

2024-2025

**Handbook for the
Ph.D. in
World Languages and Cultures**

from the

Department of World Languages
and Cultures
College of Arts and Sciences
University of Tennessee

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Welcome from the Head of the Department of World Languages & Cultures

Dear Graduate Students:

It is a distinct pleasure to welcome you to the Department of World Languages and Cultures. Our rigorous and engaging MA and PhD programs offer an exceptional foundation in linguistics, culture, and literature, and they also provide invaluable experience in teaching. The faculty is committed to preparing a new generation of scholars and teachers in French, German, and Hispanic studies – if teaching is in your future. The MA and PhD are also valuable in a variety of organizations and corporations where creative thinking and teamwork are required. We very much look forward to working with you.

Sincerely,

Luis Cano

Professor of Spanish and Department Head of WLC

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I. INTRODUCTION

Welcome to doctoral study in the Department of World Languages and Cultures at the University of Tennessee! Our nationally and internationally renowned faculty are pleased to have you join our department and have prepared this Graduate Student Handbook to help you as you pursue your advanced scholarly and professional pursuits with us. This Handbook seeks to provide you with basic information about graduate study in WLC and to anticipate questions that may arise as you pursue your Ph.D.

Structure of Graduate Administration in WLC

While the Ph.D. program in WLC is overseen by the Director of Graduate Studies (DGS), the principal contact for students is their Language Concentration Coordinator (see above for those occupying these roles currently, and for their contact information). Please do not hesitate to contact your Coordinator or the DGS whenever you have a question, be it about the information in this Handbook or any other aspect of your graduate work. Communication is crucial to your success, and we are here to help you.

Please note that the information in this departmental Graduate Handbook does not deviate from established Graduate School Policies, but rather provides the specific ways in which those policies are carried out in WLC. These general policies are found in the following online sources, with which every graduate student should be acquainted:

1. the current edition of the Graduate Catalog (note that you must select “Graduate Catalog” at the top right on the following site): <https://catalog.utk.edu/index.php>
2. *Hilltopics: A Student Handbook*, which contains information on your rights and responsibilities as a student at UT, including your right to appeal: <https://studentlife.utk.edu/hilltopics/>
3. the website of the University’s Graduate Student Senate (GSS): <https://gss.utk.edu>
4. the website of the Graduate School (<https://gradschool.utk.edu/>), and in particular the following link that explains your rights (including to appeal) and your responsibilities: <https://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/>

Keep in mind that all regulations in this Handbook must be followed to maintain good standing in the program. There may, occasionally, be extenuating circumstances that justify modification of these stipulations; if you feel that special consideration should be given to your situation, contact the DGS as soon as possible. **We urge you to study both this handbook and these other sources of information carefully. We are here to help and give advice, but ultimately, you are responsible for fulfilling the requirements and meeting the posted deadlines for your degree.**

You should also make it your goal to acquaint yourself with the major professional societies and organizations in your field and with the publications of those societies. These include the Modern Language Association (MLA), which publishes the *PMLA*, the *MLA Handbook* (the standard reference for formatting citations in research papers), and an annual list of jobs in the field. The MLA offers many services to graduate students—please contact the DGS about having WLC sponsor your graduate student membership.

II. Financial Support

Students are admitted into the Ph.D. in World Languages and Cultures through their language concentration—French, German, or Spanish—and funding is provided through those individual language programs. For details on admission, see: <https://gradschool.utk.edu/admissions/>

Most graduate students in the Department of World Languages and Cultures receive funding through a “GTA” position, that is, either a Graduate Teaching Assistantship or a Graduate Teaching Associateship (the difference is explained below—almost all Ph.D. students come in with an Associateship). Both types of GTAs receive annual stipends tied to duties performed for the Department of WLC, and both include a waiver of tuition and fees as well as free health insurance coverage. ***If you have questions about your GTAship at any point***, please contact the DGS; we are eager to help allay any worries that you may have, so that you may concentrate on your studies!

A. Graduate Teaching Assistantships and Associateships

For students entering our PhD program with an MA in hand, GTA positions are normally offered for up to 4 consecutive years for Ph.D. students. As detailed below, renewal is contingent upon satisfactory performance of your duties as a GTA, as well as satisfactory performance in your graduate course work. "According to UT policy, only full-time graduate students are eligible for GTA support; any interruption of a graduate student's full-time status (for example, a leave of absence) automatically cancels a student's GTA contract, although you may of course reapply for a GTAship upon return to the program.

i. The Spoken English Test Requirement for Non-Native Speakers:

Please note that the University of Tennessee requires all instructors to be proficient in spoken English. If your native language is not English, you must take the ITA Test (OPIc) at the beginning of your first semester and achieve the minimum score necessary to be unconditionally approved for classroom teaching. For more information, see: <https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>

Conditional approval may be arranged for students who score high enough. You may retake the test (it is given 3 times a year). While we will not withdraw a promised GTA position based on a score that is too low for unconditional approval for classroom teaching, it is our expectation that students will make every effort to improve their OPIc score in order to be unconditionally approved by the beginning of their second year in the program. Concerns? Contact the DGS or your Program Coordinator—we are here to help you succeed!

ii. Classifications, Duties, and Responsibilities of GTAs

The Department of WLC offers both Graduate Teaching Assistantships and Graduate Teaching Associateships:

Graduate Teaching Assistants work under the direct supervision of a faculty member in various activities designed to help them develop their teaching skills and gain an increased understanding of the discipline. Once a student has completed 18 hours of graduate coursework in their field, they advance to the next level; that of:

Graduate Teaching Associates, who are normally assigned primary responsibility for teaching three elementary or intermediate undergraduate language courses per year. While “instructors of record” for the courses they teach, Graduate Teaching Associates are still under the direct supervision of a faculty member and are expected to work in close cooperation and in a professional manner with this supervisor.

All GTAs are required to take WLC 512 (Teaching a Foreign Language) unless it is determined by their Graduate Coordinator that a graduate course taken elsewhere covered similar material. GTAs are also required to attend the WLC pre-service orientation workshop held the week before fall classes begin, as well as all subsequent training sessions. The principles below will be followed in assigning courses:

1. As a general rule, no one receives an appointment to teach more than two classes per semester, or more than 3 classes per academic year; however, GTA’s working towards the Ph.D. degree, making reasonable progress, and demonstrating effective teaching, are at the top of the priority list should overload teaching become available. PLEASE NOTE: the Graduate School must approve any overload teaching on an individual basis.
2. Appointments for second-year language courses are reserved ideally for those who have already taught in the first-year program. In certain cases, 300 level courses may be taught by GTAs, contingent on need; priority for assignment of such courses will be given to PhD candidates who demonstrate superior academic achievement and teaching effectiveness.
3. If you already have teaching experience at UT, you are eligible to apply to teach during the summer and earn extra money on top of your annual stipend. A message soliciting interest in summer classes will be sent to all GTAs when the summer teaching schedules are being prepared (towards the end of the Fall semester or early Spring). Appointments to teach up to 6 hours in summer are determined on the basis of seniority, teaching effectiveness, and the applicant's progress towards the degree.

