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Graduate Handbook 2021 - 2022

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Middle Eastern
Studies at
UT Austin

1. Middle Eastern Studies at UT Austin

1. About

The graduate programs in Middle Eastern Studies (MES) encompass a wide variety of critical methodologies and approaches to the study of the Middle East. Guiding students to conceptualize the Middle East regionally instead of limiting them to a narrow scope of nation- and language-based inquiry, the graduate program encourages comparative study of the cultures, histories, and languages of the Middle East. In keeping with its open and flexible conception of Middle Eastern Studies, our programs emphasize the study of more than one Middle Eastern language and familiarity with multiple Middle Eastern cultures.

Our programs are committed to preparing graduate students in a very practical way for their anticipated careers. By the time they have earned degrees from Middle Eastern Studies, they will have acquired a firm grounding in the current theory and practice of their specific discipline and often in one or more national tradition. They will have conducted research in a specific area of Middle Eastern Studies, such as history, film studies, comparative literature, Ancient Near East, Islamic Studies, etc. Furthermore, they will have acquired a thorough knowledge of at least one language that they might teach at the university level or use professionally after graduation. Finally, all MES doctoral students and the majority of MES MA students will have substantial experience teaching, usually in a language course. When they finish their degrees, MA students will be well-positioned to continue to a Ph.D. program and qualified to pursue careers with globally-oriented organizations. Ph.D. graduates will be qualified to seek positions in departments of Middle Eastern Studies or area studies, as specialists in one or possibly more languages and cultures, or, in many cases, in other disciplinary homes, such as History, Media Studies, or Comparative Literature. They will also be well prepared for careers in related fields that require advanced expertise in international humanistic studies. — 2020

2. Introduction

This handbook describes the structure of the Center for Middle Eastern Studies' (CMES), requirements for the Master of Arts in Middle Eastern Studies (MES) and relevant student resources; and the Department of Middle Eastern Studies (DMES) requirements for the doctoral programs in Middle Eastern Languages and Cultures (MELC).

The Office of Graduate Studies (OGS) is the central source of information for graduate students. Doctoral and master's degree evaluators provide information about procedures for submission of reports, theses, and

dissertations. Important deadlines for graduation and other forms can be found through the OGS website.

The objective of graduate study is to develop the intellectual breadth and to provide the specialized training necessary to a career in teaching, research, the arts, or other non-academic professions. Emphasis is placed on the knowledge, methods, and skills needed for scholarly teaching, original research problem solving, intellectual leadership, and other modes of achievement in the student's discipline.

The policies and procedures in this handbook should be understood as governing the course of graduate study in the Middle Eastern Studies and Middle Eastern Language and Cultures graduate programs at The University of Texas at Austin, in conjunction with the policies and procedures described in the University's Graduate Catalog. MES/MELC policies and procedures may be amended by action of the Chair or the Director as well as the Graduate Studies Committee.

Each student is expected to read and keep a hard copy of the handbook, which contains the rules and guidelines that apply to that student and their particular cohort. Enrollment in the academic program acts as an agreement to adhere to the rules and standards contained within this handbook.

For questions about topics not addressed in this handbook, please contact the Graduate Coordinator.

3. College of Liberal Arts Graduate Studies

The Office of Research & Graduate Studies collaborates with Liberal Arts departments, centers, institutes, and the Graduate School to support initiatives that increase graduate student success and improve students' work environment. In addition to steering College policies, this office participates in the university-wide conversations about graduate student parental accommodations, funding, professional development, placement targets, and more. The Office of Research and Graduate Studies investigates college, university, and national data on graduate education; designs and offers professional development opportunities for graduate students; and works on best practices for student recruitment and support with fellowships and employment in academic job titles.

4. Graduate Studies Committee (GSC)

A Graduate Studies Committee (GSC) is required for any academic area in which an approved graduate degree program is offered. The GSC consists of all

assistant, associate, and full professors who are active participants in the program. With special permission from the Dean of Graduate Studies, non-tenure track positions, including lecturers and emeriti faculty may be added to the GSC. These special appointments come with limited duties, including the stipulation that the member may not serve as the sole supervisor on master's theses/reports and dissertation committees.

Although members of a graduate studies committee are usually drawn from a single administrative unit (college or school), the MES/MELC GSC is composed of members from several administrative units. The Middle Eastern Languages and Cultures' GSC is known by the acronym MELC, while the Middle Eastern Studies' GSC is distinguished as the MES. The GSC elects its own chair. The term of the GSC chair is normally three years but may be renewed. Students are able to view either program's GSC through the MES/MELC website, the Office of Graduate Studies' website, or the Graduate Catalog.

5. GSC and Student Evaluations

The GSC is responsible for evaluating students in their degree program(s) to ensure that they are making satisfactory progress toward a degree. All students will receive written notification of the GSC's evaluation during fall and spring semesters. If—after entering the stages of review—the GSC finds that a student is continuing to not make satisfactory progress, it may recommend to the graduate dean that the student be terminated from the program.¹

6. Requirements for Continuation in the Program

To continue in the Graduate School beyond the first semester—and each semester thereafter—the student must make satisfactory progress in absolving any admission conditions that were imposed, meet any requirements made in writing by the GSC and receive the approval of the Graduate Advisor and GSC. Additionally, the student must meet the program's expectations for good academic standing.

7. Good Academic Standing

In addition to the information provided by the Graduate School regarding Standard of Work and Student Responsibility, MES/MELC requires students to

¹ See 1.10. *Review Process* and 10.11 *Review Policies and Practices*

meet the following in order to be considered in good academic standing in their program and the University of Texas at Austin. This includes;

- Compliance with all applicable university and program policies;
- Maintenance of a cumulative GPA of 3.50;
- Take all courses with a letter-grade and complete all coursework;
- Earning any of the following grades will be considered not in good academic standing: X, I, NC, C+, C, C-, D, F;
- Satisfactory and timely progress towards degree requirements and milestones;
- Maintain regular and consistent contact with instructors, supervisors and committees;
- Exhibit respect toward other students and during classroom discussions;
- Perform at the professional level expected of the program and faculty supervisor;
- Registration in no fewer than nine credit hours of course work each long semester;
- Participate in program events, especially those put on by your area and to recruit, welcome or orient new students.

