

PHD IN SPANISH – HANDBOOK

Graduate Program in Iberian & Latin American Studies

<https://romancelanguages.nd.edu/graduate/iberian-and-latin-american-studies/>



Department of Romance Languages & Literatures

<https://romancelanguages.nd.edu>



UNIVERSITY OF
NOTRE DAME

College of Arts and Letters

PHD IN SPANISH - HANDBOOK

UNIVERSITY OF NOTRE DAME
COLLEGE OF ARTS AND LETTERS

(Created in Fall 2017. Last Updated in Fall 2026)

1. Program

PhD in Spanish (also referred to in this document as the Spanish PhD program).

2. Administration and Contact information

- **Marisel Moreno**, Chair of the Department of Romance Languages and Literatures. mmorenoa@nd.edu
- **Pedro A. Aguilera-Mellado**, Director of Graduate Studies in Spanish. paguiler@nd.edu
- **Sara Nunley**, Senior Administrative Coordinator to the Chair and Undergraduate Studies Coordinator. snunley@nd.edu
- **Adriana Gutierrez**, Graduate Studies coordinator. agutie23@nd.edu / 574-631-6886
- **Department of Romance Languages and Literatures**. 342 Decio Faculty Hall
Notre Dame, IN. 46556. USA. Phone: (574) 631-6886 / romlang@nd.edu

3. Introduction:

The PhD in Spanish is a program separate from the MA. The PhD program shares seminars and other resources with the MA program, but is a distinct program, with different objectives and expected outcomes, and a separate process of admission.

The PhD is a program based on the principle that a doctoral degree is not merely the fulfillment of a series of requirements, but moreover the successful writing and defense of a relevant dissertation that contributes to the candidate's area of study and that successfully places the candidate in the field and in the academic job market.

The PhD in Spanish trains students working in Latin American and Iberian literatures and cultures. Its goals are to cultivate a dynamic and productive academic community engaged in high quality original research (academic publications and dissertations) and to place its students in tenure-track positions in the US and abroad. We offer a unique, dissertation-oriented program designed to achieve specialization, and a flexible curriculum tailored to each student's interests and background.

Students are expected to complete a set of focused seminars during the first two years of residence at ND, begin working on a dissertation by the fifth semester if not before, present their work in at least two major academic conferences, publish at least one article in a peer-reviewed journal, and finish (defend) the dissertation by the end of the fifth year.

Graduate training for the PhD program relies less on graduate seminars and more on closely supervised and independent research, mentoring, and collaborative intellectual endeavors to produce high quality scholarship. **The success of our students will be measured by productivity (deliverables such as publications, external funding, academic presentations, and measurable progress on the dissertation project) and by their placement in the job market.**

Students in the PhD program in Spanish are free to enrich their areas of specialization through seminars in allied fields, such as literary theory, history, film studies, cultural anthropology, and national literatures, among others, thus connecting their work on Latin American and Iberian literatures and cultures to methodological and analytical innovations in the broader humanities and social sciences (see §IV). Their coursework and research will deliberately nurture expertise.

The majority of our students take four semesters of coursework. This includes graduate seminars relevant to their area of specialization, a theory course, a pedagogy course, and outside courses as necessary.

Students are usually exempt from teaching duties in the first and the fifth years of study (contingent on their satisfactory and measurable progress towards their degree). In addition, a student whose work is judged to be outstanding may be awarded a further semester free from teaching in order to complete a major research project, such as an article, or to focus exclusively on her or his dissertation.

4. Program Requirements

I. Overview:

The PhD in Spanish follows the rules and procedures stated in the latest version of the *Graduate Bulletin of Information*, together with the rules stated in this handbook. When these rules conflict, the program defers to the PhD in Spanish Handbook.

As stipulated in the *Graduate Bulletin of Information* (6.2.1), at least sixty (60) credit hours, or a minimum of 30 credit hours beyond a previously awarded master's degree, are required for the PhD. These credit hours are earned through a combination of coursework and research as explained below. The minimum residency requirement for the PhD degree is full-time status for four consecutive semesters (6.2.2).

Requirements (summary): The PhD in Spanish will require 45 credit hours of graduate coursework (see §II),¹ the fulfillment of a foreign-language requirement other than Spanish (§V), a successfully completed comprehensive exam (§III.1.i.), the candidacy examination and the defense of the dissertation proposal (§III.1.ii.), and the successful defense of a doctoral dissertation (§III).

