

SPANISH GRADUATE PROGRAMS

STUDENT GUIDE and HANDBOOK
2017-2018



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PREFACE

The *Spanish Graduate Student Guide* contains information on important aspects of the graduate programs in Spanish in the Department of World Languages and Cultures, such as graduate school and program policies, regulations, requirements, etc. Although most of this information is specifically departmental, some of it also concerns the Graduate School, the College of Arts and Sciences and the university as a whole. For further details in these areas, you should consult the *Graduate Catalogue* (<http://catalogue.uncw.edu/>). The current catalogue will give the most reliable information, but if a previous catalogue governs your degree requirements, you should consult the appropriate one accessible by clicking on “Previous Catalogues.”

THE DEPARTMENT OF WORLD LANGUAGES AND CULTURES

The Department World Languages and Cultures falls within the College of Arts and Sciences and offers the B.A. degree in French, German and Spanish and the M.A. degree in Spanish as well as a Post-baccalaureate Certificate in Hispanic Studies. The Department services the language requirement within University Studies as well as the requirements for certain other majors and/or schools. Also available are minors in French, German, and Spanish, and, in conjunction with other departments, classical studies, film studies, European studies, International Studies and Latin American studies, which complement students’ majors.

Languages regularly taught at the undergraduate level are American Sign Language, Arabic, Chinese, French, German, Italian, Japanese, Latin, Portuguese, Russian and Spanish.

As a fundamental part of the academic mission of the Department of World Languages and Cultures, the graduate programs in Spanish provide students with a foundation for further graduate work as well as skills and cultural knowledge needed in professions other than academia. The M.A. degree meets entry-level requirements for teaching Spanish in community and many four-year colleges, as well as benefiting career teachers in the public schools and members of the community engaged with the local Hispanic community and the Spanish-speaking world.

DEPARTMENT ADMINISTRATION

DEPARTMENT OFFICE:

Department Chair – *Michelle Scatton-Tessier*

Administrative Staff – *Olivia Causby, Diana Perez*

COORDINATORS FOR SPANISH:

Spanish Graduate Coordinator and Advisor and Graduate Chair – *Brian Chandler*

Spanish Section Coordinator – *Amrita Das*

Coordinator of Lower-division Spanish – *Lew Rosenbloom*

Coordinator for Teacher Licensure (French and Spanish) – *L.J. Randolph*

FOREIGN LANGUAGE RESOURCE CENTER:

Director – *Yoko Kano*

SPANISH GRADUATE FACULTY

Jess M. Boersma, *associate professor of Spanish*, B.S., University of Wisconsin-Madison; Ph.D., Emory University

Amanda R. Boomershine, *associate professor of Spanish*, B.A., University of Virginia; M.A., Ph.D., Ohio State University

Francisco Brignole, *assistant professor of Spanish*, M.A., University of Hawaii at Manoa; Ph.D., University of North Carolina Chapel Hill

Maria A. Cami-Vela, *professor of Spanish*, B.A., M.A., Ph.D., University of Florida

Brian T. Chandler, *associate professor of Spanish*, B.A., Lenoir-Rhyne College; M.A., University of South Carolina; Ph.D., The University of North Carolina Chapel Hill

Amrita Das, *associate professor of Spanish*, B.A., M.A., University of Delhi, India; Ph.D., Florida State University

Michael Gordon, *assistant professor of Spanish*, B.A., Duke University, M.A., Middlebury College, Ph.D., University of Wisconsin, Madison

Emmanuel D. Harris, II, *professor of Spanish*, B.A., Indiana University, Bloomington; M.A., Ph.D., Washington University, St. Louis

Norma A. Mrak, *associate professor of Spanish*, B.S., M.A., Ph.D., University of Houston

L. J. Randolph, *assistant professor of Spanish*, B.A., M.A., Ed.D., University of North Carolina at Chapel Hill

Sergi Rivero-Navarro, *assistant professor of Spanish*, B.A., Universitat de Barcelona; M.A., San Diego State University; Ph.D., Harvard University

John Stevens, *associate professor of Spanish*, B.A., University of Southern California; M.A., San Diego State University; Ph.D., University of Southern California

M.A. NON-THESIS OPTION DEGREE REQUIREMENTS

The M.A. Non-Thesis Program requires a minimum of 30 semester hours of graduate study (only six of which may be transferred from another institution) and the successful completion of capstone written and oral individualized comprehensive exams based on coursework. The 30 hours of coursework must be distributed as follows for those anticipating completion in the 2017-2018 academic year. For those for prior years, please consult corresponding catalogue:

1. Core requirements (9 credit hours)

Choose one course from each group:

- SPN 507 – Spanish Phonetics and Phonology (3 Credits) *or* SPN 508 – Hispanic Linguistics (3 Credits)
- SPN 511 – Topics in Spanish Civilization (3 Credits) *or* SPN 512 – Topics in Spanish American Civilization (3 Credits)
- SPN 521 – Studies in Spanish Literature (3 Credits) *or* SPN 522 Studies in Spanish American Literature (3 Credits)

2. Electives (21 credit hours)

- Choose from any of the remaining SPN graduate courses.
- Note: SPN 508, SPN 511, SPN 512, SPN 521, SPN 522 (variable topics) may be taken to satisfy the electives requirement provided the topic is different from the topic used to satisfy the core requirements. Established topics for 521 are “Spanish Literature: Medieval and Golden Age” and “Spanish Literature: Eighteenth Century to the Present.” Established topics for 522 are “Spanish American Literature: Discovery to Independence” and “Spanish American Literature: Independence to the Present.” Only three credits of SPN 591 may be counted toward the degree.