8. University GPA Requirement (*minimum*)

The graduate grade point average is calculated by the registrar and appears on the student's official record maintained by the registrar. To graduate, all graduate students must have a graduate grade point average of at least 3.00. Additionally, candidates for the master's degree must also have a grade point average of at least 3.00 in courses included on the Program of Work. Individual Graduate Studies Committees may set grade point average requirements of 3.00 or higher for all or a portion of their students' coursework.

A graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Office of Graduate Studies that their continuance in the Graduate School is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.00 during the next semester or summer session he or she is enrolled or be subject to dismissal. During this period, the student may not drop a

course or withdraw from the University (with the expectation of returning) without the approval of the Graduate Advisor and the Graduate Dean.

A graduate student who has been dismissed may be readmitted for further graduate study only by petition of the GSC in the student's major area or by the GSC of another program that will accept the student. The petition must be approved by the graduate dean. Academic dismissal is reflected on the student's permanent record.

9. Program GPA Requirement (*requisite*)

MES/MELC requires all graduate students to maintain an average semesterly *and* cumulative GPA of *at least 3.50*. Additionally, master's degree candidates must have a grade point average of *at least 3.50* in courses included on their Program of Work. Students will not be permitted to graduate with less GPA that is less than 3.50.

11. Review Process

MES/MELC is committed to providing feedback, guidance, and corrective action as is necessary for students. Therefore, all students undergo an annual review process. Students will receive written notification after their review. Reviews may result in a student being placed on academic probation or recommended for dismissal from the program. The following circumstances are examples that will trigger probation, corrective action, and/or dismissal.

- Failure to meet or maintain academic requirements as stated in the University Graduate Catalog and/or the Graduate Handbook.
- Scholastic dishonesty, including cheating, lying, plagiarism, failure to cite sources, collusion, falsifying academic records, or any act designed to give unfair academic advantage to the student. Faculty must adhere to university guidelines. For complete University policy and procedures, see General Information Bulletin, Appendix C, Section 11. These matters may also be referred to Student Judicial Services.
- Behavior judged to be in violation of the Student Honor Code or University Code of Conduct.
- Any threat or attempt to harm another person. These matters may also be referred to Student Judicial Services.

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- Commission of a criminal act that is contrary to professional practice, occurring during the course of study or occurring prior to admission to the program and becoming known after admission.
 - Consistent pattern of unprofessional behavior (e.g. absenteeism, not communicating with faculty, disrespectful communication with faculty and staff, ignoring graduate program requirements, not performing duties associated with Teaching Assistantships, etc.)

11. Policies and Procedures for Review of Academic Performance

Three levels of review (Level 1, Level 2, Level 3 outlined below) can occur when reviewing student's academic performance. Non-academic infractions may go to Student Judicial Services.

Faculty and program coordinators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow University procedures related to student performance issues.

Level 1: Written Communication of Status

A Level 1 review involves a student, faculty member, MES/MELC Graduate Advisor, and Graduate Coordinator. When a faculty member has concerns about a student enrolled in the program meeting any of the academic criteria, whether related to professional behavior or scholastic performance, the concerned faculty member may:

- Discuss those concerns directly with the student and seek to work with the student to resolve the difficulties (either in person or via email). Meeting should be documented via letter of instruction.
- Notify the MES/MELC Graduate Advisor and Coordinator of the concerns in order to identify potential patterns and issues related to the student.
- Document dates and content of meetings and communication with students. This documentation will include a letter of instruction, including email correspondence, to the student detailing the nature of the concern and actions necessary to correct the situation. Include a follow-up date with measurable goals for improving situation and consequences (Level 2) should the student not achieve said measures.

In many instances, meetings between faculty and students resolve the concerns and do not necessarily lead to further reviews, pursuant to this section. As noted, typically a Level 1 review will result in corrective feedback to the student - typically documented in written form as a letter of instruction from the Graduate Advisor or the Chair/Director.

Level 2: Meeting with Student

A Level 2 Meeting for Review involves the faculty member, student, Graduate Advisor, Graduate Coordinator, and the Department Chair / Center Director. The member(s) will meet with the student when the student is not meeting or following program or university standards, policies, and procedures; or when concerns have not been resolved at Level 1.

In the information gathering process, the MES/MELC Graduate Advisor and Coordinator will work with the faculty to determine the nature of the concern and gather sufficient information to develop a plan to address that concern, if one is needed. No further action may be required, or the student may be asked, in writing, to modify his or her behavior and/or seek appropriate help. This process is designed to assist students in dealing with identified concerns that have an impact on their performance. The review committee may:

- Provide documentation with dates and measures for improvement; consequences for lack of improvement.
- Establish formal conditions for the student's continuance in the program. In these situations, specific conditions must be met in order for the student to remain in the program. Action may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load; or requiring the student to withdraw from the program with the option of reapplying.
- Consult with and/or refer to the Dean of Students. In some instances, depending on the nature of the problem, the University's Office of the Dean of Students may be consulted. If a referral is made to that Office after consultation, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Examples of situations that may result in referral to the Office of the Dean of Students/Student Judicial Services include scholastic dishonesty, hazing, racial or sexual harassment, discriminatory or hostile behavior, damage or destruction of University property, and conduct that endangers the health or safety of any University student, employee, or campus visitor.

