

SLAT Student Handbook

The SLAT Student Handbook contains detailed descriptions of all degree requirements for the Ph.D. in Second Language Acquisition and Teaching including required course work, examination policies, dissertation requirements, and many other important items. It is each student's responsibility to be aware of and comply with all the policies found in the Ph.D. Student Handbook. Students should consult the Ph.D. Handbook frequently, particularly prior to important milestones, to ensure that they are complying with all department and university policies.

The SLAT MA (enroute) and Certificate program information can be found at these respective links:

- SLAT MA (enroute) see section A9
- SLAT Certificate

SLAT Ph.D. milestones are listed following the Table of Contents:

Introduction

The Ph.D. program is designed to provide rigorous advanced training for researchers, teachers, and administrators concerned with second language learning and teaching. The SLAT Program has been recognized nationally as a superior interdisciplinary program. Our alumni generally hold academic and administrative positions throughout the world. Some alumni are employed in business adventures such as publishing, and some hold positions in the military language programs.

Organization of the Graduate Program

The Graduate Program in Second Language Acquisition and Teaching (SLAT) is one of several Graduate Interdisciplinary Programs (GIDPs) at the University of Arizona. There are no faculty members directly within SLAT; rather the program consists of participating faculty who are willing to devote their time and efforts to our students. These faculty come from various department and programs which can be found here: <http://slat.arizona.edu/associated-colleges-departments-and-programs>.

The Committee on Second Language Acquisition and Teaching Ph.D. program is divided into two parts: 1) a twelve member Executive Committee, and 2) the general faculty membership.

The SLAT Student Association (SLATSA) elects a student representative to the Executive Council. This representative attends the General Session of the Executive Council meetings and reports pertinent information back to the SLAT student body. In addition, the student representative brings any concerns and/or issues of the students to the Executive Council.

SLAT is housed currently in Harvill 241, where the Director and the Program Coordinators maintain offices. There are no program maintained office or research space for the students.

A. Course Work Requirements

A1. Overview

Degree candidates will be subject to all requirements for the degree of Doctor of Philosophy as stated on the website of The University of Arizona (<https://grad.arizona.edu>(link is external). It is anticipated that most students entering this degree program hold the master's degree or its equivalent. Candidates will be required to complete 27 units of core courses (including the three-unit SLAT Proseminar) and must choose an 18 unit specialization from among four areas: 1) Second Language Analysis, 2) Second Language Use, 3) Second Language Processes and Learning, and 4) Second Language Pedagogical Theory and Program Administration. In addition, candidates must select a minor (usually consisting of 9-12 units depending on field of study) in SLAT or in some other area, and must complete a dissertation for a minimum of an additional 18 units.

Post baccalaureate course work completed prior to admission may be substituted for a portion of these requirements through consultation with the SLAT Advisor. The SLAT Director and SLAT Advisor make all decisions regarding course work. Up to 24 post baccalaureate credits earned at other approved institutions may be counted toward the SLAT Ph.D. Up to 30 post baccalaureate credits earned at the University of Arizona may be shared between the SLAT Ph.D. and another degree program such as an MA program. Please see the SLAT advisor for more information regarding courses shared between degree programs.

With approval of the SLAT Advisor, one core course may count towards the area of specialization, and one core course may count towards the minor.

Summary of Program Requirements (beyond B.A./B.S. degrees, including transferred units):

- 27 units of required core courses (including a three-unit SLAT Proseminar);
- 18 units in one of 4 areas of specialization;
- 9-12 units of minor;
- 18 units dissertation.

Total: 66 -75 Units

Rationale for course work: To ensure that a student is well trained in the interdisciplinary field of SLAT, it is necessary to have a course work plan that includes both core requirement courses and areas of specialization. The SLAT faculty believe that a SLAT scholar must have a solid grounding in linguistics, psycholinguistics, and sociolinguistics, as well as in the theory of second language acquisition and teaching. Therefore, the core requirements include courses in each of these areas. In addition, a SLAT scholar must be well versed in research methods, research design, and approaches to analyzing and interpreting research findings. Accordingly, research methods, design, and statistics courses are included as a part of the core requirements as well as in the areas of specialization.

Please see the SLAT master course list, which lists the degree requirements and courses available in each SLAT concentration. The courses webpage contains links to SLAT courses offered the current and previous semester.

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By the end of the 2nd semester, students should have filed the SLAT MAP with the Graduate Advisor. The SLAT MAP lists all courses, both UA and transfer courses, that will be used to complete course requirements for the SLAT degree. The MAP must be approved by the Graduate Advisor and the Curriculum Committee Chairs for the the student's major and minor area. The plan will meet the guidelines outlined below.

Please consult the SLAT Advisor regarding additional courses, or for questions.

A2. Core Courses

Students need to complete 27 units in approved core courses (see SLAT Master Course List) in the following areas:

- SLAT Proseminar (to be completed during first fall semester in residence)
- Second Language Acquisition Theory
- Second Language Assessment
- Technology and Second Language Learning
- Statistics
- Second Language Research Design
- Linguistics
- Sociolinguistics
- Psycholinguistics

Note: Every effort will be made to adapt degree requirements to candidates' needs. Courses listed will be periodically reviewed by the Executive Council and courses can be added or deleted at the committee's discretion, provided there is no change in the number of overall units required for the degree. Substitution of equivalent courses can be made on an individual basis with the approval of the Director or SLAT Advisor.

A3. Courses in Program Specializations

One program specialization is required, to be selected from the four Established areas of Specialization, consisting of a minimum of 18 units. A list of specific courses that will count for each program specialization is available from the SLAT Advisor or on the SLAT Master Course list. Courses listed may be changed or augmented by action of the SLAT Executive Council.