Additional information:

A student must maintain no less than a 3.0 GPA on all graduate-level courses and has five calendar years to complete the degree program. This five-year period begins with the student’s first term of work after formal admission to the program.

M.A. THESIS OPTION DEGREE REQUIREMENTS

The M.A. Thesis Program requires a minimum of 30 semester hours of graduate study (only six of which may be transferred from another institution), the successful completion of capstone written and oral individualized comprehensive exams based on coursework, and the successful creation and defense of an M.A. thesis. The 30 hours of coursework must be distributed as follows for those anticipating completion in the 2017-2018 academic year. For those for prior years, please consult corresponding catalogue.

1. Core requirements (9 credit hours).

Choose one course from each group:

- SPN 507 – Spanish Phonetics and Phonology (3 Credits) *or* SPN 508 – Hispanic Linguistics (3 Credits)
- SPN 511 – Topics in Spanish Civilization (3 Credits) *or* SPN 512 – Topics in Spanish American Civilization (3 Credits)
- SPN 521 – Studies in Spanish Literature (3 Credits) *or* SPN 522 Studies in Spanish American Literature (3 Credits)

2. Thesis (3 credit hours)

- Enrollment in SPN 599 and successful defense of thesis

3. Electives (18 credit hours)

- Choose from any of the remaining SPN graduate courses.
- Note: SPN 508, SPN 511, SPN 512, SPN 521, SPN 522 (variable topics) may be taken to satisfy the electives requirement provided the topic is different from the topic used to satisfy the core requirements. Established topics for 521 are “Spanish Literature: Medieval and Golden Age” and “Spanish Literature: Eighteenth Century to the Present.” Established topics for 522 are “Spanish American Literature: Discovery to Independence” and “Spanish American Literature: Independence to the Present.” Only three credits of SPN 591 may be counted toward the degree.

Additional information:

A student must maintain no less than a 3.0 GPA on all graduate-level courses and has five calendar years to complete the degree program. This five-year period begins with the student’s first term of work after formal admission to the program.

M.A. Comprehensive Exams (Spanish)

The M.A. comprehensive exams will consist of a written exam followed in a timely manner by an oral exam; both exams are designed to test students on their course work and their oral and written expression in Spanish. Since students taking the exams at a given time will not have taken the exact same courses, each student will be given a set of questions compiled especially for him or her. Professors will be asked to submit questions based on the content of the course(s) which he or she taught and which one or more of the candidates completed. If a course is currently being taken during the exam semester, students will only be responsible for content covered up to the date of the exam.

Students should study and/or review content of all courses taken and are advised to consult the individual professors for suggestions as to possible approaches they might expect.

The WLRC (LH 253) or another suitable space will be reserved for the written exams, which will be monitored. Students may bring and use a dictionary to the written exam **but they may not use books, notes, the Internet or any other outside help**. Questions and answers on the written exam will be in Spanish. Students taking the exam are subject to UNCW's Academic Honor Code. (See the Code of Student Life and the Graduate Catalogue "Academic Honor Code.")

On the day of the written exam, each student will receive five questions chosen at random from the appropriate submissions of the professors with whom s/he has studied. Each of the five questions will represent a distinct class. The students will choose three of the five questions to answer.

The day's schedule will be as follows:

8:00-10:00 Question 1

10:15-12:15 Question 2

[12:15-1:15 Lunch break] [Students should bring own lunch and plan to eat together as a group.]

1:15-3:15 Question 3

(M.A. in Spanish Comprehensive Exams continued)

Once the exams have been collected, the student responses to each question will be sent to the professor who wrote the question. The professor will evaluate and complete his/her review of the student's essay within 3 business days. After this review each professor will make a recommendation regarding the student's proceeding to the oral comprehensive exam. If there is one recommendation NOT to proceed, the student will attempt to recuperate his/her status by answering a question based on one of the two courses originally omitted. This recuperation attempt shall be made within one week of the student's receipt of notification that recuperation is necessary. If the student fails the recuperation attempt, s/he must wait until the following semester to retake the exam. A student who receives two or more recommendations NOT to proceed is not eligible for an immediate recuperation attempt but must wait and repeat the entire test procedure the following semester.

The oral comprehensive examination committee will be comprised of three faculty members with whom the student has had classes. The oral examining committee will not be assigned until after the student takes the written in order for at least two of the committee members to be professors whose questions were answered on the written exam. During the oral exam, the student may be asked to clarify, defend or expand upon his/her written responses, be asked to respond to questions on courses taken but not covered by his/her written exam, and to comment/elaborate on connections among the courses s/he has taken in the program. The oral exam will be conducted in Spanish. It will be scheduled to last for up to an hour. The following evaluations may be made by the exam committee:

Pass with distinction

Pass

Low Pass

If two or more members of the oral examining committee judge that the student has not satisfactorily passed the oral exam, the student will have failed the comprehensive exams and will repeat the entire test procedure the following semester.