¹ These 45 credits do not include credits received for dissertation writing.

Students must also take an advanced theory seminar and a class on teaching methodology for 3 credit hours each (counted in the aforementioned 45 credits).

II. Coursework:

45 credit hours (15 seminars or equivalent) of graduate coursework including: General Requirements (6 credits), Department (Spanish Section) Seminars (30 credits), Interdisciplinary graduate coursework or related work (9 credits). This load may be reduced through credit transfer from previous MA programs.

Students must take at least 9 credit hours per semester in order to maintain full-time status. Most students will finish their coursework by the end of their fourth semester. Students must finish, without exception, all coursework by the end of their 5th semester. Failure to complete the coursework by then will be considered extreme underperformance and cause for dismissal from the program without a warning letter or probationary status.

No undergraduate course will count towards the degree.

No course dedicated primarily to language instruction will count towards the degree.

II.1. General Requirements: 6 credits: Introduction to Literary and Cultural Theory; and Teaching Methods (LLRO 63075).²

II.2. Spanish Section Seminars: At least 30 credits (10 courses) must come via graduate seminars given by regular graduate faculty in the Spanish Section (courses listed as RO SP 6xxxx). Students may reduce this load to as few as 21 credits (7 courses), minimum, through a range of replacement work, including: credit transfer (up to nine credits) of relevant course work; Shadowing (3 credits maximum); independent study or directed reading (3 credits maximum). These replacements, in whatever combination, cannot add up to more than 9 credits for application to Spanish Section Seminars. Students coming to the program from the Spanish MA at ND may reduce their load to 15 credits (5 courses) through a combination of credit transfer (usually 9 credits, but up to 15 is permitted) and the above noted replacement work.

II.3. Other credits: 9 credits, ideally in a second area of specialization through some combination of outside seminars, Shadowing, directed reading, or independent study. from a second area of

² Students with and MA in Spanish from ND will be exonerated from the repeating the Theory course if they so choose. Students with an MA in Spanish from ND who have already taken the pedagogy course will be exempted from this requirement. Students with an MA from a different institution or with significant teaching experience (for example, of 4 years or more), may request to be exempted through petition to the DGS.

specialization in a related field.³ Students work with their academic adviser or dissertation director to arrange a field of study that most efficiently advances their research and teaching.

II.4. Shadowing of undergraduate seminars: Up to 6 credits (described in sections §II.2 and II.3) can be taken as “shadowing” courses. Graduate students are invited to shadow and assist a professor in an undergraduate seminar, which they themselves take for credit, with extra readings and assignments appropriate to the graduate level. Shadowings should be approved in writing by the DGS and the professor in charge of the seminar.

II.5. After the successful completion of the graduate coursework in addition to the Comprehensive Exam (see Section III below), the student is eligible to apply for the conferment of an MA Degree in Spanish by the Graduate School. The student will continue towards the Candidacy Exam and the Dissertation.

II.6. For a detailed semester-by-semester breakdown of the PhD in Spanish which includes requirements, deadlines, credit transfers, etc., see “**Appendix 1: Breakdown of PhD in Spanish by Semester.**”

III. Examinations, Proposals and Dissertations:

The exam structure is linked directly to the advancement of the dissertation, research specialization, and the professionalization of the students. The comprehensive and candidacy exams are staggered across semesters and linked in a progressive sequence. Because of this we treat the Candidacy Exam and the Dissertation Proposal together as a single process.

III.1. Outline:

III.1.i. The comprehensive exam is a process that runs from semester 2 to 3. It is based on a paper presentation tied directly to the student’s area of research. Its objective is to prepare the student for the deep knowledge of specialization required of a dissertation project, while also requiring the student to demonstrate fluency in situating their research interests as they relate to major currents and traditions in the field.

³ The PhD in Spanish encourages opportunities for interdisciplinary work, including pre-designed and tailored secondary areas of concentration such as Gender Studies, Screen Cultures, Philosophy, Religion and Literature, cultural theory, Latino Studies, etc. RLL has close ties with a number of departments such as Anthropology, English, History, Political Science and Theology, programs such as Gender Studies, the Center for Civil and Human Rights, and institutes such as the Kellogg Institute, the Nanovic Institute, the Institute for Latino Studies, the Kroc Institute for Peace Studies, and the Medieval Institute.

