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The graduate Catalog is the university’s official record of graduate policies, and this Graduate Handbook must be consistent with university policy. In any case where the two documents appear to disagree, the Graduate Catalog is the final authority.
Welcome to the Master of Arts in Spanish! As a graduate student in the program you will develop your reading, speaking and writing capacities in Spanish, through your guided research as well as by analyzing and evaluating literary works, essays and the applications of linguistics to Spanish speaking contexts as related to Spain, Spanish America, and Hispanics residing in the United States. By the end of your studies you will be familiar with the cultural changes that have shaped all areas of the Spanish-speaking world, as well as acquire the necessary preparation to pursue a doctoral program, teach Spanish at the university or secondary school levels and employ the practical and essential use of the language in a variety of professional fields. Please consider this manual to be a valuable resource in assisting you navigate through your graduate career within the Spanish Master’s Program, which combined with your efforts, will help to ensure your academic success. We thank you for your interest in the program.

Cordially,
Dr. C. Alberto Villanueva
Coordinator, Master of Arts in Spanish

I. Mission Statement
Students will acquire an in-depth knowledge of the Spanish language, culture and linguistics, and develop critical thinking skills, a foundation in theory to analyze texts in Spanish, and the ability to apply the language in a given Hispanic community. Graduates of the program are prepared to enter doctoral programs in Spanish, teach all levels of high school Spanish and introductory courses at the university and/or community college level, or to work in international trade tourism and journalism. The core courses at the 5000 level are designed to establish a foundation in academic investigation in the areas of literature, culture, and linguistics. The culture and civilization courses examine Spain’s main trends as well as those of pre-Columbian high cultures and Spanish American countries since colonial times up to present, and of Hispanics residing in the United States. The core courses at the 6000 level provide an in-depth study of a particular theme, genre, period or author in order to impart comprehensive knowledge of a specific topic and consolidate skills in conducting research. The program structure will enables students to learn research methods and their application to different kinds of texts as well as the linguistic patterns of a given population, thus enhancing their language skills, and providing them with a knowledgeable view of the Spanish-speaking world.
III. Advising and Mentoring
Advising and mentoring are two very important elements in a graduate student’s career, and it is essential that appropriate advising, supervision and mentoring be provided to students as soon as they begin the program. Graduate students typically receive guidance from the Graduate Coordinator, whom provides general guidance on overall academic requirements, program and university policies and procedures. Students are expected to schedule a meeting with the Graduate Coordinator as soon as they receive and acknowledge the letter of acceptance into the program. The student also has the opportunity to select a thesis or dissertation advisor, whom will serve more as a mentor providing guidance on research, professional guidance and socialization, and other areas of academic and professional interest.

It is also important for students to select a primary and secondary fields of study. Therefore, students are also expected to visit the coordinator within their second or third semester or when they consider that they have enough interest in at least one or two of the particular fields of studies, which will depend on whether the student is enrolled part time or full time. The Graduate Coordinator is responsible for providing the most accurate direction to follow in preparing students for their chosen field of studies. Please review the following criteria:

- Students have the option of completing their studies either with a thesis or non-thesis with an independent learning project.
- Students must select a thesis advisor from within the Spanish MA faculty.
- Students must identify their thesis advisor at least two semesters prior to defending their thesis.
- Only if absolutely necessary, students may change their thesis advisor up to one semester before their thesis defense.

IV. Degree Requirements

A. Steps to Completion
During the first year of coursework, students are required to identify their primary field of study. The second year finalizes the preparation for the completion of the program, which concludes with the following:

- Comprehensive Exams and
- Non-thesis (36 credit hours of coursework) is with an independent learning project or
- a Thesis defense (30 credit hours of coursework plus six credit hours to defend thesis)
- Take care to complete the core course requirements in preparation for the comprehensive exam.

In addition, there will be elective courses that must be completed. These elective courses are incorporated into your program to provide you also with an enhanced perspective of your chosen fields. However, they can also provide you with a research topic for your thesis and broaden the application of your field of research.