A4. The Minor

Students may select their minor from one of the four specialty areas (L2 Analysis, L2 Use, L2 Processes and Learning, or L2 Pedagogical Theory and Program Administration) offered by the SLAT Program, in L2 Pedagogy and Technology, or in any field approved by the SLAT Advisor. A SLAT minor consists of a minimum of twelve units in one of the SLAT specialty areas or in L2 Technology and Pedagogy that have been approved by the SLAT Advisor and appropriate subcommittee chair. Students may select a SLAT minor from one of the four specialty areas listed above. In addition to these options, they may choose to minor in the SLA Technology Minor. Students who wish to minor in a field outside of SLAT (e.g., French; German Studies; Russian; Language, Reading and Culture; Rhetoric, Composition, and the Teaching of English; Cognitive Science) should contact the department or program in which they wish to minor early on in their studies to ascertain department or program-specific requirements for a Ph.D.

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minor. Students should be aware that some departments or programs require 9-12 units for a minor, while others may require 15 units. Normally students who major in Pedagogical Theory and Administration should not minor in L2 Technology and Pedagogy or in Language, Reading and Culture, since courses in these minors overlap with the pedagogy major; however, this can be done with the L2 Pedagogy Chair's approval.

A5. SLAT Minor for Doctoral Students in Other Majors

SLAT offers a Doctoral Minor in Second Language Acquisition and Teaching for students enrolled in University of Arizona doctoral programs other than SLAT. The SLAT minor requires completion of 12 units of course work, including 3 units of SLAT 596Y (Proseminar), 3 units of SLAT 615 (Theories of Second Language Acquisition) and 6 other units of approved SLAT course work selected in consultation with the SLAT graduate advisor. Please consult with the SLAT advisor before assuming any proposed course work will be approved to apply to your program.

A6. Independent Studies

Special topics not regularly covered in scheduled courses can be taken on an independent studies basis for varying credits (courses numbered 699 or 799). Grades available for such courses are: S/P, C, D, E, K, W. It is the responsibility of individual students to find a faculty member willing to supervise their work. The SLAT Advisor must approve Independent Studies courses. For this purpose, please submit a completed Independent Study Form to the SLAT office in order to be registered for independent study credits.

Only under very special circumstances will independent studies be available in areas covered by regularly scheduled courses. Independent studies courses cannot be used to satisfy any of the Core requirements. (Please note that a course taken on pass/fail basis will not count for the Ph.D.).

No more than six (6) credit hours of 699 or 799 can be applied to fulfill requirements of the SLAT Ph.D.

A7. Workshops and Required Meetings

During the first 3 years in the program, attendance to several workshops or other meetings is required in order to advance to candidacy once the comprehensive exams have been successfully completed:

- 1st year Colloquium requirement: All 1st-year students must register for and attend the SLAT colloquium every Friday in Fall and Spring.
- 1st year meeting: On a Friday in March (typically on the last Friday before Spring Break), SLAT will schedule a meeting for all 1st year students. It is led by the SLAT program director and graduate advisor. During this meeting the director and graduate advisor will offer students advice on the next step in the program, now that the qualifying exam has been completed.
- Comprehensive Exam Workshop: This 2-hour workshop, typically held in October, is required for all students who expect to complete their comprehensive exams on or before October 1 of the following year. Topics discussed include: putting together a committee, preparing readings lists and questions, etc.

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- **Dissertation Proposal and Dissertation Format Workshop:** This 1-day workshop (6-8 hours), held on Reading Day in the Fall semester, is mandatory for all students who expect to propose in the upcoming Spring or Fall semesters. Topics discussed include: the dissertation proposal, presentation, and defense, and the dissertation format.
- **Publications Workshop:** This 1-day workshop (6-8 hours), held on Reading Day in the Spring semester, is mandatory for all students who have passed or expect to pass their comprehensive exams and expect to present and defend their dissertation proposal in the upcoming Fall or Spring semesters. Topics discussed include: journals, writing and submitting articles, the review process, etc.

A8. Auditing Courses

Audited classes do not receive graduate credit and, therefore, do not fulfill minimum registration requirements or count toward the Ph.D. in SLAT.

A9. En Route MA in SLAT

Although SLAT does not accept applications for a Master of Arts degree, students may earn a Master of Arts degree in Second Language Acquisition and Teaching en route to their doctoral degree. Once all course requirements have been met and the student has passed the written and oral comprehensive examinations, the student has met the standards of a Master of Arts degree in SLAT. In order to file for the degree, a student must first create and generate a Change of Program form and bring or email it to the SLAT office for processing. The student may then initiate the necessary GradPath forms and pay the required fees to obtain their Master of Arts. Note: If the student has earned another MA degree at the University of Arizona with more than 6 units of course overlap with the SLAT MA degree, a second MA degree will not be granted. Students who come to SLAT from the MA in EAL from the English Department at the University of Arizona fall into this category and cannot also earn an MA in SLAT. If a student holds a master's from anywhere in a closely related field, they may not earn a UA master's. Transfer credits from a master's earned elsewhere are not available for a UA master's. The enroute MA is available only to those who lack a related MA.

A10. Responsible Conduct of Research and Doctoral Plan of Study

By their third semester of study, students must complete the Responsible Conduct of Research and Doctoral Plan of Study (DPOS) forms required by the Graduate College. The forms are accessed via GradPath. See <https://grad.arizona.edu/gsas/gradpath/fag?audience=35> for more information about GradPath. The Responsible Conduct of Research form must be submitted before any academic forms will be available to the student.