Failure to carry out professional duties and responsibilities related to teaching assignments will cause the GTA to be placed on teaching probation and may result in the revocation of the GTAship. Such actions may be based on: (a) the Supervisor’s evaluation; (b) written student evaluations; and (c) if necessary or desirable, a report based on an observation of the classroom performance of the GTA by two faculty members selected by the department Head. As noted below, GTAs must also maintain satisfactory academic performance in their own course work in order to retain their GTAship.

iii. GTAs and Satisfactory Academic Performance in Their Programs

GTAs must maintain satisfactory academic performance in order for their positions to be renewed. Any graduate student whose cumulative average drops below B (3.0) at the end of any semester will be placed on probation by the Graduate School. University policy gives the student one semester to bring that average up to B (3.0). If the student succeeds in bringing up the semester average to B (3.0), but their cumulative GPA fails to meet this minimum average, their language program may choose not to renew the teaching assistantship for the following year so that the student may devote full attention to academic responsibilities. If both the semester average and the cumulative GPA are below 3.0 at the end of the “grace” semester granted by the Graduate School, Graduate Policy does not permit the student to continue graduate studies at the University of Tennessee. Ph.D. candidates whose assistantships are dropped for academic reasons may reapply for an assistantship upon attaining a 3.0 average.

B. Non-Teaching Fellowships, Travel Grants, Teaching Awards

In order to ensure success in a graduate program, all students, including GTAs, need to make graduate studies their first priority. We encourage all Ph.D. students to look into the fellowship opportunities listed below in order to devote the maximum amount of time to their studies, and in particular to ensure that they have the research and writing time necessary to produce a superior dissertation. In addition to the list below, each individual program awards various fellowships, etc., over the course of the year. See the information below in sections III.ii, iii, and iv.

i. Non-Teaching Fellowships

The UT Graduate School provides fellowships each year to incoming and returning graduate students who have been nominated by their department. You will find more information on these fellowships here: <https://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>

There are also of course many opportunities to apply for fellowships outside of UT in support of your research and writing; so many, indeed, that it is impossible to list them here in any useful manner. We encourage you to search for funding online and to contact the Director of Graduate Studies and your Graduate Coordinator with any questions. Please be aware that some funding is available only for US citizens, while other funding sources are open to all. Some funding is quite specialized, while other sources are quite general; the exact nature of your dissertation topic will determine those opportunities available to you.

***One opportunity open to ALL Ph.D. students in WLC and that should definitely be a part of your planning** as you begin your studies is the dissertation-completion fellowship at the Denbo Center for the Humanities and Arts (DCHA). These fellowships provide a full-year of funding with no teaching or other service. The Center also provides personal office-space, access to travel funds, the opportunity to present your research at a Chandler Seminar, and engagement with distinguished visiting scholars. [Click here to find out more and how to apply.](#)

The Marco Institute for Medieval and Renaissance Studies (<https://marco.utk.edu/>) also offers several fellowships for which WLC graduate students are eligible. In addition to the website, ask any WLC faculty member who works in these areas for more information about opportunities at MARCO.

Please also note the **World Languages and Cultures Grant for Doctoral Research (teaching release)** The Department of WLC offers highly-qualified ABD students (those who have completed their qualifying exams and defended their dissertation prospectus) a one-course release from teaching duties, in order to allow them to advance more rapidly toward the completion of their dissertation. Ask your Director of Graduate Studies and/or Graduate Coordinator about this opportunity. Requirements include having a 50% GTA position; a superior academic record; and timely advancement in the program. A call for proposals will be sent out each semester. Students should submit a proposal to their dissertation director that describes their dissertation project, the current status of the project, and a calendar for completion. The dissertation director then submits the proposal as an endorsement on the student's behalf to the graduate coordinator in their respective language program. If more than one proposal is received across the programs, the graduate coordinators will rank them and submit them to the Department Head, at whose discretion it is to award the grant(s). The

Department Head may consult with the Associate Head and Language Program Directors to evaluate the feasibility of offering a course release in a given semester based on the course timetable for the proposed semester.

ii. Graduate Student Travel Awards

Students should consult with their graduate program advisor or their dissertation director well in advance of any conference for which they plan to apply, both for help with preparing a proposal and for information about funding for travel, which is limited. In addition to applying for funds from WLC, students are strongly encouraged to apply for a Graduate Student Senate Travel Award. Applications must be submitted to and received by the Office of the Dean of Students by deadlines designed to coincide with the academic term periods; see <https://gss.utk.edu/gss-travel-awards/> Please note that all applications for “Graduate Student Travel Awards” administered by the Graduate Student Senate need to be endorsed by the student’s advisor, the head of the student’s department, and the dean of the student’s college. The College of Arts & Sciences requires that all applications for “Graduate Student Travel Awards” be submitted ONE WEEK BEFORE the final deadline set by the GSS. In addition, your advisor and the Head of the Department of WLC require time for their endorsements, and applications should therefore be submitted to them at least TWO WEEKS BEFORE the final deadline set by the GSS.

iii. WLC Graduate Teaching Awards

Annual teaching awards are granted by WLC to four GTAs, one in French, one in German, and two in Spanish. These awards provide a small financial bonus plus a great line on your C.V.

III. Structure of the Ph.D. in World Languages and Cultures

As always in this Handbook, the information contained below is meant to complement that found elsewhere, and above all in the most recent Graduate Catalog (note that you must select “Graduate Catalog” at the top right on the following site: <https://catalog.utk.edu/index.php>). You should consider this section an effort to explain clearly and concisely the requirements for a Ph.D. in World Languages and Cultures, with reference to the more detailed information in the Catalog. And as always, whenever and as soon as you have any questions, pass them on to your language program’s Graduate Coordinator or the DGS.

The PhD with a major in World Languages and Cultures requires a concentration in French, German, or Spanish, and 12 hours of study in a cognate field (an area outside of, but complementary to the concentration, such as a second language or a discipline related to the student’s specialized research interests).

Concentration (Required)

- French, German, or Spanish

Admissions Standards/Procedures

- Generally, applicants will have completed an MA in French, German, or Spanish to be accepted into this program, but consideration will also be given to those with significant graduate training in their chosen area. Graduates of institutions within and outside of the United States must have a grade point average of at least 3.00.
- Submit online application to the [Office of Graduate Admissions](#).

Credit Hours Required

- 78 graduate credit hours beyond the bachelor's degree
- 54 graduate credit hours beyond the master's degree

Concentration in French, German, or Spanish: A minimum of 42 hours of graduate course work plus 24 hours of dissertation writing (course 600). All courses must be chosen in consultation with the student's graduate coordinator.