- Taking a full load of courses, or nine hours per fall and spring semesters, it normally takes two years to complete the program.
- As you begin working on your thesis research, you will want to choose an advisor to guide the research.
- To expose students with presenting their research experience, this program recommends that each student participate in research projects as a result of their coursework that may lead to presentation at regional, national or international conferences, and/or publication.
• When you are ready to formally initiate your thesis research, you will need to determine who will serve on your thesis committee (minimum three members).
• You will have to propose your thesis topic to your committee to be approved.
• Once your topic is approved, your focus will be on the research that will result in your thesis. For most students in the program, conducting the research and the process of writing the thesis may take two to three semesters. During this time, you should remain in close contact with your thesis advisor to ensure that you are meeting the requirements.
• The thesis defense takes place once your work is ready to be presented to your committee. The committee will ask questions of your process and assess the level of competency with the topic.

B. Course Requirements

Part I—Research Methods—3 Credit Hours
SPW 6919 Advanced Spanish Graduate Research (3 credit hours)

Part II—Spanish Language Study—3 Credit Hours
SPN 5705 Introduction to Spanish Linguistics (3 credit hours)
SPN 5825 Spanish Dialectology (3 credit hours)
SPN 5845 History of the Spanish Language (3 credit hours)
SPN 6805 Spanish Morphosyntax (3 credit hours)

Part III—Hispanic Culture and Civilization—6 Credit Hours
SPN 5502 Hispanic Culture of the United States (3 credit hours)
SPN 5505 Spanish Peninsular Culture and Civilization (3 credit hours)
SPN 5506 Spanish American Culture and Civilization (3 credit hours)

Part IV—Hispanic Literature—12 Credit Hours
SPW 5741 Contemporary Spanish American Southern Cone Literature (3 credit hours)
SPW 6825 Seminar Series (May be repeated for credit with different topics) (3 credit hours)*
SPW 6405 Medieval Spanish Literature (3 credit hours)
SPW 6217 Spanish American Prose I (3 credit hours)
SPW 6218 Spanish American Prose II (3 credit hours)
SPW 6269 Nineteenth Century Spanish Novel (3 credit hours)
SPW 6306 Spanish American Drama (3 credit hours)
SPW 6315 Golden Age Drama (3 credit hours)
SPW 6356 Spanish American Poetry (3 credit hours)
SPW 6485 Contemporary Peninsular Literature (3 credit hours)
SPW 6725 The Generation of 1898 (3 credit hours)
SPW 6358 Modernismo (3 credit hours)
SPW 6216 Spanish Golden Age Prose and Poetry (3 credit hours)
SPW 6775 Spanish Caribbean Prose (3 credit hours)

* Examples of Seminar Series Topics: Don Quixote, Spanish American Literature Written by Women, Gabriel García Márquez

Part V—Electives—6 or 12 Credit Hours
Two semesters of a second language and reading comprehension are recommended for students that plan to pursue a Ph.D. program in Spanish.

SPW 6971 Thesis (6 credit hours)

*All courses are taught face to face and are entirely in Spanish.

C. Degree Plan of Study
Completion of the program is achieved when the student has successfully passed all the courses and requirements established above. The audit and adequate contact with the advisor is the best way to be aware of filing procedures, approval processes and filing deadlines. Graduate study policy requires that the program of study must be established by the 9th credit hour in the program. The program recommends conference presentations based on courses taken or ongoing research, as a part of the plan of study. Please also see the program of study section in the Graduate Catalog.

D. Examinations
Students must pass a comprehensive examination in order to qualify for the Master of Arts degree in Spanish. This examination is based on knowledge of the civilization and literature of Spain and Latin America and on basic concepts of linguistic theory and analysis.

As this examination will be given toward the end of the course work (only during fall and spring semesters) it is expected that the student will have developed an ability to analyze literature, culture, and linguistics at an advanced level. It is also expected that the responses, both written and oral, will show an excellent command of the Spanish language.

If a student does not successfully pass both the oral and written comprehensive examinations, he or she may be able to retake the exams in the following semester (fall or spring). Thereafter, if the student does not pass the examinations the second time, he/she will be removed from the program.

The Graduate Committee has developed a reading list made up of major Peninsular, Latin American, and Linguistics works with which the student must be familiar. The comprehensive examination will be based on the reading list and the courses that the student has taken. An oral examination will follow the written examination. This examination will allow the student to expand more readily on particular points of culture, literature, and linguistics, and also to show ability in the use of the spoken language.