III.1.ii. The candidacy exam is tied to the defense of the dissertation proposal and takes place during semester 5. It is based on a dissertation proposal presented by the student to a faculty committee. The student will answer committee questions both in writing and in a traditional oral defense of the project proposal. This candidacy exam represents the opportunity to test a proposal for a dissertation with attention both to the project's specific contribution and to its relevance to the wider field. Taken as a whole, this process not only emphasizes breadth of knowledge and emergent expertise, but also, and of equal importance, replicates the process of generating an original research project, from area of interest (the comprehensive exam) to the formulation of questions and a research plan (the candidacy exam).

III.2. The Comprehensive Exam

This exam comprises written and oral parts in subjects related to the student's main area of specialization. It is a process that spans two semesters and a summer in-between. This must be completed by the first month of the third semester. The comprehensive exam is structured as follows:

III.2.i. During the second semester in the program the student will identify an area of study (e.g. nineteenth-century Mexican literature; Argentine contemporary visual culture; Spanish Golden Age poetry; slavery and abolitionist literature in Latin America, etc.). In collaboration with a professor (it does not need to be necessarily your future academic advisor), the student will write and prepare to deliver an 8-10 pages presentation (20 minutes) on the selected subject. Both the area of study and the faculty member must be selected before the Easter Holiday break.

III.2.ii. During the summer between the second and the third semester, students will work on the selected research theme with the guidance of the chosen faculty member in a 8-10 pages paper. This written part of the examination is due by the first day of classes of the third semester. A copy should be sent to the professor with whom the student has worked and the DGS.

III.2.iii. During the third semester (before September 30), the student will offer an oral presentation of the 8-10 pages paper. The DGS will schedule the presentation and it will be open to all students and faculty. This step requires the student to be able to develop and expand upon ideas in a conversational setting, much like the experience of presenting work at a professional conference or participating in a job interview.

Every student must give this presentation / exam following the same format and schedule.

III.2.iv. Students must pass their comprehensive exam with a grade of high pass to continue in the PhD program. A simple pass will end in the student leaving the program with a terminal MA. A high pass means that the exam allows the faculty committee grading the exam to make the informed assumption that the student possesses the knowledge and sophistication required to proceed to the dissertation proposal. The grade will be assigned by the exam's faculty advisor.

III.2.v. Failure in either one or both parts of the examination will result in automatic forfeiture of degree eligibility (see “**Appendix 1:** Breakdown of PhD in Spanish by Semester.”)

III.3. Candidacy Exam and Dissertation Proposal

The candidacy examination and the defense of the dissertation proposal represent a single process that takes place before the end of the fifth semester of study, including the previous summer. In advancing the proposal the student must articulate a preliminary proposal and secure a dissertation advisor⁴ (who must be a tenured member of the department's Spanish Section) and a committee of three faculty members no later than the end of the fourth semester. A **dissertation committee** consists of a minimum of three⁵ and a maximum of four members⁶, as follows: 1. The dissertation director. 2. A regular faculty member of the Spanish Section. 3. A regular faculty member of the Spanish Section.⁷ 4. A regular faculty member from an outside field, external to RL&L.

The candidacy exam and proposal defense process are structured as follows:

III.3.i. During the months prior to the fifth semester (second summer and part of the Fall semester), the student, under the direction of the dissertation advisor, writes a dissertation proposal, including object of study, research questions, plan and methodology. Proposals generally are 20 to 30 pages long and include the following: Title, Abstract, Introduction, Problem Statement, Purpose and / or Rationale, Review of previous Scholarship, Methodology, Significance, Brief Overview of Chapters, Plan of Work, and Bibliography (both corpus of study and existing scholarship).

III.3.ii. During the fifth semester (ideally before November 15), the student hands in the dissertation proposal to the dissertation committee. The committee members have one week to read the document and compose questions relevant to any aspect of the proposal itself or its attendant bibliography. These questions are turned over to the dissertation advisor and constitute the basis for the candidacy exam.

III.3.iii. The dissertation advisor organizes the questions and submits them to the student. The student has 12 days to develop an essay (30-40 pages) in response to the questions, after which the committee has two weeks to read the student's response.

III.3.iv. The student and the committee conduct the oral defense of the dissertation proposal, which includes a defense of the project and a discussion of that project in light of the written response to the initial round of questions. Students can either pass (and become doctoral candidates) or fail this exam (and exit the program).

