graduate Committee until the student has filed the Plan of Study, after which the student's Advisory Committee becomes the primary monitor of the student's progress, with oversight by the Linguistics Graduate Committee. The major professor must submit a one-page progress report based on the meeting to the student, the Linguistics Graduate Director, and to the student's file. The Linguistics Graduate Director will, as necessary, meet with each student after filing of the progress report.

To make satisfactory progress in Linguistics, an M.A. student must successfully complete the M.A. core program on schedule and must be on schedule for completion of the overall M.A. requirements. Normally, in year one a student completes the Linguistics M.A. core requirements and in year two satisfies the remaining courses on the M.A. Plan of Study and completes the thesis.

A. Course Work
1. Students must complete at least 6 credits per semester.
2. Students must maintain a minimum GPA of 3.0.
3. Courses with a grade of 'C' or lower cannot be used on the M.A. Plan of Study.
4. Courses taken 'pass/no pass' cannot be used on the M.A. Plan of Study.
5. Courses taken to satisfy the Foreign Language Proficiency Requirements cannot be used on the M.A. Plan of Study.
B. The Plan of Study must be filed on schedule.

Foreign Language Requirement
Students in the M.A. program must demonstrate proficiency in one natural language other than English. The language should be one which is of use in the student's program and must be approved by the student's Advisory Committee.

Proficiency may be established in any of the ways approved by the Graduate School:
a. by passing the fourth semester course of a regular language sequence at Purdue with a grade of 'C' or higher or the equivalent transferred from another institution of higher education.
b. by passing the appropriate 60300 or 60500 course at Purdue with a grade of 'C' or higher (for those languages in which these courses are available).
c. by satisfying the foreign language requirement at another graduate school and transferring the record to Purdue.
d. by examination (for those languages in which an examination is available).
e. by scoring 600 or more on an Educational Testing Service Graduate School Foreign Language Test (for languages where these tests are available).
f. by being a native speaker of the language (with appropriate documentation as required by the Graduate School).

g.   Courses taken in the process of satisfying (a) and (b) above cannot be used on the Plan of Study.

<u>Thesis</u>
The Linguistics Program does *not* offer a non-thesis M.A. option.
1.   <u>Prospectus</u>:
Students, with the advice of their thesis committee after a meeting to approve thesis proposal, shall prepare a written prospectus outlining the research to be undertaken for the thesis. Students are then required to defend their prospectus before a meeting of their committee.

2.   <u>Final Examination (Defense of Thesis)</u>:
When, in the opinion of the student's thesis committee, the thesis is complete, the student will defend it in an oral examination conducted by the members of the thesis committee and any interested members of the Linguistics faculty. The examination is public, that is, open to all University faculty and students.

Format Approval: Formal requirements are of two kinds.

a.   All matters of manuscript style are not covered by the generic University format. Linguistics dissertation writers must satisfy the requirements of the major professor and committee. The major professor must work with the student to insure that the appropriate format requirements are met. These requirements must be addressed and satisfied before the students schedules a dissertation defense.

b.   University-wide format requirements must also be satisfied. The Purdue Graduate School Thesis Office reviews each dissertation to insure that these requirements have been satisfied. This review takes place when students deposit their <u>final</u> copies of the dissertation to the Thesis Office.

Defense Scheduling and Timelines:

a.   With committee approval, students may schedule their dissertation defense. Students must submit this request to the Administrative Assistant **<u>no later than three (3) weeks</u>** prior to the desired defense date. There must be **<u>at least 2 weeks</u>** between the defense date and the University thesis deposit date.

b.   At least two weeks before the examination, the student must submit a clean, typed copy of the thesis to each member of the dissertation committee for their review.

c.   Once the final examination is passed, the Linguistics Program will recommend that the M.A. be awarded. Students MUST have final approval from their major professor BEFORE final thesis deposit. Students must submit a final, bound copy of their thesis to the major professor, to the Linguistics Program, and to the Library Thesis Deposit Office.

Other requirements concerning the preparation and distribution of copies of the dissertation are determined by the Graduate School and summarized in the *Graduate School Bulletin*.

"The following page contains a checklist summary of all requirements for the M.A. degree in Linguistics."