For those students that have chosen the non-thesis option, the program has developed a mandatory independent learning project which consists of one research question provided to the student three weeks prior to the comprehensive exams. This project must be submitted to the graduate coordinator the day of the comprehensive written exam.

E. Thesis Committee
A Master’s Program student’s thesis committee must consist of at least three members and be approved by the College’s Associate Dean of Graduate Studies. Of the three members, two of these must be qualified regular faculty members in your program, one of whom must serve as the chair of the committee.

Adjuncts, visiting faculty, courtesy appointments or qualified individuals from outside the university may serve as the third member or co-chair of the committee, but may not serve as the chair. If there are co-chairs, one must satisfy faculty qualifications for serving as a chair of a dissertation advisory
committee. The other co-chair must satisfy the minimum requirements for serving as a member of a dissertation advisory committee. Qualifications of additional members must be equivalent to that expected of UCF faculty members. UCF faculty members must form the majority of any given committee.

For more details about the Thesis Committee, please refer to the UCF Graduate Catalog.

F. Thesis Enrollment
Prior to enrollment into SPW 6971Thesis, your thesis committee must be reviewed and approved by the College of Arts and Humanities Assistant Dean of Graduate Studies.

Thesis students who have completed all coursework and are engaged in thesis research must be continuously enrolled in at least three hours of SPW 6971 every semester, including summers, until they successfully defend and submit their thesis to the University Thesis Editor. This enrollment each semester reflects the expenditure of university resources, and is required even if more than the minimum number of hours is needed for completion of the thesis. While three hours is the minimum enrollment, this may not constitute full time enrollment for tuition, financial aid, or employment purposes.

G. Graduate Research
Students will be required to complete various research projects throughout their program. There is zero tolerance for plagiarism, and should a student submit dishonest research, he/she will be removed from the course/program and penalized accordingly by removal from the Graduate Program. For additional information, please see the UCF Golden Rule-Rules of Conduct at www.goldenrule.sdes.ucf.edu.

For information available on book referrals on conducting research, please see the recommendations in the program’s reading list as well as your professors/advisor. The University Writing Center has workshops on thesis and dissertation formatting, library research, and writing essentials at http://www.uwc.ucf.edu.

Student Travel
Students may find information on major conferences posted outside our program office as well as through the Spanish Graduate Association’s (SAGA) website at http://pegasus.cc.ucf.edu/~saga/. You may contact them at sagaucf@hotmail.com.
The Division of Graduate Studies offers a Graduate Travel Award that provides funding for master’s students to deliver a research paper or comparable creative activity at a professional meeting. Students must be the primary author and presenter. More information can be found on the Graduate Studies website: www.graduate.ucf.edu > Current Students > Financial Matters.

Graduate Students Travel Funding is available to pay transportation expenses for graduate students who are delivering a research paper or comparable creative activity at a professional meeting. Contact the Student Government Association at (407) 823-5648 for more information.

Human Subjects
If the student chooses to conduct research that involves human subjects (i.e. surveys, interviews, etc.), he or she must gain Institutional Review Board (IRB) approval prior to beginning the study. For access to the IRB submission form and sample consent forms, please visit the Office of Research website: http://www.research.ucf.edu. If you have questions regarding human subjects, please contact Ms. Barbara Ward, IRB Coordinator, at (407) 823-2901.
Ethics in Research
Researchers in every discipline have a responsibility for ethical awareness as the status of the profession depends on each individual researcher. It is important to be honest and ethical in conducting research as well as in coursework. The ethical collection and use of information includes, but is by no means limited to the following: confidentiality, accuracy, relevance, self-responsibility, honesty, and awareness of conflict of interest.


H. Graduation
Once all prequisites have been achieved and the student has successfully passed all courses and requirements listed above in Part IV, the student must obtain an Intent to Graduate form and required signatures from the Spanish Masters program office before their last term at UCF. This form can also be found online http://www.graduastudies.ucf.edu/formsnfiles/ > Graduate Student Intent to Graduate Form. Comprehensive or dissertation defense exams must be coordinated with the Spanish MA office two semesters prior to graduation.