III.3.v. Failure to complete or pass the candidacy exam and dissertation proposal defense by the end of the 6th semester will be considered extreme underperformance and cause for dismissal from the program without a warning letter or probationary status.

⁴ An advisor and committee form must be signed by the student and the advisor and submitted to the DGS before the last day of classes of the fourth semester.

⁵ Three (3) is the minimum of readers established by the Graduate School Academic Code, point 6.2.10.

⁶ A dissertation committee with four (4) members is recommended by the Spanish program.

⁷ In special circumstances, this member may be replaced by a regular faculty member from another RL&L section. Such replacement must be petitioned to the DGS.

III.4. Dissertation defense: the student will give a presentation on the dissertation and defend it publicly. Many faculty members are unavailable during the summer months; unless circumstances require it, summer defenses are highly discouraged. Defenses scheduled between May 1 and August 31 must be petitioned to and approved by the DGS.

IV. Other requirements

IV.1. Second area of specialization: Students are encouraged to develop a second area of specialization in a related coherent field. Examples of these second areas of specializations would be Latino Studies, Philosophy, Gender Studies, Film Studies, Memory Studies, Human Rights, GLOBES (Environmental Studies), etc.

IV.2. Language requirement: Candidates must demonstrate near-native fluency in Spanish and advanced reading knowledge in a second language other than English. Students may train for this skill at their own volition, or through course work at the University. While language courses can be included among a students funded credit load, they do not count toward the accumulation of credits toward the degree. Student demonstrate their language competency through a Reading Exam administered by the Department.

V Academic expectations and good standing

V.1 Good standing

V.1.i Graduate students in good standing are expected to be enrolled and making satisfactory progress in their program with a minimum GPA of 3.0. Students can request from their advisor (or from the DGS if the student has not chosen an advisor) an annual Assessment of Student Progress, as described in the Graduate Academic Code (5.5).

V.1.ii. There are two status designations available to graduate students: “in good standing” and “on probation.” As a general rule, the reasons for the probationary status are: a) falling behind schedule for examinations and other academic benchmarks outlined in this handbook (no warning letter would be necessary); b) having a GPA of less than 3.0. A student on probation must complete the stipulations outlined in the probation letter within the required time frame or will be dismissed from the program of study. Students on probation are ineligible for financial support from University sources (stipend, full tuition, and professional development funds) except for a tuition scholarship that covers eight of the nine credit hours required to maintain full-time status. The student will be financially responsible for the remaining one credit. While on probation, if a student meets the stipulations within the time frame outlined in the probation letter, the student will return to good standing status the next semester of enrollment.

V.2. Dismissal.

A student can be immediately dismissed from the program of study without a warning letter or probationary status for the following reasons:

V.2.i. A violation of the honor code, particularly, plagiarism.

V.2.ii. Inability to Secure an Advisor (for the proposal).

V.2.iii. Extreme Underperformance as defined in this handbook. This dismissal will be applied to a student whose performance is deemed wholly unacceptable by the student's advisor, director of graduate studies, or program faculty. A G.P.A. below 2.5 in any single semester, or below 3.0 for two consecutive semesters; failure to pass either the Comprehensive exam or the Candidacy Exam and Dissertation Proposal are examples of extreme underperformance.

V.3. Productivity

We require doctoral students to present papers at two major conferences and submit at least one academic article for publication in a refereed journal. See “**Appendix 1: Breakdown of PhD in Spanish by Semester.**”

5. Governance:

The Chair: Consults with the DGS on the general direction of the PhD program, letters of admission, and interactions with University administrative offices.

The Director of Graduate Studies (DGS) for the PhD in Spanish, a tenured faculty member of the Spanish section of the Department of RLL, will be appointed by the Dean of the College of Arts and Letters in consultation with the Chair. The DGS will be responsible for the day-to-day operations of the program.

The allocation and balancing of resources (such as departmental student research support) is made by the Graduate Committee (all DGSes in French, Spanish, and Italian, the Chair, and a faculty member). Admissions and the establishment of common aspects of the program, including the interpretation and revision of this handbook is made by all the tenured and tenure track members of the Spanish section.

6. Academic Integrity⁸

I. Misconduct.

Integrity in scholarship and research is essential to academic life in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge compromises the intellectual effort and may undermine confidence in academic work. A commitment to honesty and respect of intellectual property is expected in all academic activities. The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code.

⁸ This section and the procedures to ensure academic integrity will apply to both MA and PhD students in Spanish.