The DPOS will list a minimum of 36 units of SLAT course work unique to the SLAT major, and a minimum of 9 units of course work unique to the minor program. The form is generated through the online GradPath system, which will route the form electronically to the SLAT program office, the SLAT Graduate Advisor, and finally to Graduate Student Academic Services. If the minor is outside of SLAT, the form will be routed to the minor department as well. Failure to submit the form during the third semester can result in being judged as not making satisfactory progress toward the degree. The DPOS must be submitted and approved before other academic forms (e.g. comprehensive exam approval forms, etc.) will be available to the student.

B. Advising and Mentoring

Centralized academic advising is the responsibility of the SLAT Advisor, a SLAT faculty member who serves on the Executive Council. In addition, during the first year each student selects a faculty mentor who is typically in her/his area of specialization. If a student has difficulty finding a faculty mentor, he/she should consult with the SLAT Advisor or SLAT Director, who will assign an appropriate mentor. Usually, this first faculty mentor does not become the permanent mentor. Students often change mentors during the course of study as they focus more clearly on an area of specialization. It is the responsibility of the student to inform the faculty mentor, SLAT Director and SLAT Advisor of any change. The SLAT Coordinators assist the Graduate Advisor and Director in guiding students through the paperwork that always accompanies completion of each phase of the degree program. The following are examples of advising and mentoring duties:

B1. SLAT Advisor

1. Provide a clear map of the requirements each student must meet, including:
 - course work,
 - language proficiency criteria,
 - examinations,
 - dissertation.
2. Determine transfer credits for post-baccalaureate courses taken.
3. Delineate the amount of time expected to complete each step.
4. Coordinate administration of the Qualifying Exercise.
5. Monitor progress to degree.
6. Provide general information to all students on conferences, organizational memberships, and other professional growth activities.

B2. Mentor

1. Enhance socialization to the values, norms, practices, and attitudes of the discipline.
2. Share knowledge in area of specialization and give emotional and moral encouragement.
3. Provide opportunities for apprenticeship in area of specialization.
4. Serve as an academic role model.
5. Advise on course selection when appropriate.
6. Give specific feedback on student performance.
7. Encourage attendance and participation in professional meetings.
8. Encourage student publication, including detailed and encouraging comments on student manuscripts (before dissertation).
9. Guide students in selection and initiation of research topics.
10. Create an ethos of collegiality.

B3. Coordinators

1. Assist advisor in providing a clear map of SLAT course requirements.
2. Explain Graduate College procedures.

3. Assist Graduate Advisor with administration of the Qualifying Exercise.
4. Assist Graduate Advisor in monitoring progress to degree.

C. Examinations

Before formal admittance to candidacy all students must satisfy **second language proficiency** requirements, and must pass a **comprehensive examination** with written and oral parts in both the major and minor fields of study. A **final oral examination** is required in defense of the dissertation.

C1. Second Language Proficiency

Before taking the Comprehensive Examination, all students must demonstrate significant oral and literacy skills in using one language other than English. Such skills may be demonstrated in one or more of the following ways:

- successful completion of a secondary or post-secondary degree in a second language at an institution where that language is the native language of instruction;
- for a language utilizing the Roman alphabet, scoring at the Intermediate Mid level of the ACTFL/ETS Proficiency Guidelines for speaking and reading;
- for a language using a writing system other than the Roman alphabet, scoring at the Intermediate Mid level of the ACTFL/ETS Proficiency Guidelines for speaking and the Novice High level of the ACTFL/ETS Proficiency Guidelines for reading;
- completing 24 units in one language; the last course in the sequence must have been taken within the last 5 years, and the student must have received a grade of A or B for the course;
- completing 24 units in a combination of two or more languages, with a minimum of 16 hours in one language; the last language course must have been taken within the last 5 years, and the student must have received a grade of A or B for the course;
- within the last five years, completing with a grade of A or B an upper-level (300 or above, and beyond the 4th semester/intermediate level) course conducted in another language, as attested by the course instructor, or
- being a native speaker of and literate in one or more languages other than English.

Students who are likely to seek positions in teaching or directing the teaching of a language after completion of the doctorate should demonstrate proficiency in that language at the level of Superior on the ACTFL/ETS scale or the equivalent for the commonly taught Romance and Germanic languages. Students working with Slavic languages, the less commonly taught Asian and African languages, or Native American languages should rate a minimum of Advanced on the ACTFL/ETS scale or the equivalent.

C2. Qualifying Exercise

The nature of the qualifying exercise is determined by the SLAT Executive Council and may be revised at the discretion of that committee. The qualifying committee will include at least one member of the Executive Council.

C2a: Purpose

The purpose of SLAT's qualifying exercise, within the qualifying examination policy of the Graduate College, is to determine each student's qualification for the SLAT doctoral program and to assist in planning each student's program.

C2b: Timing

Each student will undertake the qualifying exercise within the first year of enrollment in the program, during the same academic year that the student participates in the SLAT Proseminar. The written portion of the qualifying exercise is incorporated into the SLAT Proseminar.

C2c: Components of the Qualifying Exercise

1. Assessment of first-semester course work. Students' professors in the first semester will be asked to assess whether or not each student's general performance in class was appropriate/adequate for a 1st year doctoral student. To this end, instructors will assess students' oral, written, and on-line participation in class. Instructors will also be asked to assess whether or not each student's level of acculturation to the current academic setting is sufficient to support success at the doctoral level. Instructors' assessments of each student will be summarized in a brief report which will be given to students in the spring semester after it has been approved by the Executive Council.
2. The Proseminar final paper. The final paper for the SLAT Proseminar will include a critical literature review in a SLAT study area, as well as suggestions for further work in the field, such as an experiment that could be done or data that could be collected to advance knowledge in the area under review. The paper will be read by the Proseminar teacher and at least one member of the relevant SLAT curriculum committee. The Proseminar teacher will give a grade to the paper and to the student's participation in the Proseminar. Subsequently, the relevant SLAT curriculum committee member(s) will do a blind reading of the paper and assign it either a High Pass, a Pass, or a Fail. The second reader will not know the student's name or original grade until after s/he has assessed the paper. If the two readers agree that performance indicates a pass, no other readers will be used. If the initial readers disagree about the performance, a third reader will evaluate the same paper, also through a blind review.
3. Assessment of student background and required course work. The Graduate Advisor, in consultation with the SLAT Director and the Curriculum Committee Chairs, will work with each student to assess the academic and professional background they bring to the SLAT program, including but not limited to prerequisite course work, and make recommendations for future course work to strengthen any areas of weak preparation. Preliminary assessment of each student's background will take place early in the fall semester of the first year. Students will be reassessed in the spring, and the Graduate Advisor will make final recommendations regarding course work by the end of the spring semester. Recommendations in this case will have the force of program requirements.

