

# **2011-12 Graduate Student Guide**

## **Department of Near Eastern Languages and Cultures**

### **Indiana University Bloomington**

The NELC Graduate Student Guide is intended to serve as a supplement to the University Graduate School Bulletin and the IU Code of Student Rights, Responsibilities, and Conduct. These last two are the ultimate authority on IU rules and regulations and override any NELC-specific rules or policies that are not consistent with them. Further, they provide more extensive and detailed information on the topics covered in the NELC Graduate Student Guide. All graduate students should familiarize themselves with these materials and consult them as needed.

University Graduate School Online Bulletin: <http://www.indiana.edu/~bulletin/iu/grad/>  
Indiana University Code of Student Rights, Responsibilities, and Conduct: <http://dsa.indiana.edu/Code/>

### **Department Contact Information**

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Website: <http://www.indiana.edu/~nelc>

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## **Emergency Contact Numbers**

### **Indiana University Police Department**

1469 East 17th Street, Bloomington, IN 47408  
Phone: (812) 855-4111 -- for emergencies dial 911  
Internet: <http://www.indiana.edu/~iupd/>  
Email: [iupd@indiana.edu](mailto:iupd@indiana.edu)

### **International Services**

Franklin Hall 306  
601 Kirkwood Ave. Bloomington, IN 47405  
Phone: (812) 855-9086  
Internet: <http://www.indiana.edu/~intlerv/>  
Email: [intlerv@indiana.edu](mailto:intlerv@indiana.edu)

For assistance with urgent international student issues see:  
<http://www.indiana.edu/~intlerv/ois/emergency.php>

### **IU Health Center**

Indiana University Health Center  
600 North Jordan Ave. Bloomington, IN 47405  
Phone: (812) 855-4011  
Internet: <http://www.indiana.edu/~health/>  
Email: [health@indiana.edu](mailto:health@indiana.edu)

For a detailed list of contact numbers for various health related services, please visit:  
<http://www.indiana.edu/~health/contactus.html>

### **Counseling and Psychological Services (CAPS)**

600 N. Jordan Ave., 4<sup>th</sup> floor, IU Health Center  
Phone: (812) 855-5711  
Internet: <http://healthcenter.indiana.edu/caps.html>

## **NELC Department Administrative Staff**

### **Department Chairman**

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### **Director of Graduate Studies**

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### **Department Manager and Account Associate**

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[dorson@indiana.edu](mailto:dorson@indiana.edu)  
Goodbody Hall 219

### **Graduate Secretary and Office Assistant**

Connie May  
(812) 856-4819  
  
Goodbody Hall 219

## **NELC Student Association**

The NELC Student Association provides students of the Near Eastern Languages and Cultures department a forum to share research with one another, as well as organizational and financial resources to host respected lecturers in the field of Near Eastern languages, culture, and politics. In addition, we promote awareness of Near Eastern culture on the IU campus and in the greater Bloomington community.

<http://www.indiana.edu/~nelc/resources.shtml>

## **NELC Drama Club**

## **Near Eastern Languages and Linguistics Study Group**

## **Other Campus Offices and Organizations**

### **Office of the Bursar**

Franklin Hall 011  
601 E. Kirkwood Ave. Bloomington, IN 47405  
Phone: (812) 855-2636  
Internet: <http://bursar.indiana.edu>  
Email: [bursar@indiana.edu](mailto:bursar@indiana.edu)

### **Office of the Registrar**

Franklin Hall 100  
601 E. Kirkwood Ave. Bloomington, IN 47405  
Phone: (812) 855-0121  
Internet: <http://registrar.indiana.edu/>  
Email: [registrar@indiana.edu](mailto:registrar@indiana.edu)

### **Office of Student Financial Assistance**

Franklin Hall 208  
601 E. Kirkwood Ave. Bloomington, IN 47405  
Phone: (812) 855-0321  
Internet: <http://www.indiana.edu/~sfa/>  
Email: Contact form available at <http://www.indiana.edu/~sfa/office/contact.php>

### **Graduate and Professional Students Organization**

<http://www.indiana.edu/~gpso/>

**Graduate Employees Organization**

<http://www.indiana.edu/~geo>

**Muslim Student Union**

<http://www.indiana.edu/~msuweb/>

**A list of country- and region-specific student associations can be found at:**

[http://www.indiana.edu/~intlsvr/ic/student\\_groups/index.php](http://www.indiana.edu/~intlsvr/ic/student_groups/index.php)

## **General Academic Information**

### **Academic Progress**

Students are expected to maintain adequate academic progress, based on their program, work, and teaching obligations. Failure to do so or to maintain an adequate GPA can result in loss of funding, academic probation, and eventual expulsion from the program.