- 30 hours of graduate course work at the 400- or 500-level (only 6 hours at the 400-level beyond the BA may count toward the concentration; these 400-level courses must be listed in the graduate catalog).
- 6 hours as follows: WLC 512 and WLC 584.
- 6 hours at the 600-level, exclusive of dissertation hours.
- 24 hours of FREN, GERM, or SPAN 600 (dissertation research and writing).

Cognate field (Required)

A minimum of 12 graduate credit hours in either a second language, Africana Studies, Applied Linguistics, Cinema Studies, Gender Studies, Latin American and Caribbean Studies, Medieval and Renaissance Studies, or Social Theory. At least six (6) of these credit hours must be at the 500-level or above. The cognate field must be chosen in consultation with the student's graduate coordinator and/or dissertation director. Cognates not listed here may be approved if the student has a compelling research interest in the field. See below for LACS; for other fields, all courses must be preapproved by the graduate coordinator. Students are encouraged to pursue a [graduate certificate](#) in the cognate field when possible, although applying for these certificates is a separate process (note that at least 3 hours of certificate courses must be outside of the hours that count for the PhD in WLC).

- Cognate in Latin American and Caribbean Studies: Although the principal target audience consists of doctoral students in Spanish, and especially those with a Latin American specialization, the LACS cognate field is available to all PhD students in World Languages and Cultures. The requirements are:
 - Two courses (6 graduate credit hours) at the 400- or 500-level in French, Portuguese, or Spanish. These classes must be outside of the student's concentration language; must both be in the same language program; and must be conducted in the target language.
 - Two graduate courses (6 credit hours) with Latin American or Caribbean content offered by two different units outside of the concentration. History will preferably be one of these units, alongside Anthropology, Cinema Studies, French, Political Science, Portuguese, Sociology, or Spanish. These courses must be approved by the student's graduate coordinator or advisor.

Non-Course Requirements

- A comprehensive examination must be passed before the student may be admitted to candidacy.
- The candidate is required to defend their dissertation in an oral examination. Central emphasis is put on the doctoral dissertation as a final test of the candidate's scholarly qualifications.
- Graduate Teaching Associates with a cognate in a second language may be given the opportunity to instruct in that language, subject to staffing needs.
- Doctoral students are strongly encouraged to conduct research or study abroad and will be assisted in identifying potential sources of financial support.

ii. Additional information and requirements for the Concentration in French

Ph.D. students with a First Concentration in French are encouraged to work closely with the French Graduate Coordinator as well as their eventual Dissertation Director to ensure that they understand the non-course-work requirements listed below. Please do not hesitate to contact us if you have any questions—the sooner they are resolved, the better for everyone. The major steps to the dissertation defense that Ph.D. students need to be aware of are forming a committee; writing the “statement of field”; defending the “specialized written exam”; defending the dissertation prospectus; and at long last, defending the dissertation! A good timeline for completing these steps is:

1. As you are finishing your coursework—towards the end of your second year of study—identify a dissertation director in French who is suited to your interests and ask this professor if they will work with you. At this point, this professor becomes your official advisor. Working with your director, outline an initial dissertation project and identify 2 other French professors to form your initial 3-person committee.
2. During the summer before your third year, complete the “statement of field.” In this 10-15 page document (bibliography included), you define the general field of scholarly inquiry in which your dissertation topic will be located and explain the theoretical and other concerns at play in the latest scholarly work in this area. In your bibliography, you list both the primary and secondary sources that you plan to consult in preparing your dissertation. Examples of a general field include contemporary autobiography studies; the “chanson de geste”; the post-1960 French novel; gender studies and contemporary Francophone film; the literary memoir; etc. Your 3-person committee comments on and approves this statement of field; no defense is necessary.
4. At the end of the fall semester of your third year, you should defend your “specialized written examination”: a 20-25 page study (7,000-9,000 words) on a clearly defined subject related to the general field. This chapter-length piece is intended to lay the groundwork for a portion of the dissertation, as well as to give your committee a chance to comment on your writing abilities and your theoretical approach. This “essay exam” is defended during an oral examination lasting one or two hours and that may cover any critical, theoretical, or cultural material that the committee members deem relevant (the committee is, again, the 3 French professors).
5. After successfully defending this essay exam, you may begin to register for “Dissertation Research and Dissertation Hours” (FREN 600). It is also at this point, in consultation with

your Director, that you identify a fourth member of your dissertation committee (the “outside” member, who must be from a different department). You then fill out the Doctoral Committee form and, after the Committee is officially accepted by the Graduate School, you fill out the Admission to Candidacy form on which you list all of the courses that will count toward your Ph.D. As always, ask the Coordinator for help; see:

<https://gradschool.utk.edu/forms-central/admission-to-candidacy-doctoral-degree/>

6. Within three months of successfully defending the “specialized exam”—that is, by the end of your third year—you undergo an oral defense of the dissertation prospectus. In this 25-30 page document, you present a narrative outline of the dissertation to your 4-person committee. You also present an updated bibliography of primary and secondary sources. This oral exam takes 1-2 hours; no form is required, as the process is internal to WLC.
7. Write the dissertation! Given the work you have already accomplished—the statement of field that places your topic in conversation with the work of other scholars; a draft of one chapter; and a detailed outline of the dissertation as a whole; you are well placed to finish and defend your dissertation by the end of your fourth or fifth year of study as a doctoral candidate. It is recommended that you submit your chapters first to your director, and then to your committee members, but the details of this process are to be worked out with your director and the other members of the committee. That said, it is highly advisable to have all committee members look over at least some chapters before the final copy is submitted for the defense. Keep in mind that, in keeping with Graduate School rules, you must give your committee **a minimum of four weeks** to read the version of your book-length dissertation that you are submitting for the defense. Please also keep in mind that **there are very strict deadlines each semester** by which a defense must be held and by which the final, “approved” version of the dissertation must be submitted to the Graduate School (final, approved version: one that incorporates all of the change stipulated by the committee during the oral defense). In short, for a spring defense, you have a completed version of your dissertation submitted to your committee by around late February/early March. Please note as well that the defense needs to be scheduled through the UT Graduate School (<https://gradschool.utk.edu/forms-central/schedule-of-dissertation-defense/>); work with your Director on this and all other details related to the defense, and consult with the Coordinator as needed. Above all, work with the French Graduate Coordinator to ensure that all forms related to the official acceptance of the dissertation are filled out and signed in a timely manner (see: <https://gradschool.utk.edu/forms-central/>).

To reiterate the timeline from the list above—with the caveat that every student moves at a different pace, and that you should be guided above all by the French Graduate Coordinator and your Dissertation Director:

End of year 2: Identify a suitable dissertation director and establish your 3-person committee of examiners in French.

Summer before year 3: write your “statement of field,” and defend it in early fall.

End of fall semester of year 3: Oral defense of your “specialized exam” essay.