Checklist for the M.A. Student

☐ Provide Graduate School with documents required as stated in letter of acceptance. These may include the following:

    ☐ English proficiency examinations
    ☐ Final transcripts and/or official evidence of B.A. awarded.

These documents must be in the Graduate School during the first semester of enrollment.

☐ Form M.A. Committee
Committee must have a chair (your major professor) who is a member of the Linguistics faculty and at least two additional members.

_____, Chair; _____; _____

☐ File Plan of Study
A Plan must be submitted by the <u>end of the second full semester</u> of study. You must have all coursework added and committee changes made to the Plan no later than the end of the semester <u>prior</u> to the semester in which you plan to receive the degree.

☐ Complete course requirements:

☐ LING 51100	Phonology I	3 hrs.
☐ LING 51200	Phonology II	3 hrs.
☐ LING 52100	Syntax I	3 hrs.
☐ LING 52200	Syntax II	3 hrs.
☐ LING 53100	Semantics I	3 hrs.
☐ LING 54100	Historical Linguistics	3 hrs.

    ☐ Three hours in Sub-concentration   3hrs.
        ☐_____
        ☐_____
        ☐_____

    ☐ At least one seminar (can be in sub-concentration course list above)
        ☐_____

    ☐ Electives   3hrs.
        ☐_____
        ☐_____

    ☐ Thesis Research   6 hrs.
        ☐_____
        ☐_____

            _____
            Min. 30 hrs.

☐ Complete thesis.
    ☐ Prepare approved prospectus
    ☐ Conduct research and write thesis
    ☐ Submit paperwork to schedule thesis defense
    ☐ Defend thesis
    ☐ Deposit approved formatted thesis
    ☐ Copy to the Linguistics Program

Guidelines for the Ph.D. Student

The Purdue University Linguistics Program prepares students in the scholarly study of language as the most important human faculty. The Program awards the master's and doctoral degrees in Linguistics to students who successfully complete the requirements for each degree. Below is the course of study prescribed for Ph.D. degree students in Linguistics. The expected time to completion in the doctoral program is four calendar years.

Degree Requirements
At least 30 hours of course work beyond the master's degree (at least 60 credit hours beyond the bachelor's degree) must be completed, plus 30 hours of research. For a student from a program other than Purdue's, this course work includes the 6 core courses mentioned in the Master's Program Requirements. For all doctoral students, it includes a 5-course sub-concentration and electives. The 5-course sub-concentration can be taken in any one of the 4 areas (Phonology, Syntax, Semantics, Historical) or another area of Linguistics, if approved by the student's Advisory Committee. At least 3 of the courses must be seminars.

Core courses may not be taken as directed/independent study/research except by approval of a petition to the Graduate Committee. Such permission will be granted only in exceptional circumstances.

Students are expected to maintain a minimum grade point average of 3.0 (on a 4 point scale) in their course work. Those who fail to maintain the minimum cumulative average for two consecutive semesters will likely be dropped from the program. Satisfactory progress is reviewed each semester; students failing to make satisfactory will receive written notification from the Graduate Director.

The above requirements and the following must be satisfied in a manner approved by the student's Advisory Committee: research, non-Western language, and computer literacy. Individual Advisory Committees may also recommend that students satisfy additional requirements, such as phonetics, statistics, or symbolic logic.

Major Professor and Advisory Committees

1. Ph.D. Advisory Committee
   As early as possible and no later than the second semester of the first year in the Ph.D. program, the student, in consultation with his or her major professor, should select a Ph.D. advisory committee and submit a Plan of Study.

   A minimum of three faculty members shall serve as the student's Ph.D. advisory committee. The chair of the advisory committee must be a member of the Linguistics faculty, but students who so desire may arrange for co-chairs of their advisory committee so long as one co-chair is a Linguistics faculty member. At least two members of the advisory committee must be drawn from the Linguistics faculty. Additional faculty members may be added to the committee as the student desires. Committee members who are not Purdue faculty must be approved by the Director of Linguistics and the Graduate School. Students should obtain a CV from the individual and submit it to the Linguistics Director.

   The advisory committee helps the student plan and pursue a course of study, oversee the student's progress, provide general advice as needed, and arrange for the preliminary examinations.