4000 level coursework can only be accepted if taken while a graduate student (no transfer work) and two conditions are met: 1) the student has taken 30 hours of graduate level coursework and 2) half of the program's requirements are at the 6000 level.

V. General Policies

A. Satisfactory Academic Progress
Master’s students must complete at least 21 semester credits at UCF (Orlando or regional campuses). For completion of the degree, courses older than seven years cannot be applied toward a graduate program of study. If a student wishes to have courses older than seven years applied, they may file a petition, and courses may be applied if it is approved. (Approval is not automatic.)

B. Full Time and Continuous Enrollment
Full-time graduate status is nine (9) hours during the fall and spring semesters and six (6) hours during the summer semesters, until regular graduate course work is completed. There is one exception to this requirement:

Once a student has begun work on their thesis, he or she must be continuously enrolled in thesis course work for a minimum of three hours each semester. A student may be held to other enrollment requirements, as defined by financial awards, veteran status, employment, or other outside agencies.

C. Transfer Coursework
All transfer coursework must be approved by the program’s graduate coordinator. Transfer coursework is limited to 9 hours from an accredited institution or coursework taken prior to admission into the current degree program. The 7-year rule is applied to transferred coursework, except that from an earned master's degree.

D. Incomplete Grades
Students who received an incomplete (I) in a course are encouraged to resolve this incomplete grade as soon as possible; however, it must be resolved within one calendar year or prior to graduation certification, whichever comes first. Incomplete coursework left unresolved will be changed to an F (or
a U in thesis, dissertation or research report) if not resolved in the allowed time period. Incomplete grades cannot be used towards completion of the program of study.

Incomplete grades are not counted as satisfactorily completed courses and are not recognized as such by Graduate Studies for fellowship purposes nor by Financial Aid. Students receiving financial assistance must check with the Financial Aid office to see if the receipt of an incomplete grade will affect their financial award. Please see the Incomplete Grades section of the Graduate Catalog.

E. Laboratory Safety
For details, please contact the Foreign Languages Media Center at (407) 823-3227.

F. Withdrawal Policy
If a student decides to withdraw from a course, they must do so by the semester’s withdrawal deadline. In doing so, the student is still liable for tuition and fees for the course. For a semester’s withdrawal deadline, refer to the Academic Calendar: http://www.registrar.sdes.ucf.edu/calendar/academic/

G. Petitions and Grievances
It is the student’s responsibility to be informed about graduate policies and procedures; however, if a student wishes to request an exception to a university or program policy, he or she must file a petition that outlines the nature of their request. Normally, petitions are presented to the graduate program’s coordinator and/or committee, the college’s Director of Graduate Services and the Associate Dean for Graduate Studies, and the Graduate Council for consideration.

Should a student wish to file a grievance, he or she should first review UCF’s Golden Rule(http://www.goldenrule.sdes.ucf.edu/) and the Academic Grievance Procedures in the Graduate Catalog.

VI. Professional Development
The program requires that students produce research and present their results at conferences. Information regarding major events will be posted outside the Spanish MA office. It is also important to contribute to the Spanish graduate Annual Colloquium as well as cooperate with similar events within the Florida Status University System (SUS).

Travel Support
The Division of Graduate Studies offers a Graduate Travel Award that provides funding for master's, specialists and doctoral students to deliver a research paper or comparable creative activity at a professional meeting. Students must be the primary authors and presenters. Contact the Student Government Association at (407) 823-5648 for more information.

Instructor Training and Development
The Faculty Center for Teaching & Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. As a result, they offer several programs for the professional development of Graduate Teaching Assistants at the University of Central Florida.

Graduate Teaching Assistant Training
This mandatory training provides information and resources for students who will be instructors. The mandatory one-day seminar combined with webcourses covers a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also participate in the GTA Training Certificate Program. More information is provided below.

GTA Teaching Certificate
This certificate program (12-weeks for domestic students, 16-weeks for international students) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided, and a stipend is offered to current UCF students who complete the certificate. International students are provided the same training as well as information regarding language immersion and tricks and cultural awareness as a way of knowing what to expect from American students.