C2d: Successful Completion of the Qualifying Review

To qualify the student must:

1. be assessed by all first-semester instructors as meeting minimal performance requirements of a 1st-year doctoral student;
2. receive a qualifying Pass from at least 2 readers on the Proseminar paper, and
3. prepare and have accepted a plan to meet any individual requirements imposed as a result of the background assessment. Early in the spring semester, the Graduate Advisor will meet with each student and discuss the outcome of the qualifying exercise. Any area not passed may be satisfied during the following spring semester by completing additional course work in that area, or by other means approved by the SLAT Advisor and the Executive Council in consultation with the student(s) involved.

If a student does not successfully complete the qualifying exercise as defined in this section by the end of the first year in the program, the SLAT faculty may recommend that the Dean of the Graduate College drop the student from the SLAT Program.

C2e. Responsibility for Questions and Grading

A SLAT Senior Program Coordinator, under the guidance of the Graduate Advisor, will be responsible for coordinating the first phase of the Qualifying exercise. The Program Coordinator will be responsible for collecting the assessments of 1st-semester course work. The Graduate Advisor will coordinate the blind readings of the Proseminar papers, and prepare the final report of each student's overall performance.

C3. Comprehensive Examination

C3a. Summary Purpose

Both the written and oral portions of the Comprehensive Examination for the Ph.D. Program in Second Language Acquisition and Teaching have a three-fold purpose: to determine students' (1) competence in their major and minor areas of specialization; (2) ability to relate the interdisciplinary core of SLAT to their areas of specialization; and (3) readiness to undertake dissertation research. Specific exam questions will address all of these areas.

C3b. Structure

1. Committee

The comprehensive exam is administered in two parts, a written and an oral exam, by a committee of 4-5 UA faculty. The chair of the exam and at least two other members must be SLAT faculty members. At least 3 members of the committee must be tenured/tenure-track or the equivalent. The Committee Chair must be physically present for the oral exam, and no more than 1 committee member may "Skype" into or otherwise electronically participate in the exam.

2. Exam

The written exam takes 7 days to complete. The oral exam lasts 2-3 hours. Students who pass the written portion of the exam may take the oral portion. Students who fail the written exam may ask the exam chair for approval to make a second attempt to pass a written exam, and may do so if approved by the exam chair and the SLAT director. Students who pass the written exam and fail the oral exam may ask the exam chair for recommendation to attempt a second oral exam, and may do so if approved by the examining committee, the SLAT program, and the Graduate College. Students are notified of the results of the comprehensive exam immediately after completing the oral exam.

C3c. Timing

The Comprehensive Examination is to be completed within 7 semesters of enrollment in the program. Any exceptions must be requested in writing and approved by the SLAT program director, acting for the Executive Council. Students must have completed all required course work prior to taking the exam, or be in their last semester of classes. The language proficiency requirement must also be completed before the Comprehensive Examination is scheduled.

As soon as possible, but no later than the semester before the Comprehensive Examination is to be taken, the candidate should have the SLAT MAP signed by the chair of the appropriate SLAT curriculum subcommittee(s) and the SLAT Advisor. If the minor is outside SLAT, the candidate is responsible for getting approval for the minor course of study from the program advisor designated by the minor department.

No later than 30 days before the exam begins, the student should have the committee in place and a reading list approved by the examining committee. Additionally, the student will submit the Comps Committee Approval form via GradPath. Once the committee has been approved, the student will initiate the Announcement of Comprehensive Oral Exam form via GradPath. Once the announcement form has completed processing, the student's oral exam may move forward as scheduled.

On the day of the oral exam, and after the exam has been completed and all members of the committee have voted, the chair of the exam committee will initiate the Results of Oral Comprehensive Examination form via GradPath. Once the form completes processing, and the committee indicates that the student has passed the exams, the student's record will change to reflect completion of the comprehensive exams.

C3d. Size and Composition of Comprehensive Examination Committees

Create the exam committee by identifying and contacting four or five appropriate faculty members to serve on the examination committee (two or three in the major and one or two in the minor). Students should prepare a brief statement of interest for each member of the Committee, with a reading list of items they consider important in their area (or what they should have read before taking the exam). The reading list should reflect the purpose for the comprehensive exam as stated in the graduate college guidelines "to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study, and in depth within the area of specialization..." and is intended to provide a broad coverage of pertinent professional literature in the area of specialization and the minor. Typical reading lists would include 20 to 30 items depending upon whether the items are whole books (20 items) or articles (30 items).

1. If the Major (Specialty Area) and Minor are both in SLAT: The SLAT Comprehensive Examination Committee will consist of a minimum of 4 and a maximum of 5 faculty members.
 - a. The faculty members on the committee will be split between Major (Specialty) and Minor areas.
 - b. If there are 5 faculty members, then the composition of the committee will be: 3 for the Major and 2 for the Minor;
 - c. If there are 4 faculty members, then the composition of the committee will be: at least 2 will represent the Major, 1 of whom will be the Chair of the committee; and a minimum

of 1 will represent the Minor area. The 4th member can represent either the Major or the Minor (or both, if the faculty member can represent both areas). A composition of 3-1 would be appropriate if the minor plays a relatively small role in the student's research work (e.g., in the student's dissertation), and 2-2 would be reasonable if the major and minor work had closer to equal roles in the student's research work. The choice of the 4th member of the committee should be made in consultation with the Chair of the Comprehensive Examination Committee.