Spring semester, year 3: begin to register for FREN 600 (dissertation hours).

End of year 3: Establish your 4-person dissertation committee by adding an outside reader.

Summer of year 3: write your dissertation prospectus and defend it in early fall with your 4-person committee.

Spring of year 4 or 5: Oral defense of your dissertation.

iii. Additional information and requirements for the Concentration in German

The **Ph.D. in World Languages and Cultures with a Concentration in German** prepares students to carry out research in the language, literatures and cultures associated with the German-speaking countries. While their coursework continues to be broad, the exam-essays (*for details see below*) and the dissertation are the program components that require independent research that allows students to develop in-depth expertise in more specialized areas. Students are strongly encouraged to work closely with the German Graduate Coordinator as well as their eventual Dissertation Director to plan their program of study and to ensure that they understand the non-course-work requirements listed below. Please do not hesitate to contact us if you have any questions—the sooner they are resolved, the better for everyone.

The following sections highlight details concerning **1)** two-part comprehensive examination (“Exam-Essay 1” and “Exam-Essay 2”) that Ph.D. students with a First Concentration in German need to complete on their way to the dissertation phase, **2)** the dissertation, **3)** the dissertation defense, and **4)** it concludes with some miscellaneous items concerning concerning students in the German program.

Comprehensive Examination for the Ph.D. with a German Concentration

Students demonstrate their ability to conduct research in German Studies by passing the two components of the “comprehensive examination requirement,” referenced below as “Exam Phase 1” and “Exam Phase 2.” In each phase, candidates must complete and successfully defend an extensive exam-essay on a research project to complete the “comprehensive examination requirement” of the PhD in WLC with a first concentration in German. The topics and projects treated in “Phase 1” and “Phase 2” should be selected to avoid overlap. Students who do not pass either component may retake it with the consent of the German Studies faculty.

Exam Phase 1: Exam-Essay on a Research Project Identified by the Student

This Ph.D. program’s exam-essay phase aims to help candidates expand their knowledge of a broader topic and concurrently refine their interests into a specific subject matter within that broader topic.

The task, specifically, is

- 1) to examine a broad topic in German Studies (e.g., literature, film, culture, linguistics) diachronically (i.e., attending to its broader historical and intellectual context), and
- 2) to examine a more narrowly defined topic related to or emerging from this broader context.

Expectations and Evaluation: The candidate’s work will be evaluated based on 1) the argument’s clarity and organization, 2) its validity and scholarly originality, 3) its appropriateness for a broad academic readership, 4) the thoroughness of research and demonstration of familiarity with a wide range of resources, and 5) its overall organization and style.

Format: The exam-essay should be properly cited (MLA or Chicago/Turabian) and will ideally range between 25-30 pages, including a bibliography of primary and secondary materials.

Procedure and Timing: During their first year in the Ph.D. Program, students should, in consultation with the Graduate Coordinator for German, establish an appropriate timeframe for taking the Phase 1 exam-essay, ideally during the summer months following the first year. To verify a topic’s suitability and feasibility, students need to submit a one-page proposal (250–300 words, excluding bibliography) with a topic for their Phase 1 exam-essay. This proposal should equally address part 1 and part 2 of the task defined above and include a brief bibliography.

Students submit this proposal electronically to the Graduate Coordinator for German, who will distribute it to German faculty. Normally, during fall and spring, students can expect feedback within two weeks. They will be informed whether their proposal has been approved or what revisions are needed.

Important additional note: Students planning to write the Phase 1 exam-essay during the summer should submit their one-page proposal by April 15 to receive feedback.

Submission guidelines: Once the German faculty approves a topic for the Phase 1 exam-essay, students have three months to complete their work. A specific submission deadline for the finished exam essay will be communicated along with the approval of the topic.

Students should submit their completed paper electronically to the Graduate Coordinator for German, who will distribute it to the German faculty.

Phase 1 Exam-Essay Defense / Oral Exam: An oral exam (defense) of the Phase 1 exam-essay will occur within six weeks of submission, except when the submission is made during the summer and faculty members may be unavailable. This oral exam (defense) will cover the research and bibliography from the Phase 1 exam-essay.

Exam Phase 2: Dissertation Proposal (or Prospectus)

After students have successfully completed their Exam Phase 1, they should start preparing an article-length (25–30 pages) dissertation prospectus. This document should propose a significant research project, locate it firmly within existing primary sources and secondary scholarship, and specify its anticipated original scholarly contribution. It should use an accepted citation style (Chicago/Turabian or MLA). The dissertation proposal should also include a table of contents and an appropriately extensive bibliography of primary and secondary materials.

Identification of Suitable Dissertation Topic: Students are strongly encouraged and expected to consult with faculty for input as they select a dissertation topic and prepare the proposal. Ideally, the student should complete the proposal no later than two years after entering the Ph.D. program so that a dissertation prospectus defense can occur early in the third year.

Data Collection: If the dissertation project requires data collection, the dissertation proposal must specify a detailed plan for data collection and the proposed research design. If the research involves human subjects, approval must be obtained from the UT Office of Research and Engagement's Institutional Review Board (IRB) before research can begin. For more on this process, see the UT Office of Research and Engagement's Institutional Review Board's website (<http://irb.utk.edu/>), especially the "Frequently Asked Questions (FAQ)" to determine if the proposed project requires IRB approval.

Submission guidelines: Students are asked to submit their dissertation proposal electronically to the Graduate Coordinator for German, who will distribute it to the German faculty.

Dissertation Proposal Defense / Oral Exam: An oral dissertation proposal defense will occur within six weeks of submission, except when the submission is made during the summer, when faculty members may be unavailable. During the dissertation proposal defense, students should be prepared to discuss the project and make informed responses to critiques.

Students who receive a passing grade on the dissertation proposal (prospectus) and the dissertation proposal defense (oral exam) have successfully completed all Exam Phase 2 requirements and will thus have successfully completed (passed) all requirements of the Comprehensive Examination for the Ph.D. in World Languages and Cultures with a German Concentration. On the Admission to Candidacy Application, under "Examination and Other Requirements," students should enter the date when the last comprehensive examination component (usually the dissertation proposal defense) was successfully completed (passed).