For more information about GTA Training and Certificate program: visit the Faculty Center for Teaching and Learning website (http://www.fctl.ucf.edu) or call (407) 823-3544.

**Career Services and Experiential Learning**

Graduate career development issues are unique and include evaluating academic and non-academic career choices, discussing graduate school influence our career choices, as well as learning, evaluating, and refining networking and interviewing skills. Whatever your needs may be, the Office of Career Services and Experiential Learning offer services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline. For more information please visit the Office of Career Services website (http://www.career.ucf.edu/) or call (407) 823-2361.

**Graduate Student Association**
http://www.gsa.graduate.ucf.edu/

S.A.G.A.'s mission is to provide graduate students with fun and educational gatherings that reflect on the literary works related to the Spanish M.A. Program, through guest speakers, group discussions, art, the local community, an annual colloquium, and more.

- Seminar Series
- Each semester, GSA offers seminars geared toward academic and professional development.
- Graduate Research Forum
- Sponsored by the Division of Graduate Studies, the Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster and best oral presentation in each category will be given and all participants will receive recognition.

**Spanish Graduate Association (SAGA)**

S.A.G.A.'s mission is to provide graduate students with fun and educational gatherings that reflect on the literary works related to the Spanish M.A. Program, through guest speakers, group discussions, art, the local community, an annual colloquium, and more.

The annual colloquium provides an opportunity for students from all academic levels to participate in forums related to Hispanic literature, linguistics and culture. Students present their own work, engage in academic discussions and develop cross-cultural relations with their peers. A prominent literary figure is invited each year to share his or her works with attendees and to foster an interest in Spanish arts and culture. Students have the opportunity to interact with the speaker in order to reinforce their own creative abilities.

For more information about S.A.G.A., visit their website http://pegasus.cc.ucf.edu/~saga/coloquio.htm or email sagaucf@hotmail.com.

**Graduate Excellence Awards**

Each year, students can submit a portfolio for nomination of College and University level awards of excellence. These are intended to showcase student excellence in academic achievement, teaching, research, leadership, and community service.

These awards include the following:
Award for Excellence by a Graduate Teaching Assistant
For students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

Award for Excellence in Graduate Student Teaching
For students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is the quality of the student’s teaching and the academic contributions of those activities.

Award for the Outstanding Master’s Thesis
Given to recognize graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as (but not limited to): publications in revered academic or peer reviewed journals, awards and recognitions from professional organizations, and acclaim from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline responds to the annual submission request.

For more information about these awards, please see the College of Graduate Studies website: www.graduatestudies.ucf.edu. For more information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, please see their website: http://www.csgs.org/.

VII. Financial Support

International Students
Several types of employment are available to international students, including on-campus employment. For more information about the types of employment available to international students, and the requirements and restrictions based in visa-type, please see the International Services Center’s website: http://www.intl.ucf.edu/ > Current Students > Employment

Assistantships and Tuition Waivers
For complete information about university assistantship and tuition waivers, please see the UCF Graduate Catalog: http://www.graduate.ucf.edu/currentGradCatalog/ > Financial Information. The Graduate Teaching Assistants performs all administrative functions that deal with student matters, and works with the Graduate Coordinator and program professors. Graduate employment positions are decided for research assistants or teaching as soon as the College of Arts and Humanities provides the necessary funds. The department will assign e-mail accounts and Mailboxes for GTAs. GTAs must follow the departmental policies for the copy machine and office supplies.

To be employed and to maintain employment in a graduate position, the student must be:
- In good academic standing
- Enrolled full time
- Masters students can be offered tuition support for a maximum of nine semesters.

At the completion of each semester the student is employed as a GTA, the student’s performance will be evaluated by the faculty advisor. These assessments will be used to review strengths and weaknesses in the student’s performance in preparation for future employment.
International students who will be hired in GTA positions must be proficient at speaking English and must successfully pass the SPEAK exam with a score of 55 or better. This exam (also known as the Oral Proficiency Exam) is administered during the GTA orientation by the Center for Multicultural and Multilingual Services (CMMS). For international student to register for or inquire about the SPEAK examination, please contact Myrna Creasman at CMMS: (407) 823-5515

VIII. Forms and Procedures
Included below is information about several forms that will be useful to the student while they are completing their coursework. In addition to websites where the forms can be found, procedures for filing each of these forms are also outlined.