M.A. in Spanish – Thesis Option – Thesis Guidelines and Procedures

Students pursuing an M.A. in Spanish can choose to complete a thesis or non-thesis option. The default option for all entering students is non-thesis. Students who decide to pursue the thesis option should follow the guidelines below.

Timeline*:

1st semester of study: Think about topics and areas of study which interest you most. Identify faculty members whose specializations most closely align with your possible topics. It is suggested that you take 9 credit hours this semester and take advantage of course offerings that align with their particular interests.

2nd semester of study: Make sure you have submitted the necessary paperwork to declare a thesis-option M.A. Speak with possible thesis directors as well as committee members about your ideas and possible avenues for research. It is suggested that you take 9 credit hours during this semester.

3rd semester of study: Working with faculty, you should define the topic and general methodology for the thesis project. As early as possible in this semester, you need to identify a thesis director who will assist you in forming a thesis committee as well as help you to define the scope of your topic and the particular methodology/theoretical foundation of your project. It is highly recommended that you begin your research of primary and secondary sources as early in this semester as possible. The thesis proposal must be approved by your thesis committee by the end of this semester. It is suggested that you take 6 credit hours this semester.

4th semester of study: Working closely with your director, you should carry out the thesis project adhering to the proposed timeline. Be aware of the deadlines for drafts and revisions found in the “Writing, Revising, Defending and Submitting the Thesis” section of the guidelines in addition to those found on the Graduate School’s webpage. You should work diligently leaving sufficient time for revisions put forth by your director and your thesis advisory committee. It is suggested you take 6 credit hours this semester.

*This timeline assumes a student is attending full-time and plans to graduate after four semesters of enrollment. If a student is completing the degree at a different pace, it is recommended that the “4th semester of study” be considered the final semester, the “3rd semester of study” be the penultimate semester, etc.

(Thesis Option Guidelines and Procedures – cont.)

Thesis Advisory Committee:

Students should begin to think about developing a topic for their thesis and possible members of their thesis advisory committee during their second semester of coursework. After consulting with faculty and formulating a focused topic, students should meet with a member of the graduate faculty to ascertain if they are willing and able to serve as the director of their thesis project. Because the director will be the student's mentor during the writing of the thesis, students should select a director with whom they have a good working relationship and from whom they can receive *constructive* and *timely* feedback.

In consultation with the thesis director, the student will seek two additional members of the thesis advisory committee; one member may be from outside the Department of World Languages and Cultures, if appropriate. If choosing an "external" reader, keep in mind that all theses are written in Spanish and require all members of the committee to be proficient in Spanish. The thesis advisory committee will read and comment on drafts of the thesis and administer the oral defense of the thesis. The decision of the committee concerning the student's performance during the oral defense is final.

Thesis Proposal:

The thesis should be proposed by the end of the semester preceding the semester in which the student intends to enroll in SPN 599 and complete the thesis. The proposal should be developed in consultation with the director and thesis advisory committee. The proposal must be approved by the thesis director and the advisory committee. After receiving the approval of the committee, the student must provide a copy of the approved proposal and signed cover sheet to the Graduate Coordinator.

Proposals should be between three and five pages in length (exclusive of bibliographical information and timeline) and include a statement of the research question/thesis statement, a description of the theoretical and/or methodological approach utilized, as well as a very brief overview of the most relevant literature on the proposed topic. The proposal should explain to readers what the student hopes to demonstrate through writing the thesis. The student should also include a working bibliography that includes relevant primary and secondary sources. On a separate page, the student must provide a timeline of significant milestones in the research and writing process and the approximate dates of their completion.

(Thesis Option Guidelines and Procedures – cont.)

Writing, Revising, Defending and Submitting the Thesis:

Students must enroll in three hours of SPN 599 during the semester in which they plan to write their thesis. Students must be prepared to spend significant time each week doing research and writing in order to complete their projects in a timely fashion.

Students should use the timeline submitted with the proposal as a guide for completing drafts of sections of the thesis. Keeping to this schedule aids in successful completion of the project. Thesis directors should provide feedback to drafts of the sections of the thesis as they are written, and students should be prepared to address the director's response through significant revisions, which may require rewriting, further research, and even reconsideration of some portions of their arguments. Students should be prepared to write various revisions of each section of the thesis. In addition to working with their directors, students should be in frequent contact with the other members of the advisory committee to seek input and guidance.

The length of the thesis should be agreed upon between the student and their director. As this is a 3 credit-hour project, theses generally range between 30-50 pages in length. Students should discuss with their director and committee their expectations taking into consideration the subject matter, field of study, etc.

Once the thesis has been drafted and revised to the student's and director's satisfaction, students should give the revised versions to the other two members of the committee.

The committee should receive the revised draft no later than a month before the end of classes in the semester in which the student plans to graduate. Because the readers may have further suggestions for rethinking and revision, failure to allow them ample time to respond to the thesis may result in the delay of a student's oral defense and graduation.

The deadline each semester is announced at the Graduate School website, usually the end of March for May graduates and the middle of November for December graduates. This draft submission is checked for proper formatting; content is not reviewed at this time.

A month prior to the end of the semester, students should also schedule a date and time for their thesis defenses in consultation with their directors and advisory committees. The student or the director should formally reserve a room for the defense with the help of the office staff. This date should adhere to the Graduate School's deadline for completion of oral defenses, which usually stipulates the first of December for Fall graduates and mid-April for Spring graduates.