The permission of the NELC chair is required for NELC students to take Incompletes.

### **Full-time Enrollment**

Full-time enrollment is normally considered to be 8 credit hours per semester. The maximum a graduate student can register for is 16 credit hours. Most students register for between 8 and 12 credits per semester, and most finish their M.A. degree in two or three years.

IU-funded students with fee remissions must use all the credit hours provided by their fee remission. Normally the fee remission is for 12 credits per semester and, for full-year appointments, 6 credits in the summer.

Ph.D. students may register for N810 (Ph.D. dissertation research) only with the permission of their Ph.D. advisors and the Director of Graduate Studies (DGS).

Ph.D. students who have completed their 90 required credit hours, including all course requirements, and who have passed their qualifying examinations may register for G901, with the DGS's approval, to maintain the required continuous enrollment.

## **Ethical and Professional Conduct**

### **Student Responsibilities**

NELC graduate students are expected to conform to the highest standards of ethical and professional conduct.

### **Academic Honesty**

It is required that all assigned academic work be done on your own (except when the instructor *explicitly* allows working as a group). This means providing references whenever you make use of another person's ideas, opinions, theories, formulas, graphics, pictures, research, or other original work, whether transmitted orally or in writing, and whether presented as a direct quotation, paraphrase, reproduction, explanation, adaptation, borrowing, or by any other mode of presentation. Students should check with their instructors if they have any questions concerning what sorts of information require acknowledgment and what form of annotation or reference is required.

On both of the above matters, students should familiarize themselves with the *IU Code of Students Rights, Responsibilities, and Conduct* (see <http://dsa.indiana.edu/Code/>).

## **Application and Admission**

### **Application procedures**

Persons wishing to begin study towards the M.A. or Ph.D. in Near Eastern Languages and Cultures must apply to both the NELC department and the University Graduate School according to the University's normal application procedures for graduate degree programs. International applicants (those who are neither US citizens nor US Lawful Permanent Residents) are required to apply through the Office of International Admissions. To avoid unnecessary delays in the admissions decision, applicants are urged to pay close attention to admissions procedures and to submit the required documents to the proper offices.

Only applicants who have already earned a master's degree, or who will complete their master's degree before matriculating at IU, may apply to the Ph.D. program. All other applicants must apply to the M.A. program; later, as they complete the NELC M.A. degree, they may apply for Transition to Ph.D. The NELC department does not offer admission directly to Ph.D. from the Bachelor's degree.

### **Application deadlines**

To be considered for financial assistance, and for most favorable consideration for fall admission, the application, payment of application fees, and all required materials and test scores must be submitted by **December 15** (international applicants) or **January 15** (domestic applicants) of the preceding academic year.

The FLAS application deadline through the Center for Global Change and African Studies is **February 1**.

### **TOEFL and GRE**

International applicants are required to submit TOEFL scores only. U.S. applicants are required to submit GRE scores only.

In accordance with the Graduate School guidelines, NELC requires that students have a minimum of **213** on the Computer-Based TOEFL; a minimum of **550** on the paper TOEFL exam; or a minimum of **79** on the internet-based TOEFL.

### **Exceptions**

International applicants who possess a bachelor's degree from an accredited English-language college or university in the U.S. should normally submit GRE scores only. Consult the DGS or department chair for more information.

U.S. nationals who have been educated abroad and have their bachelor's degree or equivalent from a non-US, non-English-language institution should normally submit TOEFL scores only. Consult the DGS or department chair for more information.

## **Advising and Registration**

### **M.A. Advisors**

M.A. students normally are advised by the DGS.

### **Ph.D. Advisors**

In consultation with the DGS, each Ph.D. student is assigned a Ph.D. advisor when the student first enters the Ph.D. program. In exceptional circumstances it is possible to change advisors. The Ph.D. advisor assists the student with structuring a coherent academic program, organizing the Ph.D. exam fields and the Ph.D. advisory committee, and forming the Ph.D. dissertation research committee. The DGS is responsible for certifying that the student fulfills all language and coursework requirements and completes all additional NELC milestones required for the degree.

Please note that while the advisor is of crucial importance to the student's progress towards the degree, the responsibility for knowing and understanding all degree requirements and for completing them in a timely fashion ultimately rests with the student.

### **Fall 2011 Advising Dates**

Incoming students will meet with the DGS for advising during the week before classes begin, prior to their registration date. Advising appointments are set up through the NELC office.

Incoming graduate student advising is on **August 22, 23 and 24**; registration for incoming graduate students is on **August 25**.

Continuing students who have any advising problems should contact the NELC office to set up an appointment with the DGS in August. Ph.D. students should see their individual advisor before meeting with the DGS.

Continuing M.A. students are required to meet with the DGS once per semester for advising prior to registration. The NELC department will contact you when it is time to schedule your advising appointment.