   Review of Progress:
   Each semester the student's advisory committee and the Linguistics Graduate Director will evaluate the student's progress in the program. Students whose progress is deemed inadequate will be so informed in writing, and with one grade of "Unsatisfactory" in research hours a student will be put on probation. A second "Unsatisfactory" will result in a possible dismissal from the

Linguistics Program. The student will receive a letter outlining steps and providing deadlines that must be met in order to continue. Any student not nearing completion of the dissertation in the fifth year of doctoral study will receive a letter detailing the required steps in order to continue in the program.

2.   Dissertation Committee:
      After being admitted to candidacy, the student shall select members for the dissertation committee, whose responsibility it shall be to direct the dissertation research and writing. The dissertation committee should have four members, and must be chaired or co-chaired by a member of the Linguistics faculty. Other members of the committee may include any appropriate faculty member, provided at least two members (including the chair or co-chair) are members of the Linguistics faculty. Committee members who are not Purdue faculty must be approved by the Director of Linguistics and the Graduate School. Students should obtain a CV from the individual and submit it to the Linguistics Director.

Plan of Study
All Ph.D. students entering the program must submit a Plan of Study for their degree by the end of their second full semester of study. Each student must meet with their Plan of Study committee at least once during each academic year, but no later than the end of spring semester.

A formal Plan of Study should be created as early as feasible in the student's career because it guides a student's academic degree progress. A Plan of Study is an academic contract between a student, the faculty members of the advisory committee, and the Graduate School. All departmental and Graduate School policies related to the filing of a Plan of Study must be adhered to explicitly.

Access to the electronic Plan of Study Generator (POSG) is via MyPurdue (http://www.mypurdue.purdue.edu). The Graduate School provides access to the POSG.

To begin your plan of study, click on the Plan of Study Generator link, and then click on "Create new plan of study" link. Once in the POSG, refer to the Help buttons located on each page to assist you in using the electronic POSG. You do not need to complete the entire form in one sitting; you may save your plan of study and return to it later. You **may not bookmark** any pages within the Graduate School link. To return to the POSG you must login to MyPurdue.

When you have completed your plan of study and feel it is ready for review of your advisory committee, submit your plan as a Draft. **All plans of study must first be submitted as a Draft before you can submit your plan as a Final**. While your plan is in Draft status, review the information with your advisory committee to ensure that it satisfies Program and Graduate School policies.

Once your entire committee has verbally accepted your plan of study, return to the POSG and submit your plan as "Final." The plan of study form will be electronically routed, reviewed and, if approved, signed by your major professor, your advisory committee, the Linguistics Director, and the Graduate School. You may check the status of your plan at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link.

Once the Graduate School has approved your plan of study, you should check it every semester to monitor your academic degree progress. Any changes to the plan should be made in a timely manner, as each one will require new signatures from the people who approved the original. Changes to the plan of study are submitted using the POSG. There is a link provided to create a change form.

Language Requirements
   1. Students in the Ph.D. program must demonstrate proficiency in three natural languages other than English. Proficiency in two of these languages may be demonstrated by the means described below in (3). The third language must be a 'less commonly taught language'; this requirement is described below in (b). To the greatest extent possible, all three languages should be ones which

are pertinent to the student's program or projected area of research and must be approved by the student's Advisory Committee.
2. Proficiency may be established in any of the ways approved by the Graduate School:
    a. by passing the fourth semester course of a regular language sequence at Purdue with a grade of C or higher or the equivalent transferred from another institution of higher education.
    b. by passing the appropriate 60300 or 60500 course at Purdue with a grade of C or higher (for those languages in which these courses are available).
    c. by satisfying the foreign language requirement at another graduate school and transferring the record to Purdue.
    d. by examination (for those languages in which an examination is available).
    e. by scoring 600 or more on an Educational Testing Service Graduate School Foreign Language Test (for languages where these tests are available).
    f. by being a native speaker of the language (with appropriate documentation as required by the Graduate School).
    g. Courses taken in the process of satisfying options (a) and (b) above cannot be used on the Plan of Study.