A Level 2 review may result in a student being barred from registration or placed on academic probation by the MES/MELC Graduate Studies Committee (GSC), particularly in the case of Scholastic Performance issues (i.e., receiving a grade of C+ or lower, lack of progress in coursework, significant problems in developing a thesis or report document). When a student is placed on academic probation, they will receive written feedback about the reasons for being placed on probation, the length of the probation, and the criteria for lifting probation.

Whether or not a Level 2 review results in a student being placed on academic probation, the MES/MELC Graduate Advisor will assess the nature of these concerns with appropriate staff/faculty, consult with the MES/MEL GSC, maintain documentation, and decide if it is necessary to conduct a more comprehensive Level 3 review.

Level 3: Final Attempts at Resolution

Generally, this level of review is called when significant and/or persistent problematic patterns are identified with students. These issues often require formal consultation with faculty, other appropriate parties (faculty supervisors, University administrators, etc.), and the student.

A Level 3 review is usually conducted when concerns have not been resolved in prior reviews; when issues related to a student not meeting the criteria for academic performance (often involving professional or ethical behaviors); when the student has not met the conditions of academic probation, or when the student is being considered for termination or discontinuance in the program. In most instances, a Level 3 review is sufficient to deal with student performance and is the last decision-making step in the review process in the program.

When a Level 3 review is called, the MES/MELC Graduate Advisor will convene a meeting with the appropriate faculty including members of the Graduate Studies Committee (GSC), the GSC Chair and/or Chair/Director, the Graduate Coordinator, and the student to gather information, determine the nature of the problem (if one is confirmed to exist), and identify alternatives for its remediation. Appropriate faculty to be involved in a review will include but are not limited to those who have direct knowledge of and experience with the student. The student will be notified in writing of the concerns and meeting date, with sufficient time to prepare for and attend the meeting.

After the review meeting has occurred, the Graduate Advisor and members of the GSC will meet to discuss the problem situation and make recommendations regarding the student. Based on this review and conference, and an objective assessment of the information provided, the MES/MELC Graduate Advisor will inform the student of the decisions, which can include one or more of the following actions:

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1. Continue the student in the program with no conditions. In these situations, the concern has been addressed and no further action by the student or program is required.
 2. Counsel the student to change majors/degree programs and/or discontinue the student in the program. In some situations, it will be recommended that the student no longer continue in the program. The student will be counseled to voluntarily change majors or degree programs. If that does not occur, the student may be terminated from the program.

In any Level 3 review, there must be clear, concise documentation of the problem areas as well as verification that these concerns have been discussed with the student and attempted to be ameliorated, where appropriate. Students must be notified of the decision in writing of the review. It is the responsibility of the Graduate Advisor to communicate the decision to the student.

12. Warning Status, Academic Dismissal, and Termination

To continue in the Graduate School beyond the first semester or summer session, the student must make satisfactory progress in fulfilling any admission conditions that were imposed, meet any requirements made in writing by the Graduate Studies Committee, maintain a graduate grade point average of at least 3.00, and receive the approval of the Graduate Studies Committee.

Program requirements are provided by the Graduate Studies Committee in the program's student handbook. Requirements may be changed from one student handbook to the next. The student is normally bound by the requirements of the handbook in force at the time of their first registration in the program; the student may choose, however, to fulfill the requirements of a subsequent handbook. If the student does not fulfill handbook requirements within six years of their first enrollment in the program, they are then bound by the requirements of a subsequent handbook. The student may choose the handbook in effect in any year in which they are enrolled in the program, within the six-year limit.

On an annual basis, Graduate Studies Committees are responsible for evaluating the students in their programs to ensure that they are making satisfactory progress toward a degree. The results of each review will be communicated to the student in writing. If the Graduate Studies Committee finds that a student is not making satisfactory progress, it may recommend to the graduate dean that the student's program be terminated.

Graduate students whose cumulative graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Office of Graduate Studies that their continuance in the Graduate School is in jeopardy. The

students must attain a cumulative graduate grade point average of at least 3.00 during the next semester or summer session they are enrolled or be subject to dismissal; during this period, they may not drop a course or withdraw from the University without the approval of the graduate adviser and the graduate dean.

A graduate student who has been dismissed may be readmitted for further graduate study only by petition of the Graduate Studies Committee in the student's major area or by the Graduate Studies Committee of another program that will accept the student. The petition must be approved by the graduate dean. Warning status and academic dismissal are reflected on the student's academic record.

13. Student Responsibility

While University faculty and staff give students academic advice and assistance, students are expected to take responsibility for their education and personal development. Successful completion of the degree is the responsibility of the student. The student must know and abide by the academic and disciplinary policies given in this handbook and from the Graduate School, including rules governing quantity of work, the standard of work required to continue in the University, warning status and scholastic dismissal, and enforced withdrawal.

Students must also know and meet the requirements of their degree program; must enroll in courses appropriate to the program; meet programmatic, course, project, and/or university deadlines; must meet prerequisites and take courses in the proper sequence to ensure orderly and timely progress; and must seek advice about degree requirements and other University policies.

The student must meet with the Graduate Advisor for advising prior to registration, complete the required forms, register by the deadlines given in the Course Schedule, and verify their schedule of classes each semester and keep documentation of all schedule changes and other transactions.

The student must give correct local and permanent postal addresses, telephone numbers, and email address to the Office of the Registrar and must keep contact information current via UT Direct. Official correspondence is sent to the postal or email address last given to the registrar; if the student has failed to correct this address, they will not be relieved of responsibility on the grounds that the correspondence was not delivered. The University considers

email to be an official means of communication. Most correspondence from faculty, the Graduate Advisor, and Graduate Coordinator will be sent via email.

14. Student Conduct and Academic Integrity

It is imperative that all students adhere to UT's honor code. Each year, the university reviews and updates the Institutional Rules on Student Services and Activities.