### **Directed Readings and Independent Study courses**

Directed Readings and Independent Study courses (e.g., N590-94, N598, N695, etc.) provide an important way for NELC graduate students to explore particular research interests on an individual basis, but there are special advising requirements. Students should adhere to the following guidelines:

1. Discuss with your advisor what directed readings courses may be appropriate for your academic program, and when and with which faculty members they should be taken.
2. During the semester before you intend to take the course, meet with the prospective supervising faculty member to discuss your goals for the course and, if the faculty member agrees, to construct the reading list and project requirements.
3. Before registration for your intended academic term, complete the Directed Reading Course Form (available from the NELC office), obtain the instructor's signature, and submit it to the NELC Graduate Secretary, along with the reading list and any additional information. The form is used by the NELC office to generate registration permissions, to keep enrollees and instructors matched, and to coordinate grade reporting properly, so be sure the information on the form is clear and complete. Missing or incorrect information

- can cause registration difficulties, delayed or missing grades, and even more serious problems such as academic progress issues and holds on AI appointments.
4. At the end of the semester, remind your instructor to submit your course grade. Grade reporting procedures are not the same as with normal classroom courses, so advise your instructor to consult the Graduate Secretary or the Department Chair if there are any questions.

### **Placement Examinations**

For Fall 2011, the Arabic placement exam will be conducted on Thursday, August 25.

Other language placement exams are normally handled by other units. For example, the Persian and Turkish exams are handled by the Department of Central Eurasian Studies, and the Hebrew exam is handled by the Jewish Studies Program.

### **Registration Dates and Fees for Fall 2011**

The information provided below regarding dates and fees represents our understanding as of the preparation of this handbook. The Bursar's and Registrar's offices are the final authorities; please consult their websites (<http://registrar.indiana.edu> and <http://bursar.indiana.edu>) for the most up-to-date information.

A complete list of registration dates and policies for upcoming semesters can be found at: <http://www.indiana.edu/~registra/offcalen.shtml>

#### *Fall Semester Registration: Important Dates*

Early Registration using OneStart Self-Service for **continuing graduate students** is scheduled by the Registrar's Office.

Registration for **new graduate students** is on **Thursday, August 25**. Beginning August 26, the Office of the Bursar will assess a late registration fee.

Students should complete schedule adjustments by September 2 at the very latest. Classes dropped during the first week of classes will not appear on transcripts. Students who drop classes by September 2 will receive a 100% refund for each dropped class.

Late Drop/Add begins on Tuesday, September 6. Students who drop classes after September 6 forfeit a portion of the graduate tuition fees paid, even if the class was covered by a fee remission or a fee scholarship. (Exception: graduate students may exchange one class for one other class of equal credit hours without any net tuition charge as long as the dropped and added classes are submitted in the same transaction (as a "drop and add pair") during the second week of classes. There will still be a \$23 Late Schedule Change Fee, and the dropped course will still carry a grade of W in the academic record ) Classes dropped after Friday, September 2 will be assigned a grade of W through the last day for an automatic grade of W.

## **Add/Drop Deadlines for Fall Semester 2011**

To drop a course with an automatic grade of W (Withdrawn), the deadlines are as follows:

- For full semester classes, October 26
- For a 1<sup>st</sup> eight weeks course, September 27
- For a 2<sup>nd</sup> eight weeks course, November 22

A drop fee of \$23 is charged per course.

## **M.A. Program**

The following sections describe two separate sets of M.A. degree requirements. One set of requirements is for students who began their graduate study Fall 2009 or earlier. The other set is for students beginning their graduate study Spring 2010 or later. Continuing students who began their study before Fall 2009 have the option of switching to the newer, revised requirements, or they may continue their program using the older requirements. Students who begin their degree in Fall 2009 may use either set of requirements, but they must declare their choice at the beginning of their program, and that choice will be binding until they have completed their degree.

### **M.A. Degree Requirements for Students Beginning Study Fall 2009 or Earlier:**

#### **1. Credit Hours/Coursework**

Students must take a total of **36 credit hours of coursework** in the NELC department, to be approved by the Director of Graduate Studies. This includes NELC courses, courses cross-listed with NELC, and other courses approved for a student's program by the DGS on an individual basis. Courses will be chosen to provide a coherent academic program, fulfill the language requirements, and prepare the student for the M.A. field examinations.

**18 credit hours of the required coursework must involve one of the major NELC languages, and 6 must involve the use of the minor NELC language.**

If the student chooses a European research language instead of the minor NELC language, there is no credit hour requirement (see below under Major and Minor Language Requirements), but students must still demonstrate the language proficiency.