(Thesis Option Guidelines and Procedures – cont.)

Students should give their advisory committees a clean and revised copy of the thesis at least two weeks before the thesis defense. Assuming that the thesis defense is successful, the student will have a week or two to complete additional revisions before the Graduate School's final deadline for submission of approved theses.

If the director or advisory committee members indicate that the thesis is not defensible, they may ask the student to do further revisions and postpone the defense until the next semester. Scheduling the defense does not imply that the thesis is ready to defend or imply the tacit approval of the committee. The director and the committee should only hold the defense when the project is complete.

The student's performance at the thesis defense is evaluated by the committee and factors into their assessment of the successful completion of the work for the MA degree. The format for the presentation and the defense should be developed in conjunction with the student, their director, and the advisory committee. The decision of the committee concerning the student's performance during the oral defense is final.

After the format of the thesis has been approved, the thesis has been successfully defended, and the director and advisory committee have approved any additional revisions, the student should submit a pdf of the thesis electronically to the Graduate School; consult the Graduate School's website for guidelines (<http://www.uncw.edu/gradschool/thesis.html>).

A pdf of the approved thesis should also be emailed to the Graduate Coordinator for archiving. The preparation of the thesis must follow the MLA Style Manual guidelines, together with those regulations issued by the Graduate School. Students should refer to the Thesis Format Manual, available from the Graduate School, for further details about thesis format and submission procedures (<http://www.uncw.edu/gradschool/thesis.html>).

Thesis Option Guidelines and Procedures continued on following page.

The following chart outlines the sequence and timing for the review and revision of the final versions of the thesis:

<p>Submit revised draft of the thesis to all members of the thesis advisory committee.</p>	<p>No later than a month before the end of classes of the graduation semester. This will allow ample time for faculty to suggest further revisions or recommendations for improvement. Failure to allow ample time may result in the delay of the defense and graduation.</p>
<p>A draft of the thesis must be submitted to the Graduate School for formatting approval, together with a Format Approval Sheet (found at http://uncw.edu/gradschool/thesis/index.html) This draft submission is checked for proper formatting; content is not reviewed at this time.</p>	<p>The deadline each semester is announced on the Graduate School website, usually the end of March for May graduates and the middle of November for December graduates.</p>
<p>Schedule a date and time for thesis defense in consultation with the director and advisory committee. The student or the director should formally reserve a room for the defense with the help of the office staff.</p>	<p>A month prior to the end of the semester</p>
<p>Give the advisory committee a clean and revised copy of the thesis at least two weeks before the thesis defense.</p>	<p>Two weeks prior to the defense of the defense of the thesis.</p>
<p>Successfully present and defend the thesis to the satisfaction of the director and thesis advisory committee.</p>	<p>The defense date should adhere to the Graduate School's deadline for completion of oral defenses, which usually stipulates the first of December for Fall graduates and mid-April for Spring graduates.</p>
<p>After the format of the thesis has been approved, the thesis has been successfully defended, and the director and advisory committee have approved any additional revisions, the student should submit a pdf of the thesis electronically to the Graduate School; consult the Graduate School's website for guidelines (http://www.uncw.edu/gradschool/thesis.html).</p>	<p>As soon as possible after making any final revisions requested during the successful defense of the thesis.</p>
<p>A pdf of the approved thesis should also be emailed to the Graduate Coordinator to be archived in the Department.</p>	<p>At the same time as the final thesis is submitted electronically to the Graduate School.</p>

Bachelor's/Master's in Spanish Combined Program

The bachelor's/master's degree program in Spanish is designed to provide a student means to complete the requirements for both degrees in a period of five years. The key feature of the program is that a student can count up to 12 hours of graduate-level courses in order to fulfill requirements for the B.A. and use those same 12 credits toward the M.A. in Spanish.

This program is designed for students currently in the B.A. in Spanish program at UNCW who have:

1. Completed a minimum of seventy-five (75) and a maximum of ninety-eight (98) credit hours in their undergraduate program leading toward a major in Spanish, including credits earned from advanced placement if they start at UNCW or are transfer students and have completed a minimum of two semesters as a full-time student at UNCW, a minimum of 24 hours.
2. Completed a minimum of fifteen (15) hours of 300-400 level Spanish courses at the time of application. These 15 hours must include at least one course from each of the following pairs: SPN 307 or SPN 308 ; SPN 311 or SPN 312 ; SPN 321 or SPN 322 ; and one of the following 400-level courses: SPN 411 , SPN 412 , SPN 421 , SPN 422 , SPN 485 , SPN 495 or SPN 496 .
3. A minimum accumulated grade point average (GPA) of 3.2 and minimum grade point average (GPA) of 3.2 on all 300-400 level Spanish courses at UNCW.

Students who meet the above criteria may request permission from the department chair to apply up to 12 hours of graduate-level credit earned during their senior year towards their future master's degree in Spanish. Departmental permission to apply to the bachelor's/master's degree program does not guarantee admission to the Graduate School. Admission to the Graduate School is contingent upon meeting eligibility requirements at the time of entering the graduate program.