"Academic dishonesty' or 'scholastic dishonesty' includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two classes without the prior permission of the instructor), or the attempt to commit such an act."

The examples of academic dishonesty listed above are defined at length in chapter 11 of the *Institutional Rules*. Students are expected to review this section of the document carefully, as ignorance will not be accepted as a defense against accusations. Please note that, in language courses, having a native speaker revise work done in the target language without the instructor's permission, and before submission of the assignment, is considered an act of collusion.

15. Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The University is committed to providing an educational and working environment for its students, faculty, and staff that is free from sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. The University encourages individuals to promptly report incidents to the University Title IX Coordinator or Deputy Title IX Coordinators. The University considers graduate students hired to work as Teaching Assistants

and Assistant Instructors to be mandatory reporters. It is imperative that graduate students serving in these roles familiarize themselves with Title IX.

Title IX related incidents include many types of behaviors that are defined and governed by University policies. The full list of detailed definitions can be found in the General Information Catalog, Appendix D: Policy on Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking or the Handbook of Operating Procedures and 3-3031 Policy on Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking.

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Program Information

2. Program Information

1. Faculty

The Center for Middle Eastern Studies (CMES, MES) and the Department of Middle Eastern Languages and Cultures (DMES, MELC) has more than 20 core faculty who may offer courses in Middle Eastern Studies and/or languages. Additionally, there are many more associated faculty who have a scholarly or personal interest in the area. Faculty affiliates may teach any MES/MEL course. Because our graduate programs are interdisciplinary, we are able to have access to these diverse and valuable perspectives. The faculty directory, searchable by rank and affiliation, can be found on the website.

2. Program Staff Lists

Department of Middle Eastern Studies

Na'ama Pat-El

Chair, Department of Middle Eastern Studies
Associate Professor, Department of Middle Eastern Studies

Bruce Wells

Graduate Advisor, Department of Middle Eastern Studies
Associate Professor, Department of Middle Eastern Studies

Lisa Parisi

Graduate Program Coordinator
Middle Eastern Studies Graduate Portfolio Coordinator

Center for Middle Eastern Studies

Karen Grumberg

Director, Center for Middle Eastern Studies
Associate Professor, Department of Middle Eastern Studies

Hina Azam

Graduate Advisor, Center for Middle Eastern Studies
Associate Professor, Department of Middle Eastern Studies

Lisa Parisi

Graduate Program Coordinator
Middle Eastern Studies Graduate Portfolio Coordinator

Dale J. Correa

Middle Eastern Studies and History Librarian
The University of Texas at Austin Libraries

Uri Kolodney

Film and Video and Hebrew, Jewish, and Israel Librarian
The University of Texas at Austin Libraries

3. Graduate Advisor

The Graduate Advisor is a faculty member designated to advise students and represent the Graduate School in matters pertaining to graduate study. The Graduate Advisor provides information about the degree programs, including admission and degree requirements; graduate fellowships, teaching assistantships and graduate assistantships. The Graduate Advisor consults with newly admitted students and monitors the progress of all graduate students. The Graduate Advisor approves the student's course selections each semester as well as all formal documents during the student's program of study. Both Middle Eastern Studies (MES, MA) and Middle Eastern Languages and Cultures (MELC, MA/Ph.D.) have their own Graduate Advisor.

4. Graduate Coordinator

The Graduate Coordinator is a staff member who assists the Graduate Advisor and other faculty members in the administration of the program, and also provides services to students. The Graduate Coordinator can help with many routine questions about courses, degrees, or the UT environment. The Graduate Coordinator is familiar with the University and program policies concerning application, admission, registration and graduation. The Graduate Coordinator informs and assists students in dealing with these policies. Additionally, the Graduate Coordinator distributes information about the program, handles petitions and special requests, assists with registration, maintains student files, and compiles statistics.

5. Graduate Studies Committee (GSC):

A Graduate Studies Committee is required for any academic area in which an approved graduate degree program is offered. The MES/MELC GSC is composed of faculty members from several administrative units. When forming committees and selecting a supervisor, the student must ensure that the correct amount of faculty members are on the MEL/MES GSC.

6. GSC Evaluation

All graduate students are evaluated by the GSC on a yearly basis or anytime in which the situation calls for intervention, such as a low GPA at the end of the semester, disrespectful or disruptive behavior, and/or making inadequate progress in coursework/research. During the meeting, the student's mentor or supervisor reports on progress and responds to questions from members of the GSC. Progress toward the degree is defined in terms of the relevance of courses taken to the student's course of study, the length of time a student spends in the program, the GPA maintained, courses taken on a credit/no-credit basis, and the number of incompletes. Students will receive written evaluations on their standing and progress from the Graduate Coordinator.

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Program and University Policies

3. Program and University Policies

1. Information Sources

Students should be familiar with the following sources of information:

General Information Catalog gives important information about academic policies and procedures that apply to all students. It includes the official academic calendar, admission procedures, residence requirements, information about tuition and fees, and policies on quantity of work, grades and the grade point average, adding and dropping courses, and withdrawal from the University.

Graduate Catalog contains degree requirements for all graduate programs, rules that affect graduate students, descriptions of graduate courses, and a list of Graduate Studies Committee(s) members. Students are expected to be familiar with the protective and academic policies contained within and to use it as a resource throughout their time at UT.

Course Schedule is published by the Office of the Registrar and is available online before registration for each semester and summer session. The Course Schedule includes information about registration procedures; times, locations, instructors, prerequisites, and special fees of classes offered.

University Directory gives physical and email addresses and telephone numbers of University offices and of students, faculty and staff. Please note, it is possible to restrict one's personal information from appearing in the directory.

2. Student Responsibility

Successful completion of the degree is the responsibility of the student. The Graduate Advisor and Graduate Coordinator are valuable resources for information on academic issues, administrative procedures, and University and program policy; students are, however, responsible for ensuring that they act within the rules and regulations of the department, college, and university; meet all deadlines; and fulfill the requirements of the degree program.