As per Graduate School regulations, **up to 8 credit hours** may be approved for transfer toward the M.A. degree from another institution, with the permission of the DGS and dean.

International Students must register for a **minimum of 8 credits per semester** to be considered Full Time. However, if the student holds an assistantship position or an AI appointment, he or she may register for a **minimum of 6 credits** to be considered full time.

#### **2. Major and Minor Language Requirements**

NELC languages include **Arabic, Hebrew, Persian** and **Turkish**. Other languages may be substituted on an individual basis, if they are deemed pertinent to the student's course of study by the DGS. A student must choose one of the languages as his/her major language and one as the minor language (but see below for exceptions involving selection of a non-NELC language as the minor language).

### ***Major Language***

A student must take a minimum of **18 credit hours of coursework using the major language**. This includes courses in the language sequence, supplementary language courses (such as Multimedia Arabic and Conversational Arabic), and advanced text courses such as N690 Research in Classical Arabic Texts.

For the major language, the student must complete at least the third-year level, i.e. Advanced I & II for languages with an advanced course sequence. He/she must take the established equivalents for other languages.

Modern and Biblical Hebrew courses can mix and match; for example, Elementary & Intermediate Modern Hebrew plus Elementary Biblical Hebrew would combine to satisfy the three-year requirement for a Hebrew as the major language (see DGS for details).

Students whose major language is Arabic must take Advanced Arabic I and II. Students can get credit for Elementary and Intermediate Arabic; but they **cannot** add them together to fulfill the three year requirement. The 3-year requirement **must** include Advanced Arabic.

With the permission of the instructor and of the DGS, non-language courses in which the student uses the major language intensively (for example, reading primary sources in the major language) may be counted toward the major language credit requirement.

### ***Minor Language***

This requirement can be filled in two ways: either through a second NELC language or through a European research language.

NELC Language: At least 6 credit hours at the Intermediate (second-year) Level or above.

Hebrew can mix and match; e.g., Elementary Modern Hebrew plus Elementary Biblical Hebrew would equal two years.

For Arabic, the requirement must be fulfilled by taking Intermediate Arabic I & II or higher. Supplementary courses such as Conversational Arabic, Arabic Composition, Multimedia Arabic, Arabic Grammar, etc. do not count toward the Intermediate/6-credit requirement.

European Research Language: Normally, French or German is selected as a relevant European research language. Other languages may be approved by the DGS on an individual basis. As per Graduate Bulletin General Requirements, this may be fulfilled through IU-administered exams or courses—for example, German G491 and G492, German for Graduate Reading. The graduate language reading courses can establish proficiency, but they DO NOT count toward the 36 credit hours required for the M.A.. (However, if you take a 300-level course instead, check with the DGS about credit).

Incoming students should check during their first semester about the dates of the European language exams and about the graduate reading courses in these languages, to see when they are offered and when they need to register. The 492 courses are the ones that fulfill the requirement,

so, depending upon your background in the language, you may or may not need to take the 491 course. See the appropriate language department.

### 3. M.A. Written Examinations

The NELC M.A. examinations consist of 3 two-hour exam segments: One in the student's major NELC language, and two in academic fields approved by the DGS. At least two different faculty members must provide exam questions, and three must read. In the event there are only two readers available, the DGS will assign the third reader. All examiners and readers must be members of the NELC Graduate Faculty; any exceptions must be approved in writing by the Department Chair. The exams should be taken in the final semester of the student's M.A. coursework or shortly thereafter, in accordance with the Graduate School rules. Students who are failing their course requirements will not be approved to sit for M.A. exams.

## **M.A. Degree Requirements for Students Beginning Study Spring 2010 or Later:**

### **Courses/credits**

Students must take a minimum of 36 credit hours of courses. These can be courses offered by the NELC department itself or, with the approval of the NELC DGS and Chair, courses offered by other departments or schools appropriate to the course of study of the student. **Each student's curriculum must be approved by his/her academic advisor (the Director of Graduate Studies).**

- 1 6 credits of the required course work must be fulfilled by the courses in the ancient (pre-Islamic), pre-modern (medieval), or modern (1500 CE to present) history of the Middle East, chosen with the approval of the Director of Graduate Studies.
- 2 At least 3 credit hours of the course work must be fulfilled by a methodology / theory course from a discipline in the student's personal academic interest, selected with the approval of the DGS.
- 3 Required coursework in Arabic, Hebrew, Persian, or Turkish language(s): For this requirement, students choose one of the two options below:
  - a. **"One major language" track:** In this option, students are required to complete 12 credits in their chosen Middle Eastern (ME) Language. Out of these 12 credits, at least 6 credits must be obtained through language study at the 4<sup>th</sup>-year Advanced Level. In the case of Arabic this is Advanced Arabic III (3 cr) and Advanced Arabic IV (3 cr), and in the case of other major NELC languages, the equivalent must be completed. Students who begin their MA entering at the 4<sup>th</sup>-year level or above may, with the prior approval of the course instructor and DGS, count non-language courses in which they use their major NELC language toward the 12 credits. These are courses where the student reads primary sources in the chosen language. For Hebrew, language credits can be fulfilled with a combination of Modern and Biblical Hebrew courses.
  - b. **"Two languages" track:** In this option, in addition to a major ME language as described above, the student also chooses a second ME language and is required to fulfill 6 credits at the Intermediate (3<sup>rd</sup>-year) Level or above.