Important Information Concerning the Preparation of the Dissertation

- **Identification of Suitable Dissertation Topic:** The dissertation needs to present original research. Preparing “Exam-Essay 2” (Dissertation Proposal) and passing the Dissertation Proposal Defense (*for details see above*) are important milestones that ensure that the proposed dissertation will meet this requirement.
- **Language:** You should normally write in your native language if it is English or German. If you wish to write in German, you must ask permission to do so from your committee, and the Dean of the Graduate School must approve the request. This permission should be sought early and no later than during the semester prior to graduation.
- **Data Collection:** If the dissertation project requires data collection, the proposal must specify a plan and the proposed research design. If the research involves human subjects, students must carefully follow UT’s Human Research Protection Program (<https://research.utk.edu/research-integrity/human-research-protection-program/>)
- **UT Guidelines and Deadlines:** The Graduate School defines the mechanical aspects of the thesis, such as margin size, page number placement, spacing of titles, etc. The Graduate School maintains a website (<https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/>) that outlines these standards and current submission guidelines in detail, and all Graduation Deadline Dates specified by the Graduate School are posted here: <https://gradschool.utk.edu/academics/graduation/graduation-deadlines/>
- **Citation Style:** Students are encouraged to use a commonly accepted scholarly citation style. The most common ones in the Humanities are the *Chicago Manual of Style* and the *MLA Handbook for Writers of Research Papers*. For the social sciences, including linguistics, *American Psychological Association* style is common.

Defense of Dissertation

Once the complete draft of the dissertation has been approved by the dissertation director, the oral defense can be scheduled. The dissertation, in the form approved by the major professor, must be distributed to the committee at least four weeks before the examination. The oral defense must be scheduled through the Graduate School by the deadline stated on their website.

The defense consists of the following parts: 1) a brief (10-15 minutes) presentation by the candidate; 2) questions and discussion. The dissertation defense is open to the public, and all graduate students in the German Program encouraged so attend.

In order to be able to meet the deadlines for graduation, the defense must be passed at least two weeks before the date of submission and acceptance of the dissertation by the Graduate School. Please carefully review the UT Graduate Schools webpage for guidelines and all deadline-dates at <https://gradschool.utk.edu/academics/graduation/graduation-deadlines/>

Miscellaneous German Program-Related Topics

German Scholarships: We would like to highlight that the German section is fortunate to have several scholarships available; details can be found here, and graduate students are encouraged to consider applying for those they are eligible for: <https://wlc.utk.edu/german/scholarships/>

Exchange Programs: The UT German Program has funded graduate exchange programs with several German universities. Graduate students of German who want to be considered for these exchanges must be nominated to our partner institutions early in the semester that precedes the semester in which they would like to start the exchange. For that reason, they should inform the Graduate Coordinator for German about their intent to participate in the exchange as early as possible, ideally two semesters prior to the desired start-date for the exchange.

Professionalization Courses: If GERM 595 (Graduate Colloquium) is offered, all graduate students in German should enroll in it for one hour in every semester it is offered. A maximum of three hours of the German Graduate Colloquium can count towards the degree. If offered, MFL 550 is required for new MA students and optional for all other graduate students.

Language Proficiency Examinations: The German Program is committed to further students' proficiency training in German and to the application of proficiency standards in foreign language education and in its own program. The proficiency standards employed are those of the United States Foreign Service Institute and the American Council on the Teaching of Foreign Language. The standards stated below are minimum levels, and many students will achieve higher levels of competence. For PhD Candidates the minimum standards expected upon conclusion of the program of study are "Advanced High" in all areas (reading, listening, writing, and speaking) according to the ACTFL-scale. This corresponds to the C1-level on the CEFR-scale (Common European Framework of Reference). Students are encouraged to take a standardized German proficiency test at the C1 level (CEFR) at, for example, the Goethe Institute.

Extracurricular Events: The German Studies Program normally sponsors or co-sponsors several academic events during each academic year, and graduate students are expected to take advantage of these academic enrichment opportunities whenever possible.

iv. Additional information and requirements for the Concentration in Spanish

The **Ph.D. with a First Concentration in Spanish** prepares the student to carry out research in the language, literatures and cultures of Spain, Latin American and the Caribbean, and to teach at the college level. Although the student's course work continues to be broad at the Ph.D. level, work on the dissertation allows the student to develop expertise in a more specialized field. Students are encouraged to choose the area in which they plan to specialize in the course of their second year in the Ph.D. program.

• Course Distribution and Load and the Spanish qualifying exams

As mentioned above, you must consult your advisor about your course selection for each semester, thereby ensuring adequate preparation for exams through a balanced choice of classes and outside reading. If your prior training does not include courses required by your doctoral concentration, you will be expected to complete them. The determination will be made by the Spanish faculty at the time of admission or following the qualifying examination (if required), whichever is more revealing of your prior preparation.

•Examination Procedures

No later than the beginning of their final semester of doctoral course work, students must alert the Spanish Graduate Coordinator of their intention to take the Ph.D. written and oral exams. The Coordinator will then make arrangements for the exams to be given approximately three months after the student has declared her/his intentions to take the exams. If students wish an extension of time for any reason, a written request must be submitted to the Spanish Graduate Coordinator no later than one month prior to the exam date. Ph.D. exams are normally taken no later than 1 year after completing course work in Spanish for the Ph.D. There will be no Ph.D. exams or

dissertation defenses given during the summer. Normally, the PhD. exams are given twice a year (Dates vary, but they are usually given around October and March).

The students must configure the doctoral exam advisory committee as soon as possible and inform the Spanish Graduate Coordinator of their decision. This committee will consist of the dissertation advisor, two professors in fields associated with the specialization area, and any other professors who will write questions for the exam.

The areas of the written exam are:

Spain	Latin America & Caribbean
Medieval	Pre-Colonial-1825
16th & 17th centuries	1825-1910
18th & 19th centuries	1880-1945
1880-present	1946-present

Each of the seven examination areas corresponds to a section or sections of both the M.A. and Ph.D. reading lists. Exam questions will reflect the variety and scope of the materials in the areas tested as represented in the reading lists and may also cover any additional works that students have read in classes during the course of their graduate studies.

The exams will be in three areas; two areas must both be in either Spanish Peninsular literature or Latin American and the Caribbean literatures, while the third area is in the other. Areas chosen should be logically related to the student's interest in their area of specialization as determined in consultation with a faculty advisor in the area of specialization, and the Spanish Graduate Coordinator.

The written exam consists of two parts. The first is a two-day written exam covering the two secondary areas of specialization chosen by the student in consultation with the doctoral exam advisory committee. On those two days, the student will answer at school two questions on each of the other two areas based on a selection of readings prepared by designated faculty. Students will have 2 hours to answer each one of these questions. The Spanish graduate coordinator will send the questions to the student via email 24 hours before the exam day. The second part consists of a 10 to 12-page take-home exam in the area of specialization and based on a specialized reading list developed in consultation with the student's doctoral exam advisory committee. The committee will assign one question and the student will complete their response at home in a maximum time of seven days.

If the written exams are judged satisfactory, the oral component of the examination will take place 10 days after notification of satisfactory completion of the written exam. The oral exam will last up to two hours. It will address areas covered by the written exams. Students have the option of writing (in consultation with a faculty member in the area of specialization) and distributing to the members of the doctoral exam advisory committee several days before the oral exam a question that concerns the student's dissertation project and that will be asked in the oral exam. Students may re-read their written exams prior to the oral exam.