2. If the Minor is not in SLAT: If only the Major is in SLAT, then there will be 3 faculty members representing the SLAT Major and either 1 or 2 faculty members representing the Minor, depending on the policy of the minor department.

3. Graduate College Reporter: The committee chair serves as the graduate college reporter, initiating the Results of Comprehensive Exam form via Gradpath.

C3e. Exam Time Limits

1. Length of time for writing the written examination:

- a. The student will have 7 calendar days to answer the questions if s/he takes both the Major and the Minor written exams at the same time.
- b. If the student has an external Minor and does the Minor exam at a different time, then the student will have 5 calendar days for the written exam in the Major.

2. Length of time of the oral examination: The oral examination will last no less than 2 and no more than 3 hours. Per Graduate College policy, the oral exam must encompass both major and minor areas of study.

C3f. Written Comprehensive Exam: Format and Procedures

At least 30 days before the exam, work with your exam committee to find an exam date acceptable to all committee members.

The written comprehensive examination is to be completed within seven days (five days if the student's minor is outside of SLAT and will be examined separately). The exam should consist of 50 pages (typed, double-spaced), as described below:

1. SLAT major and minor:

- a. If there are 5 faculty members, then the student will answer 5 questions, with 10 pages for each question;
- b. If there are 4 faculty members, then the student will answer 4 questions: The student will write 30 pages for the Major area and 20 for the Minor area;
- c. If there are 3 faculty for the Major area and 1 for the Minor, then there will be 3 questions with 10 pages each for the Major and 1 broad question with 20 pages for the Minor
- d. If there are 2 faculty each for the Major and the Minor, then there will be 2 broad questions with 15 pages each for the Major, and 2 questions with 10 pages each for the Minor

2. SLAT major and outside minor:

The SLAT part of the written examination will be 3 questions and 30 pages.

The chair of the committee is responsible for eliciting and compiling questions from other committee members (both major and minor committees) for the written portion of the exam, taking into account the student's input. Then the chair will distribute the whole exam to all members of the committee for approval. The chair may also consult with the chair of the curriculum committee(s), if questions arise.

The committee chair will coordinate and administer both parts of the exam. If the minor is outside of SLAT, the chair will request questions from the representatives of the minor department. The minor department is, however, free to determine its own administration procedures and may decide to administer the minor portion of the written exam separately.

The exam is sent electronically to the student at an agreed-upon date and time by the exam chair. The candidate may use books and notes but may not discuss the questions with anyone. If procedural questions arise, the candidate should address these to the chair of the committee or to the program director.

At the date and time when the exam is due, all parts of the exam should be sent electronically to all members of the examination committee, with a CC to the SLAT office. Should any committee member require a printed version of the exam, the student will also provide that member with hard copy on the day the exam is due.

C3g. Oral Comprehensive Examination: Format and Procedures

Students are responsible for completion of UA's Comprehensive Committee Approval and Announcement of Oral Comprehensive Exam forms. This involves:

1. Coordinating with the exam chair, exam committee and the SLAT office to schedule the oral exam;
2. Completing and initiating routing of the Comps Committee Approval form via GradPath, at least 30 days before the exam is to take place;
3. Completing and initiating routing of the Announcement of Oral Comprehensive Exam form via GradPath, at least 10 days before the exam.

Both the major and minor areas of the written examination must be passed before the oral examination is scheduled. At the student's request, SLAT staff will schedule a room for the exam. The exam instructions are available on the Graduate Student Academic Services website. The exam chair will either download the exam instructions from the website or ask the student to do so. The chair will also initiate the Results of Comprehensive Exam form via GradPath, once the student has completed the oral exam.

The oral portion of the comprehensive examination is to be scheduled no sooner than three weeks and no later than six months after the completion of the written portion. The oral

examination lasts a minimum of two hours but no longer than three. Committee members usually base their questions on the written portions of the exam and on the reading lists (again keeping in mind the purposes of the comprehensive exam listed above). No notes or reference materials are permitted during the oral comprehensive exam unless expressly authorized by all members of the comprehensive committee. The committee chair will record the results of the exam, report the results via GradPath, and generally ensure that the student is treated fairly and that all Graduate College requirements are met.

C3h. Evaluation

It is desirable that all members of the comprehensive committee read all parts of the exam. At least, all members of the major committee will read the portion devoted to the major, and both members of the minor committee will read the questions devoted to the minor. Members of the committee will submit their evaluation and recommendation to the chair within two weeks, and the chair will send a written report notifying the candidate of the committee members' recommendations no later than two days after receipt, with a copy to the SLAT office.

Evaluation categories are high pass, pass, or fail. More than one vote to fail a candidate on either the major or minor parts of the exam constitutes a fail on the exam. The committee can recommend that a student who fails retake a part or all of the written exam. Students who pass the written portion of the exam may take the oral portion. Students are notified of the results of the comprehensive exam immediately after the oral. As specified by the Graduate College, no student will be permitted a second attempt to pass the comprehensive examination except upon recommendation of the examining committee, endorsed by the SLAT Executive Council. A second examination, if approved, may not take place until four months after the date of the first. If the examining committee does not recommend a retake or if a student fails an approved second examination, recommendations will be made to the Dean of the Graduate College that the student be dropped from the SLAT program.