Violations of academic integrity may occur in classroom work and related academic functions, presentations, examinations, or in research/scholarship endeavors. Violations include cases of plagiarism, submission of work completed in whole or in part by some uncredited entity, falsification of data, and any other misrepresentation in proposing, conducting, reporting, or reviewing research. Guiding principles for determining violations of academic integrity are referred in the Academic code of the Graduate School of the University of Notre Dame (5.8 Academic Integrity) and should be informed by the standards in the profession as defined by the MLA.⁹

II. Procedure

- i. *Initial consultation and charges.* If an individual suspects that a violation of academic integrity has occurred, she or he should discuss the matter confidentially with the faculty member supervising the suspected work (if applicable), the department chair, and the DGS. If any perceived conflict of interest exists between the chair/DGS and the accused, the next highest academic officer shall be consulted and notified of the charges. Any conflict should be resolved by the Chair. If, after this initial consultation, there appears to be a reasonable basis for further inquiry, the DGS or the Chair will inform the student of the charges in writing and request a written response.
- ii. *Answer to the Charges.* After the DGS or the Chair informs the accused in writing of the charges, the accused will respond them in writing within 5 calendar days.
- iii. *Investigation and Hearing.* The chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The panel will determine within 5 calendar days after receiving the answers to the charges whether to proceed to a hearing, to further investigate the case, or to dismiss the charges. If the panel decides to proceed to an oral hearing, it will be held within 5 calendar days after the accused answered in writing to the charges (no hearing will be necessary if the accused accept the charges; see section 6.II.viii). If the panel decides that further investigation is necessary, it shall immediately notify the Chair and proceed with the additional investigation for no more than another 10 calendar days. If the panel accept the answers from the accused the charges will be dismissed and all information gathered in connection with this investigation will be destroyed.
- iv. *Panel's Report and Recommendations to the Chair.* The accused party must be given the opportunity to respond to any and all allegations and supporting evidence in the written response and at the hearing. The panel will make a final decision, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all the pertinent documentation and will be presented within 10 days after meeting with the accused. Copies of the report are to be made available to the accused and the DGS as well.

⁹ <https://style.mla.org/plagiarism-and-academic-dishonesty>

https://graduateschool.nd.edu/assets/72055/academic_code_for_current_students.pdf

v. *Sanctions.* Any sanction pertaining violations of academic integrity by graduate students will be ultimately decided by the Chair at the departmental level. If a violation to the Academic integrity is judged to have occurred, this might constitute grounds for dismissal from the University, probation, or a written reprimand, among other sanctions, depending on the gravity of the violation or misconduct.

vi. Violations will result in a failing grade for the work /research in question which cannot be used or reused in any form and for any academic purpose, and might be reported to the sponsor of the research (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

vii. *Appeals to the Dean.* If the student chooses to appeal, she or he must address the appeal in writing to the Dean of the Graduate School within 5 days of receiving the decision of the Chair. The student has the right to appear before the Dean of the Graduate School or his or her delegate. The Dean may decide the case based on the existing documentation or to appoint an *ad hoc* committee to handle this appeal, if deemed necessary.

viii. The penalty for a student who admits wrongdoing is determined by the Chair of the department in consultation with the DGS.

The Chair and the DGS should consult the Graduate School Programs and Policies for further references on procedures and penalties:

<https://graduateschool.nd.edu/assets/281218/gsbulletinmostrecent.pdf>

III. *Academic Ombudsperson*

IV. *Graduate Student Appeal Procedure*

Approved by the Graduate Council, November 16, 2005

7. Grievance Procedure

The Dean of the Graduate School has appointed an Academic Ombudsperson in the Graduate School to be available to graduate students who want to discuss in confidence problems they are having in their programs. The Ombudsperson for 2016-2017 is John Lubker, Associate Dean of Students. He may be contacted at John.R.Lubker.2@nd.edu

The purpose of this procedure is to afford graduate students at the University of Notre Dame the opportunity to resolve complaints dealing with academic issues and with other program decisions that terminate or impede progress toward the degree, such as dismissal from graduate standing, placement on probationary status, and denial of readmission to the same

program (if the student was previously in good standing).

This procedure is not to be used to address issues of academic integrity (see section 6 of this handbook), sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), academic fraud (see the “Grievance and Appeal Procedures” section of the *Graduate School Bulletin of Information*), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

I. Informal process

II. Formal Process

Students who wish to file a grievance on academic matters related to the PhD in Spanish Program may begin by seeking advice from the DGS, the Chair or the associate dean of the Graduate School before beginning a formal process within the program or an appeal to either the Chair or the dean.