Students accepted into the combined program:

- Must submit the standard application for admission to the Graduate School during the first semester of their senior year including: an application form for Graduate School, application fee, transcripts, letters of recommendation and writing samples. Two voice samples, one in English and one in Spanish, must be submitted separately to the graduate coordinator who will organize the review of the application.
- Must submit a Graduate Degree Plan during the second semester of their senior year, signed by the prospective student, the department chair, and the graduate coordinator.

(Bachelor's/Master's in Spanish Combined Program continued)

The Graduate Degree Plan for the master's degree must clearly indicate:

- The specific 500-level SPN courses (maximum of 12 graduate credit hours) that will be double-counted for both bachelor's and master's degrees;
- Additional graduate courses that will be taken during the senior year but not counted toward the bachelor's degree;
- The student's intention to fulfill course requirements for the master's degree no later than a year after receiving the bachelor's degree; and
- The intended graduation date for the master's degree.

Upon the Graduate School's review of the submitted materials, a letter of acceptance (or denial) to the master's program will be sent to the student and copied to the department chair and the graduate coordinator. Acceptance will be provisional and contingent on meeting specified degree requirements; including completion of the bachelor's degree.

A student who is ineligible to participate or continue in, or withdraws from the bachelor's/master's program cannot double count any courses for both bachelor's and master's degrees. For more details see the department chair or the graduate coordinator.

**REQUIREMENTS FOR POST-BACCALAUREATE CERTIFICATE
IN
HISPANIC STUDIES**

The 18 hours of coursework must be distributed as follows for those anticipating completion in the 2017-2018 academic year. For those for prior years, please consult corresponding catalogue.

1. Core requirements (9 credit hours).

Choose one course from each group:

- SPN 507 – Spanish Phonetics and Phonology (3 Credits) *or* SPN 508 – Hispanic Linguistics (3 Credits)
- SPN 511 – Topics in Spanish Civilization (3 Credits) *or* SPN 512 – Topics in Spanish American Civilization (3 Credits)
- SPN 521 – Studies in Spanish Literature (3 Credits) *or* SPN 522 Studies in Spanish American Literature (3 Credits)

II. 9 hours of electives. Choose from any of the remaining graduate SPN courses. SPN 508, SPN 511, 512, 521, and 522 (variable topics) may be taken to satisfy this requirement provided the topic is different from the topic used to satisfy the core requirements above. No more than three hours of SPN 591 (offered on a limited basis) will be accepted for credit.

ACADEMIC POLICIES AND INFORMATION

The following policies are for informational purposes only. The governing document for all students is the official university Graduate Catalogue (<http://www.uncw.edu/catalogue/>).

Academic Honor Code

The University of North Carolina Wilmington is a community of high academic standards where academic integrity is valued. UNCW students are committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. This commitment begins when new students matriculate at UNCW, continues as they create work of the highest quality while part of the university community, and endures as a core value throughout their lives.

Adding, Dropping

Courses may be added or dropped only during the official drop/add period, which is noted in the current University Calendar, linked from <http://catalogue.uncw.edu/index.php?catoid=43>

Advising and Mentoring

The Graduate Advisor advises and mentors all Spanish graduate students regarding registration, degree requirements and other matters of concern such as career opportunities and goals. The student is encouraged in addition to develop a professional relationship with one of the faculty members whose expertise coincides with the student's own interests. Such a relationship provides opportunities for the student to dialogue and perhaps collaborate with an experienced professional in the field.

Early in the program, students should contact the advisor who can provide assistance with curriculum questions, career development, travel opportunities, and other personal and professional concerns. Students should meet regularly with the advisor to discuss their progress in the program.

Class Attendance

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

Degree Time Limits

A graduate student has five calendar years (masters) or six calendar years (Ph.D.) to complete his or her degree program. The period begins with the student's first term of work after formal admission to a degree-granting program. Work completed as a non-degree student does not initiate the five-year period for completing a degree program.

Courses taken more than five calendar years prior to the admission of a student into a degree program at UNCW normally are not accepted for credit toward fulfilling the

requirements of the student's degree program. In some cases, however, with approval of the student's advisory committee and department/unit chair, a student may petition the Graduate School to accept for credit work that is more than five years old.

When extenuating circumstances warrant, an extension of the time limit for completing a graduate program may be granted to a student upon his or her petition to the Graduate School. Such petitions must include an explanation and the endorsement of the student's advisory committee and academic unit's chair or dean.

Graduate Grading

The University of North Carolina Wilmington uses the quality point system and semester hour credit for calculating student achievement. Plus (+) or minus (-) grades may be awarded at the discretion of the faculty. Only courses approved by the Graduate Council will be eligible for S/U grading. Up to six credit hours of S/U may be applied to any degree program. Grade symbols and equivalent quality points used are as follows:

Grade	Grade Point	
A	4.00 qp	Excellence
A-	3.67 qp	
B+	3.33 qp	
B	3.00 qp	Completely satisfactory
B-	2.67 qp	
C+	2.33 qp	
C	2.00 qp	Minimally acceptable
F	0 qp	Failure
S		Satisfactory progress (thesis)
U		Unsatisfactory progress (thesis)
I		Work incomplete
W		Withdraw passing

*Earned grade points = quality points

The grade point ratio is determined by dividing the accumulated number of grade points earned (quality points) by the accumulated number of quality hours.