B. Less-Commonly-Taught Language Requirement
1. Students in the Ph.D. program must demonstrate knowledge of a less-commonly-taught natural language. The language must be approved by the student's Advisory Committee.
2. Knowledge may be established by passing a course on the language (including a field methods course) with a grade of B or higher at Purdue or the equivalent transferred from another institution of higher education, by examination (for those languages in which an examination is available), or by being a native speaker of the language.
3. Courses taken to satisfy this requirement can be used on the Plan of Study if they otherwise meet the criteria of the Graduate School. The language used to satisfy this requirement must be different from the language(s) used to satisfy requirement A above.

Satisfactory Progress in the Ph.D. Program
A student's progress is monitored regularly by the Linguistics Graduate Committee until the student has filed the Plan of Study, after which the student's Advisory Committee becomes the primary monitor of the student's progress, with oversight by the Linguistics Graduate Committee.

A. Course Work
1. Students must complete at least 6 credits per semester.
2. Students must maintain a minimum GPA of 3.0.
3. Courses with a grade of 'C' or lower cannot be used on the Ph.D. Plan of Study.
4. Students must complete 90 hours of course credit beyond the bachelor's degree. Credits applied to the M.A. constitute 30 hours; the remaining 60 hours are to consist of appropriate committee-approved coursework and research.
5. One third of the coursework must be taken during continuous residence at Purdue University.
6. At least nine hours of coursework must be at the 600 level.
7. The following do not count for credit toward the degree or toward the requirement in (6) and cannot be used on the Plan of Study: bibliographic skills courses, proseminars, teaching assistant training courses, courses taken to satisfy the Foreign Language Proficiency Requirement, and audited courses.
8. The Plan of Study must be filed on schedule.

B. All required coursework must be completed before taking the Preliminary Examination.

C. The Foreign Language Proficiency Requirement must be satisfied before taking the Preliminary Examination.

Preliminary Examination

A comprehensive Preliminary Examination should be taken and passed by the end of the student's third year in the Ph.D. program, after which time the student is officially admitted to candidacy.

1. Two Preliminary Projects are required. These are Individually-directed Seminars and they are taken with one professor. Students should register for 3 credits of LING 69000 for each of these projects. Material from them can be used to satisfy the Preliminary Examination.
2. Satisfactory completion of the Preliminary Examination is required, in which (a) mastery of the literature, (b) methodological competence, and (c) academic creativity (analysis) must be demonstrated. Material from the LING 69000 seminars may be submitted to demonstrate mastery in the designated areas, either individually or collectively. The Preliminary Examination is open to Linguistics faculty and interested students.
3. The date of the prelim exam must be at least one calendar year prior to the final exam. For example, if you complete prelims in Spring 2012, you cannot defend your final dissertation until Spring 2013.
4. Students who fail one or more portions of the preliminary examinations may petition their advisory committee and the Linguistics Graduate Director for permission to retake those portions failed. If permission is granted, the student must retake the failed examinations no later than the following semester. Ordinarily, one retake is permitted. Once all preliminary examinations are passed, the student will be admitted to Ph.D. candidacy by the Graduate School. The Preliminary Examination must be completed one full year before graduation is permitted; the deadlines for each semester are provided by the Graduate School.
5. The Ph.D. Dissertation Proposal may be submitted at the same time as the Preliminary Examination, but **no more than one year** after the Preliminary Examination is completed. It is recommended that the Dissertation Proposal be completed within a few weeks of the Preliminary Examination.
6. Please notify the graduate administrator of your proposed Preliminary Examination date at least three (3) weeks in advance in order to process the paperwork for the Graduate School.

Dissertation

1. Prospectus:
   After being admitted to candidacy, students, with the advice of their dissertation committee, shall prepare a written prospectus outlining the research to be undertaken for the dissertation. Students are then required to defend their prospectus before a meeting of their committee.

2. Final Examination (Defense of Dissertation)
   When, in the opinion of the student's dissertation committee, the dissertation is complete, the student will defend it in an oral examination conducted by the members of the dissertation committee and any interested members of the Linguistics faculty. This examination is public, that is, open to all University faculty and students.