3. Communication

Email Expectations

UT considers email an official means of correspondence; hence, if an administrator sends you an e-mail message, you are responsible for reading it and acting in a timely manner. Pay attention to email messages from the Graduate Coordinator, administrators from the program, the Graduate School, and the University; they will be full of information about deadlines, fellowship opportunities, events, and job possibilities. Make sure that the University and the Graduate Coordinator have your current email address. Students are expected to check email on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that students check their email daily.

Student Expectations

It is the student's responsibility to communicate regularly with instructors, supervisors, committee members, the Graduate Advisor, and Graduate Coordinator about academic matters. The Center or Department will not intervene if there is a breakdown in communication between the student and any of the above individuals.

4. UT Email Address

University policy requires that all employees, including Teaching Assistants and Assistant Instructors, use official university email accounts for all university business. As a university employee is prohibited from sending an official UT email to personal email account, students must also communicate with professors and staff through an official UT email address. As email accounts are provided with a higher-level of protection and security any individuals with access to UT information or federally protected student data must abide by this policy.

5. FERPA and Privacy

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of

Education. Essentially your student data and any data you may have access to as a TA/AI is federally protected.

6. Meeting Deadlines

Deadlines, whether they are course-specific or of thesis/report/dissertation variety, are critical. There is very little flexibility built into the system. The Graduate Coordinator and University often send reminders by email, but the responsibility is ultimately the student. Students who routinely miss programmatic, academic, and/or University deadlines will trigger a review process (see section I of Handbook).

7. Academic Employment Requirements

To be employed as a Teaching Assistant, Assistant Instructor, Graduate Research Assistant, Academic Assistant or Assistant, graduate students at The University of Texas at Austin must:

- Be making satisfactory progress toward a graduate degree without existing conditional admission requirements;
- Remain registered for at least nine semester hours of coursework in long semesters. Enrollment in three semester hours of coursework is required for students holding summer appointments;
- Maintain at least a 3.5 grade-point average; and
- Must not have more than two grades of X, I, NC, D, or F in any combination.

When a graduate student is employed in an academic job title by a unit outside their academic program the student must provide to the employing unit certification showing they are in good academic standing and making satisfactory

progress towards their degree; the Graduate Advisor for the program makes this determination, and approval.

Special Requirements for Assistant Instructors

Students seeking an appointment as an Assistant Instructor must also meet the following requirements:

- Possess a master's degree or an equivalent level of achievement in professional accomplishment and graduate study (30 hours, including 18 hours of credit in the subject to be taught); and
- Have credit for 398T plus one semester of employment as a Teaching Assistant; or
- Have one year of teaching experience at an accredited college or school. (A letter of verification from the former employer must be submitted to the Graduate School.)

Assistant Instructors are employed to meet instructional needs at the undergraduate level, primarily in lower-division areas. Approval for an assistant instructor to teach an upper-division course may be requested by petition to the Associate Dean of the Graduate School and must be approved before the student is assigned to the upper-division course.

8. Employment Restrictions

20/30 Rule

Assignments in a student job title at the university, including academic as well as non-academic positions, may not exceed 20 hours per week during the first two

long semesters (fall/spring) of graduate study at UT Austin, and no more than 30 hours per week during the subsequent semesters, including summer.

International Students

International students may work as many as 20 hours per week during the fall and spring semesters. Full-time employment (21-40 hours per week) is allowed only during the following times for enrolled and continuing students:

- Spring Break (5 weekdays, plus the Saturday and Sunday before and after);
- Summer (day after May graduation through day before August classes start);
- Winter Break (day after December graduation through day before January classes start).

International students who will be employed as teaching assistants or assistant instructors must obtain the International Teaching Assistant English Certification.

9. Funding

All applicants and current students are automatically considered for University fellowships, internal scholarships, in-state tuition waivers, and academic employment. Students are encouraged to apply for the FLAS to increase their odds of receiving funding.²

Doctoral-specific funding packages

Over the course of five years, our Ph.D. students are supported through a combination of fellowships and teaching appointments, as well as competitive external fellowships or other academic appointments for various centers and departments across the college and campus. With the exception of the targeted and centrally administered fellowships competitively offered by the Graduate School, each cohort of students receives similar funding packages.

Masters-specific funding packages

We encourage our students to apply for fellowships and scholarships that contribute to areas of national need, such as the Critical Language Scholarship,

² Funding will vary year-by-year and is dependent upon annual instructional budgets and fellowship allocations.

Boren, Fulbright, and FLAS fellowships. Many Master's students have received such fellowships in the past. The funding tied to these scholarships will drastically reduce yearly tuition rates by almost half and students are supported with monthly stipends during the award period.

Funding Committee

The Department Chair and Center Director annually appoint the members of the funding selection committee, which is composed of faculty members representing each of the areas of study. Applicants and current students are evaluated for admission and funding through the merits of their application, their overall academic performance, language acquisition, and genuine potential for future academic achievement.

10. Funding Conditions

In order to be eligible for funding you must meet and abide by the following expectations. To be eligible for appointment and subsequent re-appointment to teaching positions, you must be in good academic standing in the graduate program and the University of Texas at Austin. Good Academic Standing includes:

- Following all applicable university and program policies;
- Maintaining cumulative and semester GPAs of 3.50;
- Making satisfactory progress towards the degree as outlined by the Graduate Handbook and The Office of Graduate Studies;
- Performing at the professional level expected of the program, Graduate Advisor, and faculty supervisor;
- Registering in no fewer than nine credit hours of course work each long semester of employment;
- Taking all courses for a letter grade; *excluding Thesis/Report/Comprehensive Exams/Dissertation courses*;
- Replacing temporary incomplete grade(s) **before** the start of the following semester;
- Gaining permission to leave campus for academic or personal reasons and/or to attend conferences during the employment window,

including the final exam period which is typically mid-December and early May.