This procedure is provided for continuing and returning graduate students in the Graduate School.

If a graduate student decides formally to appeal a program's decision resolving the student's grievance, the student must submit a written request for appeal to the Graduate School's Associate Dean for Academic Affairs as set forth below. The only grounds upon which an appeal may be based are:

- i. A procedural error within the program's stated grievance procedure which may have substantially affected the fairness or outcome of the grievance procedure.
- ii. New evidence that becomes available only after the conclusion of the program's grievance procedure which reasonably may have impacted the fairness or outcome of the grievance procedure.
- iii. An inappropriate sanction which is grossly disproportionate to the conduct initiating the sanction, considering the relevant aggravating and/or mitigating factors.

Dissatisfaction or disagreement with a decision is not grounds for appeal.

The request for appeal must include the following information: (i) the graduate student's name, address, email address, and phone number; (ii) relevant information from the program's grievance process (date of hearing, any written decision(s) from the program, and sanction(s)); (iii) the ground(s) upon which the request for appeal is based; and (iv) for each ground stated, an explanation of why the student's appeal meets that ground (e.g., identify specific procedures that were not followed during the grievance procedure, identify any evidence discovered following the conclusion of the grievance process, or explain why the

sanction is not commensurate with the underlying conduct).

The request for appeal must be submitted to the Graduate School's Associate Dean for Academic Affairs within 30 calendar days of the program's decision. Only the Graduate School's Associate Dean for Academic Affairs may extend this deadline, at his or her sole discretion, in extenuating circumstances. If no request for appeal is submitted within the 30-day appeal period, and no extension has been granted by the Associate Dean for Academic

Affairs, then the program's decision becomes final and is not subject to appeal.

Once an appropriate appeal has been received, the Associate Dean for Academic Affairs will then convene a meeting of an ad hoc academic appeals committee, composed of three faculty members chosen by the Associate Dean for Academic Affairs, all of whom will be current members of their

respective College Council. Two of the three faculty members on the appeals committee shall be from the appellant's college, and one shall be from outside the appellant's college, unless an appellant is enrolled in a trans-college program, in which case each college will be represented on this committee. The committee will also include one non-voting graduate student. This student may be either one of the current Graduate Student Union representatives or a substitute from the appellant's college selected by the Associate Dean for Academic Affairs from a pool of students identified by the Graduate Student Union. The Associate Dean for Academic Affairs, who does not vote, will chair the committee. At the appellant's request or by request of the committee, this appeals committee will also meet with the appellant. The committee may also meet with other individuals involved.

The appeals committee will make a written recommendation to the Dean of the Graduate School within 30 calendar days of receipt of the appeal. The Dean may or may not accept the committee's recommendation, but in either case, the Dean will issue a written decision to the appellant within 30 calendar days of receipt of the committee's recommendation. The Dean, at his or her sole discretion, in extenuating circumstances, may extend these 30-day deadlines. The Dean will send a copy of this decision letter to the department chair or the DGS of the program. The judgment of the Dean of the Graduate School is final.

Students who have been dismissed from their program cannot register or complete the ND Roll Call process for subsequent semesters, including the Summer session, during the appeal process.

Department of Romance Languages and Literatures Appeal Procedure on Matters Concerning Academic Grievances

On all matters concerning academic grievances originated by students, the initial recourse is through the department and its procedures. Students who wish to file a grievance against the Department of Romance Languages and Literatures or its faculty or to appeal a departmental decision in respect to them should normally consult with the Director of Graduate Studies, except in those cases where the DGS is the subject of the grievance, in which case the student should consult with the Department Chair. The DGS or departmental chair may, in consultation with the student, attempt to resolve the grievance personally and informally. In the event that the problem is not resolved to the student's satisfaction, the Department chair or the DGS will appoint a departmental grievance committee to address the problem. The student must submit the complaint in writing to the grievance committee, which will be chaired by a member of the language section in which the student is specializing. The complaint should be very specific as to the nature of the problem, the date or dates when the problem occurred, the grounds on which the appeal is based, and the specific relief requested. Supporting evidence for each aspect of the complaint must be submitted. The grievance committee may take testimony from the complainant, other students, DGS, supervisor, and any faculty and students associated with the complaint. The committee will deliberate and submit a written report to the departmental chair or the DGS within 30 days of its appointment. The committee's decision is final within the Department of Romance Languages and Literatures. However, a student who has had recourse to his or her departmental grievance procedure on academic matters, and who believes that he or she has not received adequate consideration (and can substantiate that belief), may appeal to the Graduate School (see III.3).