   Defense Scheduling and Timelines:

   a) With committee approval, students may schedule their dissertation defense. Students must submit this request to the Administrative Assistant **no later than three (3) weeks** prior to the desired defense date. There must be **at least 2 weeks** between the defense date and the University dissertation deposit date.

   b) **At least two weeks before the examination**, the student must submit a clean, typed copy of the dissertation to each member of the dissertation committee.

   c) Once the final examination is passed, the Linguistics Program will recommend that the Ph.D. be awarded. Students MUST have final approval from their major professor BEFORE final thesis deposit. Students must submit a final, bound copy of their dissertation to the major professor, to the Linguistics Program, and to the Library Thesis Deposit Office.

Format Approval: Formal requirements are of two kinds.

a)   All matters of manuscript style are not covered by the generic University format. Linguistics dissertation writers must satisfy the requirements of the major professor and committee. The major professor must work with the student to insure that the appropriate format requirements are met. These requirements must be addressed and satisfied before the student schedules a dissertation defense.

b)   University-wide format requirements must also be satisfied. The Purdue Graduate School Thesis Office reviews each dissertation to insure that these requirements have been satisfied. This review takes place when students deposit their final copy of the dissertation with the Thesis Office.

Other requirements concerning preparation and distribution of copies of dissertations are determined by the Graduate School in the *Graduate School Policies & Procedures Manual* (https://www.purdue.edu/gradschool/documents/graduate-school-policies-and-procedures-manual.pdf). It is the student's responsibility to see that these requirements are met by the deadlines set.

Years-to-Degree Policy
The total elapsed time of a completed Ph.D. program in Linguistics, from admission to the completion of the final examination, shall be no more than eight years. Extensions of this limitation may be granted by the Director of Linguistics upon recommendation and justification by the Linguistics faculty or the Dean of the Graduate School, but may require re-approval of plans of study and/or retaking of preliminary examinations.

"The following page contains a checklist summary of all requirements for the Ph.D. degree in Linguistics."

Checklist for the Ph.D. Student

☐ Provide Graduate School with documents required as stated in letter of acceptance. These may include the following:
    ☐ English proficiency examinations
    ☐ Final transcripts and/or official evidence of B.A. and M.A. awarded.

    These documents must be in the Graduate School during the first semester of enrollment.

☐ Form Ph.D. Advisory Committee:
    Committee must have a chair or co-chair who is a member of the Linguistics faculty. Committee must have at least two additional members who are members of the Linguistics faculty. Additional members may be added as appropriate.

☐ File Plan of Study
    A Plan must be submitted by the <u>end of the second full semester</u> of study. You must have all coursework added and committee changes made to the Plan no later than the end of the semester <u>prior</u> to the semester in which you plan to receive the degree.

☐ Complete course requirements:
    ☐ Core courses if required
    ☐ Five Courses in Sub-concentration
        ☐_____
        ☐_____
        ☐_____
        ☐_____
        ☐_____
    ☐ Three seminars (can be in sub-concentration course list above)
        ☐_____
        ☐_____
        ☐_____
    ☐ Thesis Research

☐ Fulfill language requirements.
    This requirement must be completed <u>before</u> taking Preliminary Examination.
    ☐ Language 1_____
    ☐ Language 2_____
    ☐ Language 3 _____

☐ Preliminary Examination:
    ☐ Preliminary Project 1: Ling 69000 _____
    ☐ Preliminary Project 2: Ling 69000 _____
    ☐ Preliminary Examination and Advancement to Candidacy _____
      (Ideally by the end of the third year in the doctoral program.)
    ☐ Must be completed no later than deadline one year *before* desired graduation date.

☐ Form Dissertation Committee

☐ Dissertation Prospectus Meeting

☐ Dissertation Format approval by Dissertation Committee

☐ Request for Final Examination
Students must submit their request to schedule the dissertation defense to the Administrative Assistant **no later than three (3) weeks** prior to the defense date. The committee must receive the written dissertation **at least 2 weeks** before the defense date. There must be **at least 2 weeks** between the defense date and the University thesis deposit date.

☐ Final Examination (Defense of Dissertation)

☐ Declare degree candidacy:
When registering for the final semester (that is, in the semester before the final semester), indicate on the registration form (Form 23) or to the Administrative Assistant by email that you are a degree candidate. Failure to do so will result in graduation being delayed one semester.