C4. Candidacy and the Dissertation Proposal

Students should initiate the Graduate College's Doctoral Dissertation Committee Appointment form via GradPath, immediately after the comprehensive exam results have been submitted.

Within 6 months of completing comps, students must draft and present a dissertation proposal. Once the student has successfully completed presentation and revision of the proposal, a copy of the final version of the Dissertation Proposal and the approvals of all Dissertation Committee members should be submitted to the SLAT Program Office. The final version and approvals may be submitted electronically to GIDP-SLAT@email.arizona.edu. Upon receipt, the SLAT office will generate and submit a Dissertation Prospectus form through GradPath. Once the form has been processed, the student will be fully eligible to advance to candidacy.

C5. Final Oral Examination

The Final Oral Examination is a defense of the penultimate draft of the dissertation. It will include a presentation on the topic of the dissertation, with an optional brief question and answer session, open to the public. The public presentation is followed by a closed session oral examination by members of the Dissertation Committee. The Chair of the Dissertation Committee is also the Chair of the Final Oral Examination Committee, and has the responsibility for reporting the results of the examination to the

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Graduate College. Three grades are possible on the Final Oral Examination: (1) unconditional pass, (2) pass with revisions required, (3) fail. In case (2), the committee must specify in writing what revisions are necessary, whether the revisions are “major” or “minor,” and by what date they must be completed. The committee will also specify whether the completed revisions must be approved by the entire committee or only by the Chair. Usually only a major revision requires the full committee’s approval.

In order to defend the dissertation, a student must first work with the dissertation committee to settle on a day and time for the exam. The Chair of the Dissertation Committee must be physically present for the defense, and no more than 1 member of the committee may “Skype into” or otherwise participate electronically in the oral defense. Once the exam schedule has been finalized, the student may request that the SLAT office secure a room for the exam, or secure a room on his/her own. Only after a date, time, and room has been determined may the student schedule the defense with the Graduate College. To schedule the exam, the student initiates via GradPath the Announcement of the Final Oral Exam form, at least ten (10) working days before the date of the exam.

D. Dissertation

D1. Dissertation Committee

Immediately after successful completion of the Comprehensive Examination, students should select and obtain approval of their Dissertation Committee. The Dissertation Committee should consist of at least three and normally not more than five faculty who are members of the SLAT Interdisciplinary Committee, including one faculty member who will be designated Chair. The Chair must be a “regular” SLAT faculty member (see SLAT Faculty). One member of the Dissertation Committee (not the Chair) may be a non-member of SLAT if the Dissertation Chair and SLAT Program Director agree that the faculty member will serve a unique and significant role on the Committee, subject to approval from the SLAT Executive Council and the Graduate College.

The student should discuss dissertation research plans with all potential members of the Committee to obtain their input and to determine if they are willing to serve as Committee members. Faculty members on the Dissertation Committee will often include faculty who served on the student’s Comprehensive Examination Committee, but carry-over from one committee to the other is neither automatic nor necessary.

In order to officially establish dissertation committee membership, the student must submit the Doctoral Dissertation Committee Appointment form via GradPath. The SLAT Program Director will determine if faculty representation on the Dissertation Committee is appropriate for the proposed study. S/he may make substitutions or additions to the Committee as warranted, in consultation with the student and other SLAT faculty.

Any request for change in the membership of the Dissertation Committee after it has been approved must be submitted through GradPath via a new Doctoral Dissertation Committee Appointment form.

D2. Dissertation Proposal

1. No later than six months after completing the Comprehensive Examination, the student should submit an abstract of the dissertation proposal, along with a memo from the Chair of the Dissertation Committee stating that the Chair considers the proposal ready for public presentation, to the SLAT Program Office. This should be done at the time the date for the public presentation is chosen (at least ten working days before the presentation). It is assumed that all members of the Committee have been consulted regarding a working draft of the proposal. Within 30 days of the public presentation, a final approved version of the proposal should be submitted electronically to the SLAT Program Office and to the committee members. Committee members may submit their approval of the proposal via email directly to the SLAT Program Office. The purpose of requiring the final version of the Dissertation Proposal AFTER the public presentation is to allow the writer to incorporate suggestions made at the presentation into the final version of the proposal.
2. The Dissertation Proposal should be no more than twenty pages (double-spaced) in length. It should include the following information:
 - a. An explicit statement of the major hypotheses to be tested or questions to be examined.
 - b. The potential importance/significance of the research, the relation of the project to the literature on the topic, and to major theoretical issues in the field.
 - c. An explicit description and justification of the research methods to be used.
 - d. The availability and quality of data for the research.
 - e. Plans for completion of the research, and a time-line that includes an estimate of the time that will be required for completing data analysis and the dissertation write-up.
 - f. A bibliography of no less than two pages listing sources most important to the dissertation topic.
3. The purpose of the Dissertation Proposal is to demonstrate to the Dissertation Committee that:
 - a. The problem selected is of the appropriate scope, importance, and relevance for a dissertation;
 - b. The student controls the core literature for the topic selected; and the student has selected a reasonable approach (theoretical and methodological) to follow in solving the problem, at least in the initial stages of research.
4. The Chair of the Dissertation Committee is encouraged (but not required) to convene one or more meetings of the Committee to deliberate on a student's Dissertation Proposal prior to approval. In any case, students should seek advice and input from all members of the dissertation committee.
5. A copy of the final version of the Dissertation Proposal should be sent electronically to committee members and the SLAT Program office. Committee members may submit their approval of the attached proposal via email directly to the SLAT Program Office.
6. It should be kept in mind that successful completion of the final dissertation defense will require approval of the Dissertation Committee (more than one negative vote will result in a grade of "fail"). It is clearly in a student's best interests to clarify and resolve potential issues related to research questions, scope of data collection and methodology at an early stage and throughout

the process. Such clarification is especially critical in an interdisciplinary field, where committee members may not share basic theoretical and methodological assumptions.

