Procedure for Notifying Linguistics Graduate Students of a Change in Standing
(amended in accordance with decisions at May 2016 Faculty Retreat)

1. Every Linguistics graduate student is evaluated at least once a year regarding his/her standing in the graduate program. The normal procedure for notifying a student that he or she has had a change of academic standing begins with the year-end letter each student receives following the review of graduate students that occurs annually in early May. In exceptional circumstances, the faculty may decide that a student who stops making satisfactory academic progress will have their situation evaluated at a department faculty meeting earlier than the May review of graduate students, and a warning letter may be issued to the student then. A letter notifying a student who is not making satisfactory progress will include a statement that the student is in jeopardy of being designated as “not in good standing”. The letter will also detail the criteria that the student must fulfill to avoid being designated as “not in good standing”, and the date by which these criteria must be met.

2. By the date specified in the letter mentioned in paragraph 1, 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 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.

3. If the faculty decide at a department faculty meeting or at the May annual review of students that a student should be designated as “not in good standing,” the faculty will also decide on a clear set of criteria that the student must fulfill by a specified date in order to be designated back in “good standing.” A student who has been designated as “not in good standing” will not receive funding in the following term and any existing funding offers may be rescinded. The student will be notified through a letter signed by the Chair and the Graduate Chair of the decision to be designated as “not in good standing”, the details for being placed back in “good standing”, and implications for funding, if any.

4. A student who does not meet the criteria detailed by the faculty for returning to good standing may be discontinued from the program.

5. In addition to the general procedure in items 1 to 4 above, the following criteria apply to students at different stages in the graduate program:

   a. A student may be designated directly as “not in good standing” in the year-end letter if:
      i. The student did not attain a grade of A- or better in at least two of the four required 500-level courses taken during the first two years of the program (512, 513, 515, 516). In case a student has received a waiver for one or more of these courses, the course or courses that served a basis for the waiver count toward this two course minimum.
      ii. The student did not maintain an average of at least B+ in each of the first two years in the program for all Linguistics courses taken during those years.
b. In the case of pre-candidates, all students are required to turn in an approved Qualifying Research Paper by the end of the fifth term in the program. If a student has not completed their QRP by this deadline, the Graduate Committee will solicit a recommendation from the student’s A and B advisors and require the student to submit a written report to the Graduate Committee on the their QRP progress, including an explanation for not having met the deadline and the plan for completion of the QRP. The Graduate Committee may also request the student to meet with some or all of the faculty members on the Graduate Committee to discuss why the QRP has not been completed. The student may invite an additional person (a friend, colleague, etc.) to attend the meeting. After the submission of materials by the student and/or the meeting with the student, no additional materials concerning the QRP will be considered until a decision concerning standing has been made. Based on the information provided by the student and the advisors, the Graduate Committee may decide to grant the student an extension without a change in academic standing, or to recommend to the faculty that the student be designated as not in good standing. Such a recommendation by the Graduate Committee will be discussed at next faculty meeting where the faculty may decide to grant an extension to the QRP deadline without a change in academic standing, or to designate the student as not in good standing, following the procedures laid out in paragraph 3 of this document.

c. Satisfactory progress for students who have achieved candidacy is assessed differently than for pre-candidates. After achieving candidacy, graduate students 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. However, there are circumstances in which this time-table may become justifiably delayed due to time needed for experimental data collection, field work, etc. Students needing extra terms to complete their prospectus (beyond the 8th term) and/or dissertation (beyond the 10th term) must, in consultation with the dissertation advisor, 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 time-table 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.

d. Students who have not defended a prospectus by the 8th term or the dissertation by the 10th term, and have not had an extension request approved by the Graduate Committee, are in jeopardy of being designated as “not in good standing”.