*Students who intend to continue to the PhD program are required to follow the (b) track with two ME languages.*

### **MA Qualifying Examinations and Paper**

At the conclusion of their coursework, students are required to

- 1 Take a comprehensive exam in their major language involving all four language skills (reading, writing, listening comprehension, and speaking) and translation, at Advanced Level IV.
- 2 Take a comprehensive exam covering two of the following three areas: ancient, pre-modern/medieval and/or modern Middle East.
- 3 Submit a suitable term or seminar paper substantially revised and expanded that meets the following criteria:
  - (a) a clear understanding of a chosen topic
  - (b) demonstrated ability to conceive and carry out an original project of a scholarly nature, including the use of primary and secondary texts in the original language, where appropriate
  - (c) an advanced level of critical or theoretical insight
  - (d) command of expository English
  - (e) competence in the proper use of research and bibliographic tools.

The paper must be modeled, both in format and in intellectual substance, on articles in scholarly journals.

Each student's MA examination committee will consist of three members, including the faculty members responsible for the language exam, the history exam, and the individual research paper. If additional faculty readers are required to fill the committee, they will be appointed by the DGS. All examiners and readers must be members of the NELC Graduate Faculty; any exceptions must be approved in writing by the Department Chair. The exams should be taken and the paper submitted in the final semester of the student's coursework or shortly thereafter, in accordance with the University Graduate School rules.

### **Important Information for *all* M.A. Students**

#### **Additional Details Regarding M.A. Qualifying Exams**

##### *Scheduling*

M.A. exams are conducted three times per year, normally near the end of each academic term. The student must take all required exam segments during the same two-day scheduled exam time.

The 2011-2012 examination dates are:

Saturday, August 20, 2011

Thursday and Friday, December 1-2, 2012

Thursday and Friday, April 12-13, 2012

Thursday and Friday, August 16-17, 2012

##### *Before the Exams*

M.A. students must finalize and get approval for their M.A. exam fields and exam committees from the DGS the semester BEFORE they plan to take the exams. This means approval is received during the fall semester for spring or summer exams, or during the spring semester for fall exams. To obtain approval, the MA Exam Form, available from the NELC office, must be completed by the student and signed by the faculty members who agree to write exam questions for the student. The form must be accompanied by reading lists prepared by each examiner. Both the student and the examiners should keep copies of the form and the reading lists on file.

The examiner may give the student exam study questions at his or her discretion.

Each student is responsible for checking with the NELC office the week prior to the exams to make sure the examiners have turned in the exam questions to the NELC office. The rooms and proctors are arranged by the NELC staff.

#### *Policy on Computer Testing*

Due to a lack of appropriate computer facilities, the NELC M.A. exams must be handwritten unless special arrangements are made through the DGS and/or NELC office.

#### *Exam Assessment*

The NELC office shall make three copies of each written exam and paper. The originals shall be put into the student's office file; the copies will be distributed to the three examiners.

Each examiner grades his/her own exam or paper on a scale of High Pass, Pass, or Fail. The examiner also reads the other exams/paper. In case of disagreement as to the student's grade, the case will be referred to the Chair or DGS.

#### *Retake Policy*

A student may retake a failed M.A. exam only once.

#### **Application for Advanced Degree**

Applications for Advanced Degrees are now completed on-line through OneStart. Submit this document (also available to **print** and be submitted by paper) to the University Graduate School. In order to assure all your paperwork is approved in time it is suggested you apply at least 1-2 months before you plan on graduating. In order for your name to appear in the Commencement Program you must submit by March 1st (May Commencement, covering graduations from January-August) or October 1st (December Commencement, covering graduations from September-December)

#### **Optional M.A. Thesis**

A student may take six credit hours of N710 and N720 M.A. Dissertation (out of the 36 required) to write an M.A. thesis. The DGS will help interested students find an appropriate M.A. thesis advisor. **Students who write a thesis must still take the M.A. exams.** For details about the requirements regarding the M.A. thesis, see the University Graduate School Bulletin.