11. Employment Positions

Teaching Assistants

Teaching assistants are graduate students who help faculty with the conduct and delivery of courses. Services provided by teaching assistants include, but are not limited to, grading, monitoring, leading lab and/or discussion sessions, offering office hour assistance to students, and performing clerical tasks associated with course instruction. Teaching assistants are supervised by the course instructor of record and are subject to established departmental policies on student academic employment.

To be eligible for appointment as a teaching assistant a nominee must:

1. be a degree-seeking graduate student without existing admissions conditions imposed by the Vice Provost and Dean of Graduate Studies;
2. be in good academic standing and making satisfactory progress toward a graduate degree;
3. remain registered in courses that count toward the graduate degree for at least nine semester hours during each semester of the long session; and
4. if holding an appointment for any summer term (first six weeks, second six weeks, nine weeks or twelve weeks), must remain registered

in courses that count toward the graduate degree for at least three summer hours during any term of the summer session.

Duties of Teaching Assistants

1. Teaching assistants may only be assigned duties which are adjunct to regular classroom instruction.
2. All duties performed by teaching assistants shall be under the supervision and direction of a designated member of the faculty.
3. Such duties may include student practice sessions, discussion sessions, assistance in laboratories, recitation sessions, review sessions and similar activities.
4. In addition, teaching assistants may be assigned to hold office hours, hold student conferences, evaluate student work, and to perform similar common academic duties.
5. Teaching assistants may not be assigned regular classroom instruction duties nor may they serve as an instructor of record for any instructional activity.
6. The dean of the college, in consultation with the chairs of departments in which teaching assistants are employed, shall set the basic workload policy for teaching assistants within the college.

Assistant Instructors

A non-faculty, academic position held by an eligible graduate student with the primary duties of teaching undergraduate classes and providing instruction under the supervision of a University faculty member.

To be eligible for appointment as an assistant instructor a nominee must:

1. Be a degree-seeking graduate student without existing admissions conditions imposed by the Vice Provost and Dean of Graduate Studies.
2. Hold a Master's degree or have completed a minimum 30 hours of graduate coursework.
3. Have satisfactorily completed one semester of a course in teaching methods (398T).
4. Have completed at least one semester of service as a teaching assistant, or completed at least one year of teaching experience in an accredited college or school.
5. Be in good academic standing and making satisfactory progress toward a graduate degree.
6. Remain registered in courses that count toward the graduate degree for at least nine semester hours during each long session semester of employment.

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7. If holding an appointment for one summer term (first six weeks, second six weeks, nine weeks or twelve weeks) must remain registered in courses that count toward the graduate degree for at least three semester hours during any term of the summer session.

Duties of Assistant Instructors

1. Assistant instructors may serve as the instructor of record for assigned instructional duties including lecture classes (primarily at the lower-division level), laboratory instruction, instruction of recitation and discussion sections of classes, and other similar instructional activities. Approval for an assistant instructor to teach an upper-division course must be obtained from the Vice Provost and Dean of Graduate Studies.
2. In addition to instructional duties, assistant instructors may be assigned to hold office hours to evaluate student work, and to perform other common academic duties.
3. Instructional service of an assistant instructor shall be carried out in accordance with a syllabus and other guidelines that have been prepared by and approved by the department. All other duties of assistant instructors shall be carried out in accordance with established practices and policies of the department and college/school in which they are appointed. The duties assigned to an assistant instructor and the syllabus and guidelines relating to an assistant instructor's instructional duties may be changed at any time deemed appropriate by the department.
4. All assistant instructors shall be under assigned supervision of a regular member of the faculty. The supervising faculty member shall at the close of each semester file with the department chair a written evaluation of the performance of the assistant instructor. This evaluation shall become a permanent part of the assistant instructor's personnel file.

12. Grades

Grading standards in each class will vary based on the course content and the instructor's grading policies. However, from a programmatic perspective, we consider an A or A- as strong or satisfactory performance, and B as below average performance. Grades of C, D, F, or I (permanent incomplete) indicate an unsatisfactory progress in the program. Incomplete courses will be questioned by the GSC.

Only courses in which a student earns a grade of C or better may be included in the program of work for a graduate degree at The University of Texas at Austin. This coursework must have been taken within a six-year time limit. While an average

GPA of 3.0 is the minimum University requirement, students are expected to maintain a GPA higher than 3.5 in order to be considered as making satisfactory progress toward the degree.

13. Credit/No-Credit

All organized courses are to be taken for a letter-grade. Students who decide to change the grading option of a coursework to Credit/No Credit (CR/NC) must seek approval of their supervisor, the Graduate Advisor, and the Graduate Coordinator. These courses will not count toward degree requirements. All students who hold teaching appointments or fellowships are required to take their coursework for a letter grade. While CR/NC grades are not factored into the GPA, an NC is equivalent to failing the course and is indicative of unsatisfactory progress in the program. Students who earn a NC will be reviewed by the Graduate Studies Committee (GSC).

Credit / No-Credit in Thesis / Report / Comprehensive Exams / Dissertation

Thesis/Report/Comprehensive Exams/Dissertation courses are evaluated and graded each semester by the student's supervisor and assigned a grade of "CR" or "NC". A "CR" is appropriate when the student made satisfactory progress during the semester, and an "NC" is appropriate when the student did not make satisfactory progress during the semester. An NC is equivalent to failing the course and is indicative of unsatisfactory progress in the program. Students who earn an NC will be reviewed by the Graduate Studies Committee, which may result in being placed on probation or a recommendation of dismissal from the program.