Each of these forms can be found on the following websites:
Department Website: http://www.cah.ucf.edu/modernlang/main.php> Forms Online
Division of Graduate Studies Website: http://www.graduatestudies.ucf.edu/formsnfiles/
College Website: http://www.cah.ucf.edu/

Transfer Request Form
In order for transfer courses to be requested for use in a UCF degree, the official transcripts from the institution where the courses were taken must be sent to UCF’s Division of Graduate Studies. In addition to the form, supporting documentation from the program must include a memo that gives approval for courses to be transferred and where credit should be applied in program of study.

Traveling Scholar Form
If a student would like to request permission to enroll in a graduate course at another Florida State University System (SUS) institution, this form and a memo of support from the student’s program must be submitted to the College of Arts and Humanities Graduate Office prior to the start of classes for the semester of enrollment in the SUS course. Traveling Scholars are not limited to SUS institutions only. They can take Traveling Scholar credit at any regionally accredited institution, as long as the college approves the request.

Time Conflict (College Form)
If a registration attempt results in a time conflict between two courses, in order for the student to be registered, this form must be completed. This form accompanies the override of the course into which they are unable to register. This form is submitted to the College of Arts and Humanities Graduate Office for approval and course enrollment.

Thesis Committee Approval Form (College Form)
Thesis committees must be in place and approved by the Graduate Program Coordinator, the Department Chair/Director, and the College of Arts and Humanities Assistant Dean of Graduate Studies prior to a student’s enrollment into Thesis (SPW 6971)
Committee Composition:
- Chair (Requirements: regular* department faculty)
- Minimum of three committee members (Requirements: degree or appropriate discipline recognition)
- At least two must be regular* faculty in student’s department
- Majority UCF faculty

* Regular department faculty are tenured or tenure earning faculty or research faculty with permanent appointments; and can include joint appointments but not courtesy joint appointments.
Graduate Petition Form
Requests for exceptions to college or university policies are made by petition. The petition process includes both student and program required documentation prior to its receipt in the College of Arts and Humanities Graduate Office.

- In addition to the Graduate Petition Form, the student must supply their program with a clear statement of what exactly is being requested, why it is being petitioned and rationale for support.
- If approved, the program supplies an additional letter of support and forwards the request to the College of Arts and Humanities Graduate Office for review and submission to the College of Arts and Humanities Assistant Dean for Graduate Studies.
- If approved, the college supplies an additional letter of support and forwards the request to the UCF Graduate Council Subcommittee for Policy and Appeals.

If at any point the petition is denied, the student is given the option of having the petition considered at the next level; however, the Graduate Council provides the final decision regarding petitions. Denials at any level are accompanied with a written explanation.

For more details regarding the petition process, please see the Graduate Studies Website (http://wwwgraduate.ucf.edu) and/or the College Website (http://www.cah.ucf.edu) and the information in the Graduate Catalog (http://wwwgraduate.ucf.edu/currentGradCatalog >Policies >General Policies >Academic Grievance Procedure).

Graduate Student Intent to Graduate Form
Intents to Graduate Form must be filed by the end of registration add/drop in the semester in which the student is intending to graduate. The Graduate Advisor/Coordinator confirms potential completion of degree or certificate program by confirming program/plan, checking audit (making any revisions) and signing the form. The audit (with needed corrections, if any) and form are forwarded to the College of Arts and Humanities Graduate Office where it is verified for potential completion. Note: If the program of study does not show that all requirements will be met by the end of the intended term, the form will either be approved pending or not processed. All pending items must be resolved by mid-semester. Approved forms are forwarded to the Division of Graduate Studies for processing and notification is sent to the Registrar’s Office that the student is intending to graduate. If it is determined that the student will not graduate, the College of Arts and Humanities Graduate Office should be notified. The student will need to re-file their intent for the next semester they intend to complete the degree. Final certification is completed after grades have been released for the semester, and final transcripts are normally available within three to four weeks after certification.