D3. Public Presentation of the Dissertation Proposal

Candidates must present their dissertation proposal at a public forum within six months of passing the Comprehensive Examination. This is usually during the semester following the Examination. An extension of the time period to a year following the comprehensive exam can be granted by the Program Director in consultation with the Dissertation Director. Extension for a longer period requires that the candidate petition the Executive Council. The student should schedule the presentation with the SLAT office no later than ten working days before the presentation. Once the student has successfully presented, revised, and submitted an approved draft of the proposal, SLAT will submit the Dissertation Prospectus Approval form via GradPath, and the student will be fully eligible to advance to candidacy.

D4. Human Subjects Review

Before any research involving human subjects is conducted for the dissertation (including observing or interviewing), students must obtain Human Subjects approval both from SLAT and from the University Human Subjects Committee. All procedures and forms involved with the use of human subjects can be found at the University of Arizona Human Subjects Protection Program website.

All study personnel, including the dissertation director, must complete the “Human Subjects CITI Training” and have that training documented for Institutional Review Board (IRB) review. See <https://www.citiprogram.org/> for more information about the required training. To obtain approval for human subjects research:

1. Fill out the application for Human Research.
2. Work with your Dissertation Advisor for Academic Review and obtain their signature.
3. Submit a final digital copy of the form to the SLAT office for the signature of the current SLAT director.

Next, obtain approval from the University of Arizona’s Institutional Review Board (IRB) via the Human Subjects Protection Program. Proposals are submitted electronically to the campus-wide Human Subjects Protection Program for their approval. For details about the submission process, please see directions at <http://orcr.arizona.edu/h spp/forms>, found in the investigator’s manual maintained by that program. NOTE: despite the hand-carried alternative noted in that document, the IRB no longer accepts anything other than electronic submissions. (For more information please see the instructions found at the end of Form F200 Application for Human Research, or call (520) 621-5515).

Once you submit the proposal, HSPP staff will work with you until the proposal meets IRB guidelines. When the IRB approves your project, HSPP will send you a letter stating their approval or indicating that your project does not need IRB oversight.

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Obtain any additional authorizations as required (for instance, research involving any Native American tribes on the reservation would require additional approval from the tribal government). Only after the approval letter and any additional required authorizations are on file with the Human Subjects Protection Program may you begin research involving human subjects.

D5. Dissertation Style

Subject to the approval of the Graduate College, SLAT Executive Council, and Chair of a dissertation committee, dissertation style and format may follow the established professional conventions of any of the cooperating departments (e.g., MLA, LSA, APA). Graduate College regulations are outlined in a separate publication.

SLAT students can decide between three dissertation styles: traditional monograph, three article dissertation, or multi-modal project. The decision about which dissertation style to utilize will be made by the student and the dissertation committee. More information about dissertation styles can be found on the Graduate College website: <https://arizona.app.box.com/v/grad-gsas-dissformat>.

E. Academic Policies

E1. Satisfactory Academic Progress

The SLAT Advisor will review each student's record at least once each year to determine if he or she is making satisfactory progress in the program. The following constitutes satisfactory progress to degree:

1. Successful completion of the SLAT qualifying exercise during the first year of enrollment in the program;
2. Maintenance of minimum GPA, as specified by the Graduate College;
3. Submitting the Doctoral Plan of Study via GradPath by the third semester in residence;
4. Satisfactory evidence of second language proficiency prior to the comprehensive exam;
5. Satisfactory completion of the comprehensive exam (written and oral parts) no later than the 7th semester of full-time enrollment (although students are strongly encouraged to fulfill this requirement as early in their careers as possible);
6. Public presentation of dissertation proposal within six months of successful completion of the comprehensive exam;
7. Successful defense of dissertation within three years of completion of the comprehensive examination. Per Graduate College Policy (<http://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#time-limitation>), students who do not finish their degrees within 5 years of passing their comprehensive exams will be required to re-take their exams.

Exceptions to these policies can only be made based on a formal petition approved by the SLAT Executive Council. Non-compliance can constitute unsatisfactory academic progress and result in loss of funding, academic probation, and/or academic disqualification.

E2. Leave of Absence

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All leaves of absence from the program must be approved by the SLAT Advisor, the Program Director, and by the Graduate College. Medical Leaves of Absence do not require approval from SLAT or the Graduate College. For details of Graduate College policy, please see <http://grad.arizona.edu/catalog/policies/enrollment-policies/leave-of-absence>.

E3. Minimum Enrollment

The Graduate College requires that students be continuously enrolled at the university until they receive their degree. Minimum enrollment requirements vary depending on the student's status. Please see the Graduate College website for more information. No summer registration is required unless the student is graduating during a summer term, and needs to use university resources such as the library during that summer. For students who have finished the Comprehensive Examination, the usual way to meet the minimum enrollment requirement is to register for dissertation (920) units. From 1-9 units of dissertation may be taken per semester; in special circumstances petitions for up to 12 units in a semester may be granted. Please note that a 920 tuition fee waiver for 1-6 units per semester is available for up to 4 semesters, and only during spring and fall semesters.

E4. Full-time Status

Full-time status requirements vary according to a student's employment status with UA, financial aid requirements, domestic/international status, and/or level of progress towards the degree. For policy details see catalog.arizona.edu.

