

Linguistics Department Graduate Standing policy

Approved by Linguistics Department faculty on 11/16/18, Approved by Rackham 02/13/19

Procedure for Notifying Linguistics Graduate Students of a Change in Standing

1. Requirements for good academic standing (in addition to 3.00 cumulative GPA requirement), as listed below, are specified on the Linguistics Department Graduate Handbook and appear on the Graduate Program webpage:

<https://lsa.umich.edu/linguistics/graduates/graduate-program-requirements.html>

a. Pre-candidates are required to:

(i) Attain a grade of A- or better in at least two of the four required 500-level courses taken during their first two years in the program (512, 513, 515, 516). If a student has received a waiver for any of these courses, the course(s) that served as a basis for the waiver count toward this two-course minimum.

(ii) Maintain an average of at least B+ in each of the first two years in the program across all Linguistics courses taken during those years.

(iii) Submit an approved Qualifying Research Paper and advance to candidacy by the end of the fifth term in the program.

b. Candidates are expected to defend the dissertation prospectus by the end of their 8th term, and to defend the dissertation by the end of the 10th term.

2. Options for students if requirements are not met

a. Pre-candidates:

(i) Minimum grade requirements: Students who do not meet the grade requirements for the 500-level required courses have the option of re-taking the required course(s) or taking the 600- (or higher) level course(s) in the corresponding subfield(s).

(ii) QRP deadline: If a pre-candidate anticipates that they will not meet the QRP deadline of the end of the fifth semester, they must submit to the Graduate Committee a brief written request for an extension, signed by their advisors, that specifies their progress to date and expected completion date. If there are continued delays accompanied by insufficient progress, the Graduate Committee will ask the student to submit to readers their current QRP draft and a detailed completion plan. QRP readers will provide their assessment to the Graduate Committee; the Graduate Committee may also request that the student meet with some or all of the committee faculty. In the event of a meeting, the student may invite an additional person (a friend, colleague, etc.) to attend. In making their decision, the Graduate Committee faculty will consider materials submitted up to a deadline specified by the committee, as well as input from readers and information from the possible meeting with the student. That decision may be to grant the student an extension or to recommend to the faculty that the student be placed in jeopardy of probation.

b. Candidates: There are various circumstances under which the recommended prospectus and dissertation timetable may become justifiably delayed, including, for example, time needed for experimental data collection or field work. Students needing extra terms to complete their prospectus (beyond the 8th term) and/or dissertation (beyond the 10th term) must, in consultation with their dissertation chair(s), file an extension request with the Graduate Committee. The extension is expected to help students in completing the dissertation in a timely manner, while respecting individual circumstances. The extension request should include a revised timetable and indicate the reason for the requested extension. Under most circumstances extension requests will be granted so long as the student has been making steady progress on the dissertation project. More than one prospectus/ dissertation extension request may be filed. However, students who are making insufficient progress or who have not had an extension request approved by the Graduate Committee will be discussed by the Graduate Committee. After appropriate consultation with the student and their advisors, the Graduate Committee may recommend to the faculty that the candidate be placed in jeopardy of probation.

3. Procedures for being placed on jeopardy of probation or on probation

Every Linguistics graduate student is evaluated at least once a year regarding their standing in the graduate program. In exceptional circumstances, the faculty may decide that a student who is not making satisfactory academic progress will have their situation evaluated at a department faculty meeting earlier than the May review.

a. Pre-candidates: If the Graduate Committee decides to recommend to the faculty that a pre-candidate be placed in jeopardy of probation, that recommendation will be discussed at the next faculty meeting. The faculty may decide to extend other opportunities for satisfying grade requirements without a change in academic standing, to grant an extension to the QRP deadline without a change in standing, or to place the student in jeopardy of probation.

b. Candidates: If the Graduate Committee decides to recommend to the faculty that a candidate who is not making sufficient progress be placed in jeopardy of probation, the recommendation will be discussed at the next faculty meeting or the annual faculty meeting in early May.

Once a decision has been made to place a student in jeopardy of probation, the procedures are:

(i) A letter is sent to the student who is not making satisfactory progress. That letter includes a statement that the student is in jeopardy of probation; the beginning and duration of the jeopardy period is also specified in the letter. The letter will detail the criteria that the student must fulfill within this period. A student with guaranteed funding will continue to receive this funding during jeopardy of probation.

(ii) At the end of the time specified in the letter, the Graduate Committee will review the student's progress to determine whether the student has met the criteria specified in the letter. If

the student has met the specified criteria, they will receive a letter indicating that they are no longer in jeopardy of probation. If the student has failed to meet the specified criteria by that point, the Graduate Committee will make a recommendation regarding standing to the full faculty, to be discussed at the next department faculty meeting.

Once a decision has been made to place a student on probation, the procedures are:

(i) At the time of making the decision to place a student on probation, the faculty will also decide on a clear set of criteria that the student must fulfill within a specific time period in order to be designated back in good standing. The length of the probation must abide by Rackham's policy on probation, including that it not be shorter than two months.

(ii) The student will be notified through a letter signed by the Chair and the Graduate Chair of the decision to be placed on probation, the requirements for being placed back in good standing, and the beginning and duration of the probation period. This letter will also be sent to Rackham OARD. A student with guaranteed funding will continue to receive funding during probation.

(iii) If a student who does not meet the probation criteria detailed by the faculty for returning to good standing, the faculty may decide to dismiss the student from the program or they may revise the conditions of probation.

(iv) Whenever a student is notified of a change in academic standing, they may request an appeal by writing to the Department Chair. This appeal will be heard by the Executive Committee no later than the next regularly scheduled meeting after receipt of the student's request. The student will have the option of attending the meeting.