### **Transition to Ph.D.**

Please be aware that admission to the NELC M.A. program and its successful completion in no way implies acceptance into the department's Ph.D. program. M.A. students who are interested in continuing to study for the Ph.D., whether in the NELC department, in another department at IU, or at another university, should begin exploring appropriate Ph.D. programs at the latest during the fall semester prior to their anticipated matriculation (i.e., Fall '09 for students hoping to enter a Ph.D. program in Fall '10). Ph.D. programs are more specialized and focused than the M.A., so interested students should contact specialists at IU or elsewhere in the field they intend to pursue to determine appropriate programs.

#### **Internal Ph.D. Applications**

NELC M.A. students wishing to apply for the NELC Ph.D. program should do so in the spring semester before the fall semester of their anticipated Ph.D. program matriculation. The student should first consult with a faculty member who is willing to serve as his/her Ph.D. advisor.

For an internal Ph.D. application, the student should submit:

- 1) An IU transcript
- 2) Two letters of recommendation, normally from NELC or IU faculty, including one member who agrees to serve as the student's Ph.D. advisor
- 3) A statement of purpose consisting of 1-2 typed pages. This should explain the student's field of specialization for the Ph.D., how training up to this point has prepared him or her for advanced study, what program of study he or she has in mind for the Ph.D., and future career plans. The student should also specify the faculty members with whom he or she plans to work.
- 4) The University Graduate School paper application, available from the NELC office or the University Graduate School, Kirkwood Hall, Room 111. This application, along with the other materials, should be submitted to the NELC office, not to the Graduate School or International Admissions. It is not necessary to apply online or pay another application fee.

The deadline for internal Ph.D. applications for Fall 2010 is February 15, 2010.

Internal applicants to the Ph.D. program are expected to have successfully completed their M.A. exams and all other M.A. requirements before their matriculation into the Ph.D. program in the fall semester.

## **Additional Options for Graduate Study in NELC**

### **Graduate Arabic Proficiency Certification**

The Graduate Arabic Proficiency Certificate can be granted to students in other departments based on the successful (B+ or better) completion of Advanced Arabic I and II or more advanced Arabic courses.

For students who have Arabic skills but have not taken Arabic courses at IU, NELC offers a proficiency test. Consult the DGS or Director of Arabic Language for specifics.

### **Continuing/Special Non-Degree Students**

Persons interested in taking graduate-level NELC courses without formally applying to a degree program may apply for Continuing or Special Non-degree Status. A limited number of credits taken as a non-degree student may eventually count towards a NELC graduate degree if the NELC department so approves. Since the courses will already appear on the IU transcript, no transfer of any sort is required. Students who enroll as undergraduates through the School of Continuing Studies MAY NOT count their coursework towards a graduate degree.

### **Dual M.A. Program/Double Ph.D. Major**

Please consult the rules in the University Graduate Bulletin for complete details on obtaining either a double M.A. or a double Ph.D. in NELC and another IUB graduate school department.

### *Policies Relating to Transfer of Credits*

Courses counted towards the fulfillment of the requirements of one advanced/graduate degree may not also be counted toward the requirements of another graduate degree at the same level. For more information, please see the University Graduate Bulletin.

If the student has already received a master's degree, he or she may not count any of this coursework toward a second master's degree.

*Procedure for Applying for a Double Graduate Major in NELC*

Current graduate students in COAS departments at IU who want to pursue a double major in NELC must do the following:

- 1) Meet with the DGS of your current department to discuss the feasibility/advisability of a double degree. If you are applying for a double Ph.D., you should discuss the matter with your Ph.D. advisor.
- 2) Meet with the DGS of NELC.
- 3) Submit a paper application form (if you use the electronic form you will automatically be charged an application fee). All IU students, including international students, applying to another department at IU are considered domestic applicants for admissions purposes and therefore must complete a domestic paper application.
- 4) Include in the statement of purpose your reasons for pursuing a double degree, and for Ph.D. students, an indication of which NELC faculty member(s) would serve as your NELC advisor and committee members.
- 5) You may reuse your original GREs or TOEFL and original letters of recommendation if they are still pertinent, but you should have at least one letter from an IU faculty member in your current department and one from a NELC faculty member, if you have taken NELC courses.
- 6) DEADLINE: Only applications submitted by Jan. 15 are guaranteed to receive full consideration for financial aid in the coming fall semester. The NELC Department no longer has a policy of rolling admissions.
- 7) Once admitted, double Ph.D. students must fill out a double Ph.D. form, available at the NELC office, and submit it to both departments.

## **Ph.D. Program**

For details regarding internal application procedures from the NELC M.A. program, see above, under *Transition to the Ph.D.*

### **UGS Ph.D. Degree Requirements**

The IU University Graduate School maintains requirements and rules for all Ph.D. degrees; students must comply with all UGS rules, as well as the more specific requirements outlined in this handbook. See the University Graduate School Bulletin for details.