F. Student Support

F1. Internal Sources of Funding

Internal sources of student support include Graduate College Fellowships (GCF), Graduate Associateships in Teaching (GATships), Graduate Research Assistantships (GRAs), Graduate Tuition Scholarships (GTS), and Graduate College 900-level waivers. In addition, the following support programs are available: Graduate Access Fellowships, Confluence Fellowships, CONACyT Fellowships, Marshall Foundation Dissertation Fellowships, Alfred P. Sloan foundation fellowships, Graduate College Peace Corps Fellowships, Graduate and Professional Student Travel Grant Fund, and the Herbert E. Carter Graduate Fellowship in Interdisciplinary Programs. All awards except the Graduate College 900-level waiver are competitive. For more information, see the Graduate College website on Financial Resources. In addition, some departments provide awards for travel to SLAT students teaching in those departments.

F2. Time Limit for Internal Financial Support

Generally speaking, after admission to the SLAT Program students are eligible for internal financial support (including fellowships, GATships, GRAs, and GTS support) for a maximum of five years while registered as full-time students in the SLAT Program, provided they are performing assigned tasks in a satisfactory manner and making satisfactory progress to degree. Students supported by cooperating departments should inform themselves of department-specific performance criteria and restrictions on continuance of appointment. Graduate Tuition Scholarships (GTS) are awarded on a yearly basis. Students must reapply annually if they wish to be considered for such support.

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F3. External Sources of Funding

The University of Arizona Graduate College maintains a helpful webpage with information on how to apply for funding from sources external to SLAT and the University. Please visit <http://grad.arizona.edu/funding> for more information.

SLAT Ph.D. Guidelines for Satisfactory Academic Progress

SLAT and SLAT's Executive Council, along with the Graduate college expect timely and orderly progress towards the degree. Below are the program milestones and the expected completion window. Recommendations from the Executive Council will be sought when a student fails to meet the milestones in the appropriate time frame. Some milestones are more rigid in expected completion. Students who are considered not making progress to degree can expect written notification from the Executive Council, and may have their registration of SLAT 920 dissertations units suspended. These milestones that are particularly rigid are:

- the completion of Comps by the end of the 7th semester,
- presentation of the Dissertation Proposal within 6 months of Comps, and
- defense of the dissertation by April of the 10th semester.

Students may request extensions and/or appeals of milestone deadlines in extreme cases, where a leave of absence is not appropriate. Such extreme cases may include, but not limited to, delays due to advisor unavailability (e.g. sabbaticals). In such cases, students should request an extension through the Program Coordinators and the Director, both of whom will seek guidance from the Executive Council when appropriate.

Students have the right to formally request exceptions to program policies and procedures or formally appeal program decisions. The appeal must be made in writing to the Director of Graduate Studies. The appeal will be reviewed with the Program Director and may include a collective meeting with the student. The appeal will be presented to the Executive Council who will make the decision on the appeal and will notify the student in writing of the decision. The Executive Council make place additional requirements and/or deadlines on the student in order to continue in the program. Students may want to review the following link for a summary of grievance types and the responsible parties: <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>(link is external).

Additional information can be found at the following websites (not an exhaustive list, by any means):

<http://grad.arizona.edu/new-and-current-students> (link is external) resources for parents, for professional development, for health and wellness, etc

<http://catalog.arizona.edu/> (link is external) for General catalog

<http://deanofstudents.arizona.edu/codeofacademicintegrity> (link is external) for Academic integrity

SLAT Ph.D. Guidelines for Satisfactory Academic Progress

For the Academic Year 2017-2018

Progress checklist

Program milestone

Completion window

- | | |
|--|--|
| <input type="checkbox"/> Establish proficiency in a 2 nd language | _at entry – by comps |
| <input type="checkbox"/> Pass 1 st Year Qualifying Review | _by end of 1st semester |
| <input type="checkbox"/> Submit verification RCoR via GradPath | _by beg of 2nd semester |
| <input type="checkbox"/> Complete/Submit SLAT Plan of Study | _by end of 2nd sem |
| <input type="checkbox"/> Complete/Submit Plan of Study via GradPath | _by end of 3rd sem |
| <input type="checkbox"/> Complete 2 nd year workshop | _at end of 4th sem |
| <input type="checkbox"/> Form Comps committee | _by end of 6th sem |
| <input type="checkbox"/> Submit SLAT Program Approval form | _sem before comps, by April of 6th sem |
| <input type="checkbox"/> Submit SLAT Comps Approval form | _30 days before written comps |
| <input type="checkbox"/> Submit Comps Committee Approval form via Gradpath | _30 days before written comps |
| <input type="checkbox"/> Submit Comps Announcement form via GradPath | _10 days before oral exam |
| <input type="checkbox"/> Complete PhD course work | _by end of 7th sem |
| <input type="checkbox"/> Complete PhD Comps | _by end of 7th sem |
| <input type="checkbox"/> Create dissertation committee | _ within 2 mos of Comps, by beg of 8 th sem |
| <input type="checkbox"/> File SLAT Dissertation Committee form | _by beginning of 8th sem |
| <input type="checkbox"/> File Committee Appt. form via GradPath | _by beginning of 8th sem |
| <input type="checkbox"/> Present dissertation proposal | _ w/in 6 mos of Comps, by end of 8th sem |
| <input type="checkbox"/> Submit Announcement of Final Oral Exam via GradPath | _10 days before defense |
| <input type="checkbox"/> Defend dissertation | _by April of 10th sem |
| <input type="checkbox"/> Graduate | _by May of 10th sem |

SLAT Program requirements

For program policy and requirements associated with each step towards the degree, please see the SLAT Handbook at

<http://slat.arizona.edu/slat-student-handbook> .

Students must meet all program requirements by published deadlines in order to remain in good standing. Students who are out of compliance with SLAT policy are ineligible for SLAT funding, including tuition support. Students who continue to be out of compliance with SLAT progress guidelines for more than 1 semester may be asked to leave the program.

Students who continue beyond the 11th semester will be asked to submit a detailed completion calendar before the end of the 12th semester. A student who does not complete according to the submitted plan will be asked to leave the program.