14. Incomplete Grades

If a student does not complete all the assignments in a course before the end of the course, the instructor may report work as incomplete (X) to the Office of the Registrar in place of a grade. Students who do not hold teaching appointments or fellowships are required to complete the course requirements by the last class day of the next long-session semester of enrollment. Students who hold teaching appointments or fellowships are required to complete the coursework before the start of the following semester, otherwise, their funding may be revoked or adjusted due to unsatisfactory progress toward degree requirements. The instructor must report a final grade by the end of the grade-reporting period in that semester. If these deadlines are not met, the X is converted to an I permanent

incomplete. Permanent incompletes remain on the student's record and cannot be converted to a grade.

15. GPA Requirement

All students must maintain a minimum 3.50 GPA in order to remain in good standing. If a student happens to fall between a 3.00 - 3.50 in a given semester, they will enter probation and have one semester to bring their grades back above a 3.50. Failure to do so could result in dismissal from the program. Students must possess at least a 3.50 in order to graduate from the program.

16. Transfer Credit

The Graduate School does not allow transfer of credit for more than six hours, be it from a study abroad program or from another US institution. Only graduate courses in which your grade was an A or a B can transfer, and only if they have not been counted toward another degree. A student seeking to use coursework completed at another institution must provide the Graduate Studies Committee with an official transcript, the official explanation of the institution's course numbering system and grading system, and the course description from the catalog of the institution. Along with these documents, the Petition to Transfer a Graduate Course from Another Institution form should be submitted by the Graduate Advisor for approval by the Graduate Dean. This form must be submitted *before* 12 hours of graduate coursework are completed at UT Austin.

17. Full Time Status and Course Load

The Graduate School recognizes nine semester hours during a long semester (spring or fall) and three hours during a summer session as a minimum full-time course load.³ The three-semester credit hour minimum course load for the summer session may be satisfied in one six-week term, or in the nine-week or twelve-week terms.

Under various circumstances, graduate students must be registered for and must remain registered for a full-time load, including: holders of Graduate School administered fellowships and scholarships; Assistant Instructors, Teaching Assistants, Academic Assistants, and Graduate Research Assistants, students living in university housing, students receiving certain student loans, and international

³ In order to make adequate progress toward degree, students pursuing dual Master's degrees will be expected to enroll in 12 hours during long semesters.

students.

18. Time to Degree (MA)

The College of Liberal Arts strives to matriculate outstanding master's students and provide them with the training, experience and support necessary for successful completion of their respective degrees. Within this framework, the College views time to degree as a strong indicator of program quality and student success.

a. Single-Degree Students

For these students, the MA degree must be completed within two academic years (typically 21 months). An exception to this is the Dual-Language Track or students seeking a Graduate Portfolio, where an additional year is permitted. The majority of courses do not need to be taken in any particular order, but the thesis or report must be completed during the semester in which the student graduates.

b. Dual Degree Students

Students simultaneously earning an MA in Middle Eastern studies and a second degree from one of UT's professional schools are expected to finish their degrees in three academic years—with the exception of Law, which is a four-year program.

19. Coursework Expiration & Time Limits (MA)

All requirements for a master's degree must be completed within one six-year period. Coursework over six years old may be reinstated only with the permission of the graduate dean, upon recommendation of the GSC. The GSC will review the program of every student yearly; the results of this review will be provided to the student in writing. Middle Eastern Studies (MES, MA) requires that all student's complete their master's degree coursework in 2 academic years, with dual degree students completing their two degrees in three academic years and students pursuing an MES/J.D. will be given four academic years to complete. Students who do not take a leave of absence are required to finish within the established timelines. Petitions for extensions

beyond the two/three-year norm will be reviewed by the GSC on a case-by-case basis.

20. Time to Degree (Ph.D.)

Time to degree plays a significant role in planning for graduate student financial support. The College of Liberal Arts expects departments to have doctoral students enter candidacy at some point during their third year, but no later than their fourth year in the program. In general, the College expects students to complete their Ph.Ds no later than three years after having entered candidacy. With that expectation in mind, and allowing for exceptions in rare cases, the College will not support candidacy extensions for seventh-year doctoral students beyond the third year of candidacy status, or for students who have reached the end of their eighth year in the program.

21. Coursework Expiration & Time Limits: Ph.D.

All completed work that is included in a doctoral student's degree program at the time of admission to candidacy must have been taken within the previous six years (exclusive of a maximum of three years of United States military service). Coursework over six years old may be reinstated upon recommendation of the GSC. The GSC will review the program of every student yearly; the results of this review will be provided to the student in writing. At those times the committee may recommend additional coursework, further examinations, or termination of candidacy. In addition, the program is subject to review by the graduate dean.

22. Parental Accommodation

The College offers four types of accommodations for graduate students with growing families. These accommodations, all of them for a long semester or summer, are available to full-time students (enrolled for at least nine credit hours each long semester and three hours in summer). After an accommodation period, students are expected to resume their regular activities and to progress towards their degree as all students in their graduate program. After an accommodation period, faculty are encouraged to remain flexible in their expectations so that students can meet the demands of graduate study while adjusting to new demands in their parental roles.

It is the responsibility of a graduate student anticipating a birth or adoption to inform their Graduate Advisor, Graduate Coordinator, and thesis/dissertation or research project supervisor of any anticipated accommodation needs as early as

possible, and to submit the required documentation in support of the accommodation request.

23. Leave of Absence

Graduate students may apply for a leave of absence of no more than two semesters. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance by the Graduate Advisor. Granting leaves of absence for students not in candidacy is left to the discretion of the Graduate Advisor and Graduate Studies Committee. A form must be submitted to the Graduate School in advance of the semester for which a leave is granted. A student on an approved leave may reenter the graduate program by filing an Application for Readmission. Students who do not return from their leave will be expected to complete the application process again, including meeting standard deadlines. Depending on the length the student has been away, they might have to retake test scores and/or complete additional coursework.