Grievance Procedures

If a graduate student has a grievance concerning course work or another matter, he or she should first discuss the complaint directly with the instructor or supervisor involved. If this action does not resolve the problem, the student should then consult the Graduate Coordinator, and then the chair of the Department. Procedures for Grade Appeal and Academic Grievance are found in the graduate catalogue.

Retention Policy

Three grades of C, one grade of F, or one grade of U (e.g. thesis/dissertation) results in dismissal from the graduate program. Further, if a student falls below a 3.0 GPA at any time, he or she goes on academic probation and has either three subsequent courses or nine hours to bring the GPA up to at least a 3.0. In addition, a student must have at least a 3.0 GPA in order to begin any program specific comprehensive examination and/or thesis work.

A graduate student who is required to take undergraduate courses, whether as a requisite for admission or for other reasons, or who takes such courses in the field of his or her graduate major, must make grades of at least B on all such courses in order to maintain eligibility as a graduate student.

Student Conduct

The filing of an application of admission shall be construed as both an evidence and pledge that the applicant accepts the standards and regulations of the University of North Carolina Wilmington and agrees to abide by them. Each student, by the act of registering, is obligated to obey all rules and regulations of the University as stated in the Code of Student Life, the university catalogue and other university publications. The University reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

The UNCW Honor Pledge

All students enrolled at UNCW are subject to the UNCW Student Academic Honor Code (hereafter referred to as the Honor Code), which is intended to help every member of the UNCW community appreciate the high value placed on academic integrity and the means that will be employed to ensure its preservation. Students are expected to perpetuate a campus culture where each student does his or her own work while relying on appropriate resources for assistance. In such a climate students enjoy a special trust that they are members of a unique community where one's thoughts and words are attributed correctly and with proper ownership, and where there is little need for systems to sanction those who cheat. As such, all UNCW students shall commit to the principles and spirit of the Honor Code by adhering to the following pledge:

“As a student at The University of North Carolina Wilmington, I am committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. I pledge to uphold and promote the UNCW Student Academic Honor Code.”

A graduate student assigned a course grade of “F” as a result of an Honor Code offense will be deemed ineligible to continue in the UNCW Graduate School. The full UNCW Student Academic Honor Code may be viewed at

http://www.uncw.edu/policies/documents/03_100FINALHONORCODE_Aug2009.pdf

Withdrawal Policy for Graduate Students

This refund policy only applies to complete withdrawals from UNCW. Students who simply withdraw from an individual class after the drop/add period receive NO refund or reduction of fees whatsoever. A student is allowed to withdraw from the University or from individual courses through the first week of the semester without having a grade entered on the academic record. From the second week through the twelfth week of the semester, any student who withdraws will receive a grade of W. A grade of W will not affect the student's grade point average.

Beginning with the thirteenth week of the semester, a grade of WF will be assigned for each course withdrawal. The instructor will assign the grade of F at the end of the semester for any student that has not gone through the withdrawal process. Should extenuating circumstances warrant, the grade of WF or F assigned for course withdrawal may be changed to a W. This determination will be made by the Graduate School. It is the student's responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred. The grade of WF and F will affect the student's grade point average.

If the term of an individual course does not conform to the standard 15 week semester, the withdrawal period is calculated based upon the course term's equivalence (i.e., a student is allowed to withdraw from the course through the first 1/15 of the course term without having a grade entered; between 2/15 and 12/15 of the course term, a student who withdraws will receive a W; beginning 13/15, a grade of WF will be assigned for a withdrawal).

A student who plans to withdraw from a course or all courses for the term, *but plans to return to the University*, should complete the "Graduate School Course(s)/Term Withdrawal" form before or on the last day for withdrawal as indicated in the University Calendar of Events. If the student does not plan to register in the following term, then a leave of absence form must be completed (refer to the leave of absence guidelines below). This form is located at <http://www.uncw.edu/gradschool/currentstudents/withdrawal.html> and, upon completion, should be sent directly to the Graduate School.

A student who plans to withdraw from all courses and the University, *and does not plan to return to the University*, should complete the "Graduate School Complete Withdrawal" form. This form is located at <http://www.uncw.edu/gradschool/currentstudents/withdrawal.html> and, upon completion, should be sent directly to the Graduate School.

Students who choose to completely withdraw from the University, but later decide to return, must reapply to the Graduate School and pay all applicable fees.

Faculty who wish to register an accusation of academic dishonesty or misconduct against a graduate student should immediately notify the Graduate School in writing. Graduate students may not withdraw from any course for which such an allegation of academic dishonesty or misconduct has been filed with the Graduate School. Should the student subsequently be found innocent of these charges and if the withdrawal date has passed, the student may petition the dean of the Graduate School for withdrawal from the course.

OTHER INFORMATION

Career Goals

Students are encouraged to discuss career goals with their graduate advisor and at least one other member of the faculty as soon as they begin their program. It is also helpful to visit Career Services, which provides access to many resources available for career planning. Many professions need employees who not only speak and write Spanish, but who are also knowledgeable about the lives and cultures of the people who communicate in the language. Remember that the courses you take, the professional experiences you take advantage of, and the relationships that you establish while in graduate school will have a large impact during your job search and future career.