Questions for the written exams will be prepared by various members of the graduate teaching faculty. Students are strongly encouraged to make an appointment and talk with each professor who will be involved in the exam process immediately upon declaring their intention to take the

exam. Professors may wish to make changes to the reading list or recommend additional critical works for study. Exams will be graded according to the following scale: high pass/ pass/ low pass/ fail. Students who receive the grade of "high pass" or "pass" are encouraged to begin work immediately on their dissertation prospectus. Those who receive an overall score of "low pass" may be required to do some remedial work before they can go on to the dissertation. Students who fail any written question will generally be expected to re-take that/those question/s within one month of the first exam. Students may re-take a question only one time and must receive a grade of "low pass" or higher. Students who fail a question cannot receive a grade higher than "pass" upon repeating that question or answering another in its place. Students who fail any question on the second attempt will not be permitted to continue in the program.

Ph.D. students who qualify for a stipend can normally expect to have the stipend for four years, providing they are making progress in the program and maintain a GPA of 3.0 or better. Students are strongly discouraged from taking "incompletes." Students who have one or more incompletes on their record at the end of a semester may risk losing the stipend. Students who fail the Ph.D. exam should not expect their stipends to be renewed during the period in which they are preparing to re-take the exam.

• ***Ph.D. Reading List for Spanish as First Concentration***

Students are encouraged to meet with the professors involved in the graduate program for recommendations about critical works, histories of literature, and other material that will help them prepare for the exam. See the Spanish program's web site for up to date information on the lists.

• ***Doctoral Dissertation***

Ph.D. students are strongly encouraged to choose a dissertation director by the end of their first year of study. The dissertation director (who must be selected by the end of the second year) should have a field of expertise closely related to the dissertation topic. In addition, students must choose three other committee members; one member of the committee should be from outside the department, but up to two outside members may be selected either from another department at UT or from outside the university. See the Graduate School guidelines on this process. Students will work closely with the director of the dissertation and the committee members, and follow guidelines set forth by the graduate school for Ph.D. dissertations.

Generally, students are expected to write a dissertation prospectus within three months of successfully completing their Ph.D. comprehensive exam. Format and content is at the discretion of the dissertation director, but the prospectus is usually a 20- to 30-page document (including bibliography) that should propose a subject-area of study, a thesis, and an overview of organization and chapter content that provides a comprehensive rationale for the dissertation, as well as a preliminary bibliography of primary and secondary sources. First, the candidate should submit a draft of the prospectus to their dissertation director. Once the director has approved the prospectus, the candidate will submit it to the other members of the committee. Finally, the entire committee will meet with the candidate two to three weeks after the submission of the prospectus to the committee members. This meeting is intended as an opportunity for the candidate and the committee to engage in a conversation about the project and to identify ways of strengthening it.

Doctoral students should follow the following schedule in their course to graduation:

1st year: work with the graduate advisor in Spanish to make a plan for the following years

2nd year: choose dissertation director, topic and dissertation committee

3rd year: take exams and start writing the dissertation

4th year: complete dissertation

• ***Defense of Dissertation***

Once the complete draft of the dissertation has been approved by the dissertation director, the oral defense can be scheduled. The dissertation, in the form approved by the major professor, must be distributed to the committee at least four weeks before the examination. The oral defense must be scheduled through the Graduate School by the deadline on the website.

The defense consists of the following parts: 1) a brief (10-15 minutes) presentation by the candidate; 2) questions and discussion. The examination is open to all members of the University community, and graduate students are welcome to attend.

In order to be able to meet the deadlines for graduation, the defense must be passed at least two weeks before the date of submission and acceptance of the dissertation by the Graduate School.

See webpage for guidelines and deadlines at

<https://gradschool.utk.edu/academics/graduation/graduation-deadlines/>

SPANISH GRADUATE STUDENT AWARDS

Outstanding Spanish Graduate Student Award

The Outstanding Spanish Graduate Student Awards for Doctoral Students may be granted each fall semester to graduate students in the Spanish graduate program who have demonstrated academic excellence through their classroom performance, GPA, and research-related activity (including but not limited to paper writing, grant writing, conference presentations and publication of articles).

The nomination package will consist of:

- a) a nomination statement by a tenured or tenure-track Spanish faculty who has worked closely with the student.
- b) the nominee's CV.
- c) a sample paper written by the nominee for a graduate course in Spanish taken at UT.

The nominating faculty must submit all the materials to the Spanish Graduate Coordinator by September 30 of each year. All the materials must be in pdf format.

The Spanish faculty members will determine the recipient(s) of the award(s) at the next Spanish section meeting after the submission of the nomination packages.

Each award will consist of a diploma with the student's name.

Hispanic Studies Ambassador Award

The Hispanic Studies Ambassador Awards may be granted each fall semester to Spanish GTAs who have actively promoted and improved the Hispanic Studies program at the undergraduate and/or the graduate levels, including but not limited to participation in the *Tertulia*, the immersion day, the film series, and WLC-sponsored activities.

The nomination package will consist of:

- a) a nomination statement by one of the following members of the Hispanic Studies program: a tenured or tenure-track faculty, a lecturer, or a student (including self nomination).
- b) the nominee's CV.

The nominating person must submit all the materials to the Spanish Graduate Coordinator by September 30 of each year. All the materials must be in pdf format.

The Spanish faculty members will determine the recipient(s) of the award(s) at the next Spanish section meeting after the submission of the nomination packages.

Each award will consist of a diploma with the student's name.

Fourth-year Graduate Teaching Associate Award

Fourth-year Graduate Teaching Associate Awards may be granted each fall semester to eligible GTAs who have demonstrated excellence in teaching over the previous three years.

The nomination package will consist of:

- a) a nomination statement by one of the following members of the Hispanic Studies program: an LPD, a lecturer, or a student (including self-nomination).
- b) a list of courses taught by the nominee at UT.
- c) the nominee's teaching portfolio with her/his most distinctive teaching practices.
- d) the nominee's student evaluations from the previous three years ("SAIS").
- e) all reports on class observations by faculty (TT and/or NTT).

The nominating person must submit all the materials to the Spanish Graduate Coordinator by September 30 of each year. All the materials must be in pdf format.

The Spanish faculty members will determine the recipient(s) of the award(s) at the next Spanish section meeting after the submission of the nomination packages.

Each award will consist of a diploma with the student's name.

Spanish mentorship program for incoming MA/PhD students

The mentorship program for incoming graduate students in Spanish will pair up returning PhD students with incoming MA/PhD students in order to mentor them as new graduate students at UT during at least their first semester. Through the mentorship program, incoming students will receive advice regarding a variety of issues, such as their responsibilities as GTAs and graduate students, bureaucratic paperwork, campus concerns, and any other guidance needed during this transition process.