### **NELC Coursework Requirements**

A total of 75 credit hours of qualified graduate coursework (including up to 30 hours of M.A. coursework) in NELC and related departments approved by the student's Ph.D. advisor and the NELC DGS are required for the Ph.D. in NELC. The student's curriculum should focus on a major disciplinary field and two minor NELC fields, and these will serve as the bases for the Ph.D. qualifying examinations.

An additional 15 credit hours are needed to reach the IU requirement of 90 credit hours for the Ph.D. These may be in actual graduate coursework or in dissertation research credits (N810).

Note that the graduate language reading courses in French, German, Spanish, etc., **do not count** toward the credit hours required for a NELC graduate degree.

### **Outside Ph.D. Minor**

Ph.D. students are required to complete at least one minor in a field outside of NELC but related to their Ph.D. program. Requirements for the outside minor are determined by the department offering the minor. That department has the right to participate in the student's oral exams, to approve of the student's candidacy, and to be represented on the student's dissertation research committee. Students should consult their outside minor advisor or DGS, as well as the UGS Bulletin, for additional details.

### **Language Requirements**

Three non-English languages are required: a major NELC language, a minor NELC language, and a European research language.

#### *Major NELC Language*

A minimum of 12 credit hours beyond the 18 required for the M.A. for students continuing from the NELC M.A. program, or a minimum of 12 credit hours above the third-year level for incoming Ph.D. students, in courses approved by the DGS.

#### *Minor NELC Language*

A minimum of six credits at the third-year level or above in courses approved by the DGS. For Hebrew minors, Biblical and Modern Hebrew at the elementary and intermediate levels can be combined to satisfy the three-year requirement with the approval of the DGS.

#### *European Research Language*

The student must demonstrate reading knowledge of a European research language. Normally this is French or German, although others may be selected with the approval of the student's Ph.D. advisor and the DGS. As per the UGS Bulletin general requirements, students may fulfill this requirement by passing IU-administered exams or courses. These graduate language reading

courses, such as French F491 & F492, **do not count** toward the 90 credit hours required for the Ph.D. degree.

The choice of languages must be pertinent to the student's graduate curriculum and approved by the student's Ph.D. advisor and the NELC DGS.

### **Credit Hour Requirements for Students with Fee Remissions**

IU-funded Ph.D. students with fee remissions must use all the credit hours provided by their fee remission. They may register for N810 Ph.D. dissertation credit, with the permission of the DGS, in order to fill their schedule. Normally the fee remissions are 12 credit hours per semester and, for full year appointments, six summer credits. Students should consult with the DGS to make sure all available credit hours are used. Students who have a fee remission but have completed their 90 hours and course requirements must register for at least 6 credit hours per semester (but not in G901). See the UGS Bulletin for additional details.

### **Ph.D. Advisor**

In consultation with the DGS, each Ph.D. student is assigned a Ph.D. advisor when the student first enters the Ph.D. program. In exceptional circumstances it is possible to change advisors. The Ph.D. advisor meets with the student regularly and assists the student with structuring a coherent academic program, monitoring degree progress, organizing the Ph.D. exam fields and the Ph.D. advisory committee, determining the Ph.D. research topic, preparing the dissertation proposal, and forming the Ph.D. dissertation research committee.

### **Ph.D. Advisory Committee**

By the end of the first year of Ph.D. study, and in consultation with his/her Ph.D. advisor, each student should form a Ph.D. Advisory Committee. This committee consists of the Ph.D. advisor (normally responsible for the student's major NELC field), two other NELC faculty members (corresponding to the student's two minor NELC fields; see "NELC Coursework Requirements" above), and a representative from the student's outside Ph.D. minor field (if the student is pursuing more than one outside minor, a representative from *each* outside minor field). There may be considerable overlap in these, due to the many NELC faculty joint appointments and to the multidisciplinary nature of much NELC research. In no case, however, shall the committee consist of fewer than two different NELC faculty members, in addition to the minor field representative(s). Once the student has formed the committee, the names of the committee members must be approved by the College of Arts and Sciences, Graduate Division. Students may obtain this approval using either of the following methods:

1. Complete the Appointment of Advisory Committee form, available in the NELC office, obtain the required signatures, and submit the form to the NELC office, which will forward it to the College for approval.
2. Go to <https://coas3.coas.indiana.edu/coasadmin/CollegeGrad/College.cfm> and choose "Appointment of Doctoral Advisory Committee."

### **Coursework and Language Currency**

All coursework and language proficiencies offered in partial fulfillment of Ph.D. requirements must have been completed no earlier than seven years prior to the passing of the oral qualifying examination. Requirements completed before that date must be revalidated (See the UGS Bulletin).