Departmental Activities

The Department of World Languages and Cultures sponsors activities of a professional, cultural, and sometimes social nature. It sponsors lectures on language, literature, and culture, and frequently invites guests who give presentations in these areas. These activities are sometimes sponsored individually and sometimes in conjunction with other departments, programs or university units, such as the Office of International Programs and the Centro Hispano. The department recognizes that language-related activities and cultural events contribute significantly to the learning experience of the student. Graduate students are encouraged to participate in these activities as part of their professional preparation. Many of the activities provide an excellent opportunity for graduate students to practice Spanish, to get better acquainted with other students, professors, and colleagues, and to become a more integral part of the Department overall. There are a number of informal activities that regularly take place at the university and in the greater Wilmington community. A few examples include:

- 1) **Spanish Graduate Student Association (SGSA):** The Spanish Graduate Student Association is the student government association representing graduate students in Spanish and Hispanic Studies at the University of North Carolina at Wilmington. The purpose of this organization is to support and encourage academic, social, and professional pursuits of all students in the Spanish graduate program, as well as to promote the interests and wellbeing of graduate students within the university community.
- 2) **Festival Latino:** The Festival Latino is sponsored annually by the Centro Latino and takes place in a local park. Look for announcements in the media.
- 3) **Intercultural Week** is sponsored by UNCW's Office of International Programs and culminates with an Intercultural Fair on Saturday. This is an informative cultural exchange where numerous international and language groups set up tables to provide informational brochures, activities, food, music, and demonstrations for the community.
- 4) **Sigma Delta Pi, NATIONAL SPANISH HONOR SOCIETY:** The Department sponsors a chapter of Sigma Delta Pi, founded in 1919. The local Rho Lambda chapter was chartered in 1988. Membership is open to both undergraduate and graduate students. Some Spanish professors are also members. Those interested in membership in the society should see Dr. Brian Chandler for more information.

Graduate School Grants

Students who are presenting a paper, participating in a panel discussion, or giving a poster presentation at a professional conference may be eligible for up to \$400 in Graduate School travel funding through this grant program. The eligibility details and application form for these grants are on the Graduate School website

<http://www.uncw.edu/gradschool/currentstudents/forms.html>. Students must be presenting, not simply attending, to be eligible for these grants. Students normally will be awarded no more than one such grant per academic year.

Graduate Student Association Travel Grants

The Graduate Student Association provides graduate students with a travel grant of up to \$250 to attend professional conferences, workshops, or to complete thesis research. These grants are designed to reward excellence in scholarship and to increase the visibility of the University of North Carolina Wilmington's graduate programs within the academic communities. Funds are limited, and all guidelines are strictly enforced.

In the event of limited funds, preference will be given to students beyond their first year of graduate study who have not received a travel grant from either the Graduate School or the Graduate Student Association. Students are only eligible to receive one travel grant per semester, and students who have received a grant are automatically ineligible for this travel grant award if applying for the same event.

Parking

In order to park on campus you must have a valid parking permit for which there is an annual fee. Once you are registered for classes, you may go to <http://uncw.edu/parking/index.htm> to process your application for the permit. The parking office (Auxiliary Services) phone number is 962-3178.

Professional Organizations and Activities

Graduate students should acquaint themselves with the major professional organizations and societies and their publications. Of special interest are the American Association of Teachers of Spanish and Portuguese (AATSP), which publishes *Hispania*; and the Modern Language Association (MLA), which publishes the *MLA International Bibliography*, and the *MLA Handbook*, the standard reference for graduate student papers. Also of interest are the American Council for Teachers of Foreign Languages (ACTFL), which publishes *Foreign Language Annals* and administers the official Oral Proficiency exams, and the National Federation of Modern Language Teachers Association (NFMLTA), which publishes the *Modern Language Journal*. These organizations have low student membership rates, and students should consider joining at least one of them. There are also regional MLA organizations and regional groups affiliated with other national associations (SAMLTA, AATSP-NC). North Carolina has very strong and active foreign language teachers association

(FLANC). The local Cape Fear Foreign Language Collaborative (CFFLC) meets four times a year at UNC Wilmington and provides a forum for high school and university language instructors to share ideas. A very reasonable student rate is available for graduate and undergraduate foreign language students.

Special areas within Hispanic studies have their own organizations. Notable examples are the Instituto Internacional de Literatura Iberoamericana (*Revista Iberoamericana*), Linguistic Society of America (LSA, *Language*), the American Association for Applied Linguistics (AAAL, *Applied Linguistics*) and the Latin American Studies Association (LASA, *Latin American Research Review - LARR*). For additional information on these groups, consult any faculty member whose focus is the area in question.

Useful Forms and Information Accessible from the Graduate School

Homepage

All graduate students should familiarize themselves with the graduate catalogue as explained above in the preface of this guidebook. In addition, you should also explore the graduate school's homepage found at <http://www.uncw.edu/gradschool/index.html>. From this page there are many useful links which will take you to important dates, policies and procedures, tuition and fees, graduation information, etc. Of particular practical interest are the array of forms that are used (required) by the graduate school for certain procedures: applying for graduation or certificate completion; registration for directed individual study; enrolling for GRC 600; admission deferment; leave of absence; extension of time to degree; transfer credit request; withdrawal from individual courses; withdrawal from all courses; request for in-state residency status, etc. The URL for access to these forms is <http://www.uncw.edu/gradschool/currentstudents/forms.html>. In addition to these forms there are some program-specific forms in the appendix to this guidebook.