The mentorship program will be based on volunteers who offer to commit their time to the project and the incoming students. From this pool of volunteers, either the Spanish Graduate Coordinator or graduate program Associate staff member in the WLC office will elect potential mentors to pair up with incoming students. In early August of each year, the Spanish Graduate Coordinator or WLC staff Associate will send an email to the returning graduate students to request volunteers for the mentorship program. Mentor/mentee pairs will be notified by in the weeks preceding the start of the semester.

Mentors will be selected based on seniority, academic progress, familiarization with international processes and documentation (when applicable), and shared research interests with the incoming students.

IV. Advising, Registration, and Academic Standards

Proper advising is the key to avoiding administrative problems and to getting the most out of your graduate program. While you are responsible for planning your program, your faculty advisor is there to help you do it properly and thoughtfully. Entering Ph.D. students are advised by their program's Graduate Coordinator until they begin their dissertation research, at which point their dissertation director takes over all advising duties until the degree has been awarded. Of course, the Graduate Coordinator and the WLC Director of Graduate Studies are always available to help, and generally have the most up-to-date knowledge of Graduate School rules and regulations. Please do not hesitate to contact us!

Two highly important points to keep in mind about the advising experience:

- a) **You MUST obtain approval for your chosen courses from the Graduate Coordinator of your language program or your dissertation director before each semester begins. There are many factors, bureaucratic and otherwise, that should guide your course selection; only by gaining approval (preferably in the form of an email that you keep) are you best able to avoid issues in the future (financial or otherwise).**
- b) **As in all other matter, YOU are responsible for seeking advising on course selection and for ensuring that you are properly enrolled in the appropriate number of courses per semester. Be proactive!**

i. Advisors

Again, entering graduate students are advised by the Graduate Coordinator in their program, who determines their course schedules as best suited to their individual interests and needs. The Program Graduate Coordinator also evaluates any graduate courses which students have completed at other institutions, that may be approved as counting toward the Ph.D. (see section III.i above, "Course Work"). PhD students should however select their dissertation directors as soon as possible, at which point this professor becomes their official advisor. To select a director, you need simply to ask the professor if he or she is willing to serve in that capacity and inform your graduate coordinator once the choice is official.

Your advisor completes an annual evaluation of your performance each spring, then meets with you (in person or virtually) to discuss your progress. Signed copies of this evaluation are kept in your file in the Department Office. This annual conversation is an excellent opportunity for you to ask questions about your progress, about any requirements such as exams, paperwork, etc., and to explore your future employment prospects.

ii. Course Load

Entering students should register for courses online as soon as possible, after consulting with the Graduate Coordinator. Continuing graduate students are encouraged to register as early as possible during the normal registration periods of each semester. **Failure to register by the beginning of each semester will create serious problems with your tuition waiver.**

Maximum and minimum course loads vary according to whether a graduate student is full-time or part-time and whether the student has an assistantship. As always, contact your Coordinator with any questions, but the general rules are as follows: The maximum course load for a non-teaching graduate student is 15 hours, but keep in mind that the Graduate School considers 9 to 12 hours a full load for a non-teaching student. Auditing courses do not count toward minimum credit hours. For students who carry the responsibilities of a GTAship, nine credit hours is considered full time, and WLC expects GTAs to complete a minimum of nine credit hours per semester while they still have outstanding course requirements, unless they can complete credit requirements for graduation by taking fewer credit hours in their final semester of coursework (but no less than 6). During the summer, graduate students may register for a maximum of 12 credit hours (a maximum of 6 credit hours in any five-week summer session). Students may enroll in only one course during a mini-term session. As during the fall and spring, your Coordinator must approve any courses taken during the summer.

Courses must be taken for graduate credit and must be at the 400 level or above; **BUT PLEASE NOTE: Some 400-level classes are not available for graduate credit and therefore cannot be**

counted toward your graduate degree. For a list of those 400 level courses that may count for graduate credit in each program, consult the Graduate Catalog. For questions, please consult with your Graduate Coordinator. Also, only a very limited number of 400-level courses may count toward the Ph.D.; see above, III.i: “Course Work.”

Registration for Course 600 (Dissertation Hours)

As mentioned above, all students in the Ph.D. Program in World Languages and Cultures need to complete 24 semester hours of FREN, GERM, or SPAN 600 (Dissertation Hours) in order to obtain their Ph.D.; however, students may not sign up for these hours until they have completed their course work. These hours are intended to give students the time that they need to research and write their dissertation; they are pass/fail, and the instructor is the student’s dissertation advisor. Please contact your advisor to register for these hours, as you will not be able to register yourself. Once students started to register for Course 600, they must remain continuously enrolled in dissertation hours for the remainder of their program of studies, including during the Summer terms, unless granted a leave of absence by the Graduate School. Students who hold teaching associateships must be enrolled in at least 6 hours of 600 during the Fall and Spring semesters and in at least 3 hours during the Summer term in order to maintain full-time status with the Graduate School.

Incompletes

The Department strictly adheres to the policies stated in the Graduate Catalog: All incompletes must be removed within one year, or the grade will automatically be changed to an F. No student may graduate with an Incomplete on their academic record. The course for which an Incomplete was given will not be counted in the cumulative grade point average until a final grade is assigned. The instructor may only grant an Incomplete when a student has performed satisfactorily in the course but, due to unforeseen emergency circumstances, has been unable to finish all the requirements. An Incomplete is NOT given to enable a student to do additional work to raise a deficient grade

Time Limits for Completion of Degree Program

Typically, full-time students who enter with an MA complete the Ph.D. within four or five years. You should seize every opportunity to finish your program as quickly as possible, since the duration of financial support is limited. The Graduate School stipulates that the doctoral degree must be completed within 8 years of initial enrollment, but students should not expect funding beyond four years, with the possibility of petitioning for a fifth year at maximum.

iii. Academic Standards

The minimum passing grade for each course in the doctoral program is “B.” Graduate students must also maintain a cumulative grade point average (GPA) of at least 3.00 on all graduate courses taken for a letter grade of A-F (grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation). If your GPA drops to such a low point that it would be extremely difficult for you to bring it up to B within two semesters, the faculty will recommend that you be dropped from the program. A student may also be dropped from the program if:

- The student earns two or more grades of C or below in courses taken for graduate credit;
- The student receives a grade of D or F in a graduate course that is identified as a core or mandatory course in the student’s graduate program;
- The student’s cumulative graduate GPA falls below 3.00 for two consecutive semesters, excluding the summer semester if no courses are taken (UT Graduate Policy).

For your rights to appeal dismissal and much more on the process, see [Hilltopics](#), the [Graduate Catalog](#), the website of the [GSS](#), and the [Graduate School](#), with particular attention to the following link:

<https://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/>.