This procedure is not to be used to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), of academic fraud (see the “Grievance and Appeal Procedures” section of the Graduate School Bulletin of Information), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

University Policy on Religious Holidays

As a university rooted in the Catholic religious tradition, and valuing the dignity and faith of every human being, we support the ability of every student to express and celebrate their religious traditions. This includes observing major religious holidays outside those already recognized by the university (Christmas and Easter). The standard list of major world religious holidays maintained by Campus Ministry can be found [here](#), which is not exhaustive. Should a student wish to ask for time away for a holiday not recognized by the university, it is recommended that graduate students have a conversation well in advance of the observed date with their advisor/PI.

APPENDIX: BREAKDOWN OF PhD IN SPANISH BY SEMESTER

[NOTE: THE PROGRAM MAPS PROVIDED HERE ARE APPROXIMATIONS; EXACT SEQUENCES WILL DETERMINED BY THE NEED OF THE INDIVIDUAL STUDENT]

1. Students who come to the PhD with a BA

Transfer of credits: Students coming to the PhD with a BA only are not eligible to transfer any credits. They will, therefore, take the full number of required credits. They will be able to complete their coursework and their candidacy and dissertation proposal exam by the end of their fifth semester, at the latest, giving them at least 2 1/2 years to complete research and writing of the dissertation.

Students who do not pass their candidacy and dissertation proposal exam, but still show mastery on their area of studies may receive the MA as a terminal degree in the fifth or sixth semester. A failed candidacy and dissertation proposal exam will be then evaluated in terms of a MA comprehensive exam in order to award the student a master's degree.

A sample plan of study for a student entering with a BA:

Year 1 Semester 1: 4 courses (12 credits), no teaching Introduction to theory and research in Hispanic literatures and cultures Seminar in Hispanic Studies Seminar in Hispanic studies Seminar in Hispanic studies Semester 2: 4 courses (12 credits), no teaching Select an exam advisor & prepare presentation for Comprehensive exam Seminar in Hispanic studies Seminar in Hispanic studies Seminar in Hispanic studies Seminar in Hispanic studies	Year 2 Semester 3: 3 courses (9 credits), teaching (one course) Foreign Language Acquisition and Instruction (and the 0-credit teaching practicum) Seminar in Hispanic studies Seminar in Hispanic studies Student completes oral part of Comprehensive Exam Semester 4: 3 courses (9 credits), teaching (one course) Secure a Dissertation Advisor Teaching practicum (no credits) Seminar in Hispanic Studies Outside course or equivalent Seminar in Hispanic Studies, Outside course or equivalent
Summer 1: Preparation for Comprehensive exam Student completes written part of Comprehensive Exam	Seminar in Hispanic Studies, Outside course or equivalent Summer 2:

	Dissertation proposal research and preparation
Year 3 Semester 5: 1 course (3 credits), teaching (one course); 6 research credits. Outside course or equivalent Candidacy exam and dissertation proposal defense or terminal MA Semester 6: no coursework, teaching (one course) Dissertation research/writing Summer 3: Dissertation research and writing	Year 4 Semester 7: no coursework, teaching (one course); 9 research credits. Dissertation research/writing Semester 8: no coursework, teaching (one course) Dissertation research/writing Minimum progress: 2 dissertation chapters written
Year 5 Semester 9: no coursework, no teaching; 9 research credits. Research goal: Submit one article for publication Dissertation research/writing Semester 10: no coursework, no teaching. Dissertation writing Dissertation Defense	

2. Students who enter with a MA from a different institution

Transfer of credits: Students who enter with a MA from an institution other than ND can transfer up to 9 graduate credits toward the PhD in Spanish. They will complete their coursework by the end of their fourth semester and their candidacy and dissertation proposal exam at the beginning of their fifth semester, giving them roughly three years to complete their dissertation.

Note: Students from Europe or Latin America who come with a “licenciatura” (a five-year BA that can at times be equivalent to a BA plus MA from an American institution) may also receive up to 9 credits upon review of their relevant coursework by the DGS. (Credits cannot be officially transferred until the successful completion of one semester.)

