

Department of Spanish and Portuguese
Satisfactory Academic Progress Tentative Guidelines
May 25, 2004

Master of Arts of Spanish

Year 1

- ❑ Establish degree study program
- ❑ Complete SPAN-501 (Introduction to Hispanic Studies)
- ❑ Complete required teaching methods course (Graduate Assistants in Teaching only)
- ❑ Complete a minimum of 16-19 units of graduate-level course work by the end of first year (full time students).
- ❑ Identify possible Comprehensive Exam Committee members by end of first year. Each student must submit a proposed Comprehensive Exam Committee to the Director of Graduate Studies two semesters prior to taking the Comprehensive Exam.

Year 2

- ❑ File for Masters degree.
- ❑ Complete foreign language requirement (M.A. students in Hispanic Linguistics only). This must be done before taking the Comprehensive Exam or defending the M.A. Thesis. See guidelines in the Department of Spanish and Portuguese's Graduate Student Handbook.
- ❑ Pass M.A. Comprehensive Exam or successfully defend and complete M.A. Thesis. The thesis option is available to qualified students in the Hispanic Linguistic program only. Hispanic Linguistics students who select the thesis option must present a thesis proposal to his/her director during the final semester of course work and must write and defend the thesis in the semester following the completion of all course work.
- ❑ Apply for Ph.D. programs. Students in the M.A. in Hispanic Literature program who wish to continue in the Ph.D. program in the Department of Spanish and Portuguese must complete an internal application.

Ph.D. in Spanish

Year 1

- ❑ Establish degree study program
- ❑ Complete SPAN 501 (Introduction to Hispanic Studies), if needed
- ❑ Complete required teaching methods course, if needed (Graduate Associates in Teaching only)
- ❑ Take Qualifying Oral Examination during first semester

Year 2

- ❑ Investigate research opportunities in one or more areas
- ❑ Begin study of foreign language
- ❑ Identify possible Comprehensive Exam Committee members. Each student must submit a proposed Comprehensive Exam Committee to the Director of Graduate Studies two semesters prior to taking the Comprehensive Exam.

Year 3

- ❑ Complete foreign language requirement. This must be done before taking the Comprehensive Exams. See guidelines in the Department of Spanish and Portuguese's Graduate Student Handbook.
- ❑ Pass the written and oral Comprehensive Exams by the end of the third year.
- ❑ File for Application to Candidacy
- ❑ Select Dissertation Committee
- ❑ Begin dissertation research

Year 4/5

- ❑ Present dissertation proposal one semester after passing the written and oral Comprehensive Exams
- ❑ Complete dissertation research
- ❑ Pass final Oral defense Exam
- ❑ Identify employment opportunities

In addition to the above guidelines, the following guidelines apply to all graduate students in Spanish (M.A. and Ph.D.):

- ❑ Students must maintain a minimum overall GPA of 3.0 for all graduate-level course work. If a student's GPA falls below 3.0, s/he will be placed on academic probation. A student on academic probation will not be allowed to be a Graduate Assistant/Associate in Teaching (GAT). A student who is on academic probation for two consecutive semesters will be converted automatically to non-degree status by the Graduate College.
- ❑ If a student does not pass the written Comprehensive Exam (M.A. or Ph.D.), s/he may retake the entire written exam one semester after the first attempt. The student may retake the written Comprehensive Exam one time only. A second failure on the Comprehensive Exam will result in the student being dropped from the program. For grading criteria on the Comprehensive Exams, please see the Department of Spanish and Portuguese's Graduate Student Handbook.
- ❑ If a student does not pass the Ph.D. oral Comprehensive Exam, s/he may retake the oral portion of the exam one semester after the first attempt. The student may retake the oral Comprehensive Exam one time only. A second failure will result in the student being dropped from the program.