V. Duties and Responsibilities of Graduate Students

It is our expectation that all of our graduate students are fully committed to their program of study, and that they comply with all university regulations and policies. We further expect that all graduate students enrolled in a graduate degree program offered by the Department of World Languages and Cultures participate in professional development activities offered by the department, and that they strive to complete all graduate degree requirements in a timely fashion.

i. Graduate Program Student Representatives

At the beginning of the fall semester, the graduate students in each language program elect a representative via a simple majority vote. Before casting their votes, students—many of whom may be new to the program—should consider the candidates' previous contributions and seniority. This representative is the main contact and intermediary between fellow graduate students and faculty in their respective language program. The representatives attend language program meetings, departmental Graduate Studies Committee meetings, and—as necessary—organize and preside over meetings with the other graduate students in the language program. Representatives should make every effort to ensure that they are consulting with and speaking for their entire constituency. In return, this constituency should support their elected representatives (attend scheduled meetings, provide feedback to representatives, etc.). Your collective voice is heard best when everyone contributes to discussion.

Each spring, elections will be held for the department's Graduate Student Representative on the Graduate Student Senate. The incumbent Representative will request nominations for elections that will be coordinated by the WLC Director of Graduate Studies.

ii. Standards of Student Conduct, Appeals, Terminations/Withdrawals

The guiding statements on Academic Honesty at the University of Tennessee are found in *Hilltopics* and in the Graduate Catalog; what follows complements those statements and is subordinate to them. In the same way, the definitive statements on your rights to file grievances, appeal a dismissal, and much, much more are found in *Hilltopics*, the [Graduate Catalog](#), the website of the [GSS](#), and the [Graduate School](#)

Standards of conduct for graduate students in WLC include but are not limited to the following:

- Completing assignments and exams within the specified time limits and without assistance from other persons or unauthorized written materials;
- Scrupulous avoidance of plagiarism, defined as using the writings or ideas of another without proper acknowledgment and documentation of the source(s);

Never using the same material or substantially similar material to fulfill requirements in different courses without the knowledge and consent of the instructors involved;
Never knowingly providing information or assistance of any kind to another student during the completion of assignments or examinations.

The Department of World Languages and Cultures takes any accusation of a violation of the accepted standards of professional behavior on the part of graduate students with the utmost seriousness. While acts of dishonesty will be handled in accordance with the most current procedures established at the University level, a student should expect the following at the department level:

If a professor has reason to suspect that a student is guilty of academic dishonesty, the professor will immediately request to meet with the student. If after discussing the matter with the student the professor believes that the student behaved in a dishonest manner, the professor shall report the incident to the Student Conduct Office and also issue a written warning to the student. A copy of this warning will be placed in the student's permanent file and will be brought to the attention of the Department Head, who will formally advise the student against repeating that behavior. If the student repeats this behavior on another occasion (in the same or another class), the Head will be informed, and the program will then decide whether or not the student will be asked to leave, or if some other type of disciplinary action will be taken.

APPEALS AND GRIEVANCES

Students with grievances concerning the interpretation of and/or adherence to any university, college, and/or department policies and procedures as they apply to graduate education should file a formal written complaint with their program graduate coordinator, with a copy to the Director of Graduate Studies, no later than 30 days after the incident that occasions the appeal. If the issue remains unresolved after 30 days of the initial appeal, the student may then appeal to the department Head. If the appeal to the Head is denied or is determined to be outside the purview of the department, the student may appeal in writing to the Dean of the college within 30 days of receiving the departmental decision. If the student wishes to appeal the decision of the college, they may file a formal appeal with the Graduate Council Appeals Committee through the Office of the Assistant Dean of the Graduate School within 30 days of the college decision. For details on the appeals procedure, see <https://gradschool.utk.edu/graduate-council/appeals-committee/the-university-of-tennessee-graduate-council-appeal-procedure/>

IMPORTANT FINANCIAL ISSUES RELATED TO TERMINATION OR WITHDRAWAL

If a student is terminated or withdraws from a program prior to the end of the semester, the student will be responsible for payment of tuition and other fees from the termination/withdrawal date until the end of the semester. This responsibility extends to GTAs who have tuition waivers during the semester in question. Please see the graduate catalog for additional information about early termination/withdrawal and if you are considering early withdrawal, contact the Bursar's office to inquire about the financial ramifications for early withdrawal.

APPENDICES

APPENDIX A: LIST OF PERTINENT GRADUATE STUDENT WEB PAGES

- Graduate School <http://gradschool.utk.edu>
- Graduate Catalog <http://catalog.utk.edu/index.php>
- Department of World Languages and Cultures <https://wlc.utk.edu/>
- College of Arts and Sciences <https://artsci.utk.edu/>
- Funding, Fellowships, Assistantships for Graduate Students <https://gradschool.utk.edu/costs-and-funding/graduate-fellowships/>
- Graduate Student Appeals Procedure <https://gradschool.utk.edu/graduate-council/appeals-committee/the-university-of-tennessee-graduate-council-appeal-procedure/>
- Office of Graduate Admissions <https://gradschool.utk.edu/future-students/office-of-graduate-admissions/>
- Thesis/Dissertation Website <https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/>
- Graduation <https://gradschool.utk.edu/graduation/>
- International Graduate Student Resources <https://gradschool.utk.edu/graduate-student-life/international-students/>
- Hilltopics: A Student Handbook <https://studentlife.utk.edu/hilltopics/>
- Graduate Student Senate <https://gss.utk.edu/>
- Center for Global Engagement <https://cge.utk.edu/>
- International House <https://ihouse.utk.edu/>
- Counseling Center <http://counselingcenter.utk.edu>
- Library Website for Graduate Students <http://www.lib.utk.edu/info/grad/>
- Bursar's Office <https://bursar.utk.edu/>
- Center for Career Development & Academic Exploration <http://career.utk.edu>
- Student Conduct and Community Standards <https://studentlife.utk.edu/studentconduct/>
- Student Disability Services <https://sds.utk.edu/>
- Office of Access and Engagement <https://dae.utk.edu/>
- Office of Multicultural Student Life <https://multicultural.utk.edu/>
- Research, Integrity, and Assurance <https://research.utk.edu/research-integrity/>
- Center for Care and Resilience (Emergency Student Resources) <https://studentlife.utk.edu/care/>
- Parking Services <https://parking.utk.edu/>
- OIT <http://oit.utk.edu/>
- Housing <http://uthousing.utk.edu/tnliving/future/graduate.shtml>
- Campus Safety Guide <http://safety.utk.edu/>

- **APPENDIX B:**
IMPORTANT FORMS AND ADDITIONAL RESOURCES FOR

GRADUATE STUDENTS

- **Graduate Student Deadline Dates**
<https://gradschool.utk.edu/academics/graduation/graduation-deadlines/>
- **Graduate Student Forms (Main Page -- All Relevant Forms Can be Found Here)**
<https://gradschool.utk.edu/academics/forms-central/>
- **Graduate Student Travel Award Application Form and Guidelines** <https://gss.utk.edu/gss-travel-awards/>
Please note: The departmental deadline is generally 2 weeks prior to the GSS Deadline!