## **Ph.D. Qualifying Examinations**

NELC requires written and oral qualifying examinations for the Ph.D. These should be taken when the student has completed all coursework and language requirements, but no later than seven years after the earliest coursework the student intends to count towards the degree (see “Coursework and Language Currency” above). Exam dates will not be approved until all grades of Incomplete have been cleared and all transfer credits have been processed.

The written exams consist of one three-hour exam segment in the student’s major NELC field, and one two-hour exam segment in each of the student’s two minor NELC fields. The exam questions are provided by the NELC faculty members on the student’s advisory committee, and no single committee member may provide questions for more than two exam segments. All three written exam segments must be taken during a single two-day exam period.

The oral qualifying examination is to be held not less than one week and not more than four weeks after the written exams. The date of the oral exam is the one used for determining the seven-year periods for currency of courses and for completion of the dissertation. (See the UGS Bulletin.) At least three NELC faculty members, including all who have provided written exam questions, must be present and participate in the oral examination. If only two NELC faculty members have served on the advisory committee and provided written exam questions, a third member will be appointed by the DGS or department chair to read the written exams and participate in the oral examination and exam assessment.

For the outside minor fields, students should check with the department(s) offering the minor(s) to ascertain whether any examinations or other final projects are required. If there is a written minor field examination in the outside department, NELC does not require that the examination be taken during the same days as the NELC exams. Whether or not there is a written minor field exam, the minor field department may have a representative present at and participating in the oral qualifying exam, if it so desires.

At least one semester prior to taking the exams, students should meet with all members of their advisory committee to confirm which faculty member will provide questions for each of the three exam fields, and to agree on exam dates and reading lists. The NELC Ph.D. Examination Form, available from the NELC office, must be filled out completely, signed by all examiners, and returned to the office at least sixty days before the exam dates proposed on the form.

All three NELC faculty members present at the oral exams, as well as any minor field representatives who have participated, shall read all three segments of the written exam and participate in the exam assessment. Faculty members who provided written exam questions will contribute a written evaluation and assign a grade of Pass, High Pass, or Fail for each exam segment they provided. The remaining faculty member(s) will not assign any grades but will read all exams and will submit a brief (one-paragraph) evaluation endorsing the results. All written assessments and exam grades will be submitted to the NELC office or the DGS no more than seventy-two hours following the oral examination.

## **Continuous Enrollment**

Students who have completed their Ph.D. qualifying exams are required to enroll *every fall and spring semester* until the completion of their Ph.D. degree. (Candidates who intend to defend their dissertation during a summer term must also enroll during the summer term of their

defense.) Students who have completed their 90 required credit hours, their language requirements, and their Ph.D. qualifying examinations may fulfill the continuous enrollment requirement by registering for one unit (six credits) of G901 each semester, for up to six semesters.

### **Ph.D. Candidacy**

Upon completion of the qualifying examinations and all coursework and language requirements, the student may submit the Nomination to Candidacy for the Ph.D. Degree form, which must be signed by all members of the Ph.D. Advisory Committee, including any outside minor field representative(s), as well as the department chair or DGS. The form is then submitted to the University Graduate School, where the information is verified by the Ph.D. Recorder. Once approved by the Dean of the UGS, the student is considered a Candidate for the Ph.D. and is officially qualified to complete the Ph.D. dissertation and defense. This status is also known as “ABD” – All But Dissertation.

The candidacy expires exactly seven years following the date of the passing of the oral qualifying exam.

### **Ph.D. Research Committee**

The Dissertation Research Committee is appointed after the completion of the qualifying examinations. It may or may not be the same as the Ph.D. Advisory Committee. The Ph.D. advisor assists the student in selecting a dissertation research committee. The committee must include the director (normally the Ph.D. advisor, and the student’s primary mentor for the dissertation), two additional members of the NELC faculty, and a representative from each outside Ph.D. minor department. The Nomination of Research Committee for the Ph.D. form must be completed, signed, and submitted to the University Graduate School for approval.

### **Completion, Defense, and Submission of the Dissertation**

The University Graduate School has specific and detailed rules regarding the Ph.D. dissertation and eventual degree conferral. Students should attend carefully to the appropriate sections of the UGS Bulletin.

### **Outside Ph.D. Minor in NELC**

Ph.D. students in other departments may obtain a Ph.D. minor in NELC by completing at least 12 credit hours of coursework approved by the DGS so as to form a coherent program of study. There is no examination requirement for the NELC outside Ph.D. minor.

Up to 12 credits may be transferred toward the NELC outside Ph.D. minor from other institutions, with the approval of the DGS and dean. However, at least six credit hours toward the outside minor must be completed in the IU NELC department and approved by the DGS.