Useful Contact Information

DEPARTMENT OFFICE

Dr. Michelle Scatton-Tessier	Department Chair	962-3340	scattonm@uncw.edu
Ms. Diana Perez	Administrative Associate	962-7684	perezd@uncw.edu
Ms. Olivia Causby	Administrative Associate	962-3340	causbyo@uncw.edu

COORDINATORS FOR SPANISH

Dr. Brian Chandler	Graduate Coordinator and Advisor	962-2299	chandlerb@uncw.edu
Dr. Amrita Das	Spanish Section Coordinator	962-2430	dasa@uncw.edu
Lew Rosenbloom	Coordinator for Lower-division Spanish	962-7025	rosenbloom@uncw.edu
Dr. LJ Randolph	Coordinator for Teacher Licensure and Liaison with Watson School of Education	962-3837	randolphl@uncw.edu
Dr. Keri Chandler	Spanish Conversation Center Coordinator	962-7214	chandlerke@uncw.edu

WORLD LANGUAGE RESOURCE CENTER

Yoko Kano	Director of WLRC	962-7575	kanoy@uncw.edu
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M.A. NON-THESIS OPTION DEGREE REQUIREMENTS

The 30 hours of coursework must be distributed as follows for those anticipating completion in the 2017-2018 academic year. For those for prior years, please consult corresponding catalogue:

3. Core requirements (9 credit hours) Choose one course from each group:

- SPN 507 – Spanish Phonetics and Phonology (3 Credits) *or* SPN 508 – Hispanic Linguistics (3 Credits)
Course Title _____ Semester Taken _____
- SPN 511 – Topics in Spanish Civilization (3 Credits) *or* SPN 512 – Topics in Spanish American Civilization (3 Credits)
Course Title _____ Semester Taken _____
- SPN 521 – Studies in Spanish Literature (3 Credits) *or* SPN 522 Studies in Spanish American Literature (3 Credits)
Course Title _____ Semester Taken _____

4. Electives (21 credit hours)

- Choose from any of the remaining SPN graduate courses. Note: SPN 508, SPN 511, SPN 512, SPN 521, SPN 522 (variable topics) may be taken to satisfy the electives requirement provided the topic is different from the topic used to satisfy the core requirements. Only three credits of SPN 591 may be counted toward the degree.

Course Title _____ Semester Taken _____
Course Title _____ Semester Taken _____

Graduation application. Date of application _____

Written comprehensive exam. Date of written exam. _____

Oral comprehensive exam. Date of oral exam. _____

M.A. - THESIS OPTION- DEGREE REQUIREMENTS

The 30 hours of coursework must be distributed as follows for those anticipating completion in the 2017-2018 academic year. For those for prior years, please consult corresponding catalogue:

5. Core requirements (9 credit hours) Choose one course from each group:

- SPN 507 – Spanish Phonetics and Phonology (3 Credits) *or* SPN 508 – Hispanic Linguistics (3 Credits)
Course Title _____ Semester Taken _____
- SPN 511 – Topics in Spanish Civilization (3 Credits) *or* SPN 512 – Topics in Spanish American Civilization (3 Credits)
Course Title _____ Semester Taken _____
- SPN 521 – Studies in Spanish Literature (3 Credits) *or* SPN 522 Studies in Spanish American Literature (3 Credits)
Course Title _____ Semester Taken _____

6. Electives (18 credit hours)

- Choose from any of the remaining SPN graduate courses. Note: SPN 508, SPN 511, SPN 512, SPN 521, SPN 522 (variable topics) may be taken to satisfy the electives requirement provided the topic is different from the topic used to satisfy the core requirements. Only three credits of SPN 591 may be counted toward the degree.
Course Title _____ Semester Taken _____
Course Title _____ Semester Taken _____

7. Thesis (3 credit hours) - Enrollment in SPN 599 and successful defense of thesis
Thesis Topic _____
Thesis Director _____
Date of Defense _____

Graduation application. Date of application _____

Written comprehensive exam. Date of written exam. _____

Oral comprehensive exam. Date of oral exam. _____

POST-BACCALAUREATE CERTIFICATE IN HISPANIC STUDIES REQUIREMENTS

The 18 hours of coursework must be distributed as follows for those anticipating completion in the 2017-2018 academic year. For those for prior years, please consult corresponding catalogue:

8. Core requirements (9 credit hours) Choose one course from each group:

- SPN 507 – Spanish Phonetics and Phonology (3 Credits) *or* SPN 508 – Hispanic Linguistics (3 Credits)
Course Title _____ Semester Taken _____
- SPN 511 – Topics in Spanish Civilization (3 Credits) *or* SPN 512 – Topics in Spanish American Civilization (3 Credits)
Course Title _____ Semester Taken _____
- SPN 521 – Studies in Spanish Literature (3 Credits) *or* SPN 522 Studies in Spanish American Literature (3 Credits)
Course Title _____ Semester Taken _____

9. Electives (9 credit hours)

- Choose from any of the remaining SPN graduate courses. Note: SPN 508, SPN 511, SPN 512, SPN 521, SPN 522 (variable topics) may be taken to satisfy the electives requirement provided the topic is different from the topic used to satisfy the core requirements.

Course Title _____ Semester Taken _____

Course Title _____ Semester Taken _____

Course Title _____ Semester Taken _____

Graduation application. Date of application _____