A sample plan of study for a student entering with a Master’s degree from another institution follows:

Year 1 Semester 1: 4 courses (12 credits), no teaching	Year 2 Semester 3: 3 courses (9 credits), teaching (one
---	--

Introduction to theory and research in Hispanic literatures and cultures Seminar in Hispanic Studies Seminar in Hispanic studies Seminar in Hispanic studies Semester 2: 4 courses (12 credits), no teaching Select an exam advisor & prepare list for Comprehensive exam Seminar in Hispanic studies Seminar in Hispanic studies Seminar in Hispanic studies Seminar in Hispanic studies Summer 1: Preparation for Comprehensive exam Student completes written part of Comprehensive Exam	course) Transfer of credits from the MA (3-9) Foreign Language Acquisition and Instruction (and the 0-credit teaching practicum) Outside course or equivalent Outside course or equivalent Student completes oral part of Comprehensive Exam Semester 4: 1 course (3 credits), teaching (one course) Secure a Dissertation Advisor Teaching practicum (no credits) Outside course or equivalent Dissertation proposal research and preparation Summer 2: no coursework, no teaching Dissertation proposal research and preparation
Year 3 Semester 5: no coursework, teaching (one course), 9 research credits. Student completes candidacy exam and dissertation proposal defense or terminal MA Semester 6: no coursework, teaching (one course) Dissertation research/writing Research goal: Submit one article for publication Summer 3: Dissertation research/writing	Year 4 Semester 7: no coursework, teaching (one course); 9 research credits. Dissertation research/writing Semester 8: no coursework, teaching (one course) Dissertation research/writing Minimum progress: 2 dissertation chapters written. Summer 4: Dissertation research/writing
Year 5 Semester 9: no coursework, no teaching, 9 research credits. Research goal: Submit a second article for publication Dissertation research/writing Semester 10: no coursework, no teaching. Dissertation defense	

3. Students who enter with a MA from ND

Transfer of credits: Students who enter with a MA from ND may transfer up to 15 credits (12 credits for seminars in Hispanic studies and 3 credits for the pedagogy seminar) upon entering the PhD in Spanish. They will be exempted from the required pedagogy course, which they will have taken during their MA studies. They will be able to complete their required course work by the end of the third semester and complete their candidacy and **dissertation proposal** exam by the end of the fourth semester. This will give them three years to complete the dissertation.

A sample plan of study for an ND student entering with an MA follows.

Year 1 Semester 1: 4 courses (12 credits), no teaching Seminar in Hispanic Studies Seminar in Hispanic Studies Seminar in Hispanic Studies Seminar in Hispanic Studies Semester 2: 4 courses (12 credits), no teaching Select an exam advisor & prepare Comprehensive exam Secure a Dissertation Advisor Seminar in Hispanic Studies Seminar in Hispanic Studies Outside course or equivalent Outside course or equivalent Summer 1: Comprehensive exam Student completes written part of Comprehensive Exam	Year 2 Semester 3: 3 courses (9 credits), teaching (one course); 3 research credits. Transfer of credits from the MA (3-15) Outside course or equivalent Outside course or equivalent Outside course or equivalent Student completes oral part of Comprehensive Exam Semester 4: no coursework, teaching (one course); 9 research credits. Dissertation proposal research and preparation Candidacy exam and dissertation proposal defense Summer 2: no coursework, no teaching Dissertation research/writing
---	---

Year 3 Semester 5: no coursework, teaching (one course);9 research credits. Dissertation research/writing Research goal: submit one article for publication Semester 6: no coursework, teaching (one course) Dissertation research/writing Summer 3: Writing one chapter of the dissertation	Years 4 Semester 7: no coursework, teaching (one course); 9 research credits. Dissertation research/writing Minimum progress: total of 2 dissertation chapters written Semester 8: no coursework, teaching (unless a course release is granted)
---	--

	Dissertation research/writing Summer 3: Research goal: Submit a second article for publication or writing a chapter of the dissertation
Year 5 Semester 9: no coursework, no teaching; 9 research credits. Dissertation research/writing Semester 10: no coursework, no teaching. Dissertation defense	

Note: In cases 1 and 2, a doctoral student may receive the **master's degree** without taking the master's examination on the recommendation of the program and completion of: (a) the coursework required by the program for the master's degree, and (b) all written and oral parts of the doctoral candidacy or PhD qualifying examination.