24. Non-degree Seekers

The non-degree-seeker status was created at UT for special circumstances in which applicants wish to take UT courses at the graduate level without seeking a graduate degree (e.g., a high school teacher wishing to take a graduate course as part of their professional development).

MES/MELC rarely admits non-degree seekers. Applications by non-degree seekers are considered only if a very strong case for admission is presented, and it is clear that the applicant, while in a position to function at the graduate level and, is indeed, not pursuing an advanced degree. We will not consider, for example, fall applicants who wish to take courses in the previous spring as non-degree seekers with the hope of applying these courses to their degree. Admitted non-degree seekers are expected to stay in the program no longer than one academic year.

25. Auditing Language Courses

Due to the intensive and interactive character of our modern language classrooms, auditing is not permitted in Arabic, modern Hebrew, Persian, and Turkish. For learners with previous experience in these languages who wish to register, we require a placement test to help us determine the appropriate level. Information and registration for the placement test are available on our website.

26. Final Exam Policy

Scheduling

The Office of the Registrar schedules all official University final exams each semester. “No-class” days and final exam days are listed in the official University academic calendar. No mandatory class meetings can be held on these days. No member of the University (faculty, staff, or student) has the right to alter examination dates or hold events on “no-class” days without the consent of the Faculty Council and the Board of Regents.

TA and AI Responsibilities

Teaching Assistants and Assistant Instructors are not permitted to leave campus at the end of each semester until released by their supervisor / instructor of the course. They are expected to fulfill job duties before, during, and after the final exam period, including, but not limited to, proctoring and grading final exams. Failure to remain in-residence and fulfill all related TA/AI duties may result in the loss of employee-level insurance and repaying the University for tuition waivers and any other tuition-related benefits afforded to student employees.

Complaints

Complaints related to final exam procedures should be made to the department chair, college dean, or the Office of the Ombudsperson.

27. Restricted Regions Travel Policy

The Travel Policy to Restricted Regions applies to UT-Austin graduate students, traveling internationally as individuals or in groups, with or without University funding, for any UT-sponsored, UT-administered, or UT-related activity or program. In these instances, and when the travel is academic-related (typically for research purposes or language programs), prior travel authorization is required, even in cases where it's the student's home country, and especially in cases where funding is involved (otherwise the funding will not be released). The

only instances where it is not necessary is when the student visits a country purely for personal purposes. This includes, but is not limited to:

- official study abroad programs
- conducting research
- internships
- field studies
- service learning
- volunteer, experiential, or work programs sponsored, endorsed, promoted, or administered by the University

Travel request process

There are time-sensitive deadlines related to when you will be traveling (usually mid to late April for Summer travel). Travel will usually be approved when there is a compelling justification and no suitable alternative opportunities exist. All requests must be strongly linked to academic goals and must adequately address major health, safety or security concerns. Forms require Chair / Director signature and must be submitted to the International Office prior to the stated deadline.

28. IRB Approval Process

The Office of Research Support and Compliance partners with students to maintain the integrity of research at the University of Texas at Austin. The RSC helps to protect the rights and welfare of human research participants as well as assist researchers in managing foreign relationships and activities and conduct responsible research by providing research ethics education. Students' whose research requires the use of human subjects and/or foreign involvement are required to submit IRB paperwork *prior to the start* of their research. The student's supervisor and/or committee should assist them with this process. The student will need a faculty member to sponsor their research and the IRB approval process. More information can be found on the Office of Research Support and Compliance website.

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Middle Eastern
Studies
(MA)

4. Graduate Study (CMES) Middle Eastern Studies (MA)

1. MA Degree in Middle Eastern Studies (CMES)

Offered by the Center for Middle Eastern Studies (CMES), the MA in Middle Eastern Studies (MES) is an interdisciplinary academic degree designed to broaden and deepen the student's knowledge of the languages and cultures of the Middle East. The MA in MES program develops a strong knowledge base, preparing students for leadership positions as professionals in areas such as government, NGOs, business, consulting, foreign policy, international law, journalism, and translation.

2. Requirements

Students pursuing a master's degree in Middle Eastern Studies (MES) may write either a thesis or a report at the end of their coursework. The *thesis option* requires 30 semester hours of coursework, of which *six (6)* hours are earned in the thesis course. The *report option* requires 33 semester hours of coursework, of which *three (3)* hours are earned in the report course. The thesis option is strongly recommended for those who plan to pursue a doctorate.⁴ Students pursuing a singular MA degree are expected to complete degree requirements by the spring of their second year. Dual-degree students are expected to complete both degrees by the spring of their third year, with the exception of the joint MA/J.D. which is a four-year program.

a. Masters with Thesis in Middle Eastern Studies (30 credit hours)

Core Degree	12 credits	MES Graduate courses
Concentration	6 credits	Concentration courses to be approved by the Graduate Advisor
Pro-Seminar	_____	Completed during first fall semester

⁴ At full time enrollment, students will typically take 36 credit hours (thesis) and 33 (report) credit hours of coursework, of which the remaining hours are seen as in excess of the degree.

Language	6 credits	Upper-division language courses: <i>Arabic, Persian, Turkish, or Hebrew</i> . In most cases, graduate students enroll in 381.
Thesis Work	6 credits	Thesis courses: MES 698A & 698B are taken sequentially on a CR/NC grade basis

b. Masters with Report in Middle Eastern Studies (33 credit hours)

Core Degree	15 credits	MES Graduate courses
Concentration	9 credits	Concentration courses to be approved by Graduate Advisor
Pro-Seminar	_____	Completed during first fall semester
Language	6 credits	Upper-division language courses: <i>Arabic, Persian, Turkish, or Hebrew</i> . In most cases, graduate students enroll in 381.
Report Work	3 credits	Report course: MES 398R taken on a CR/NC grade basis

In addition, each student must demonstrate competence in the research skills appropriate to the student’s overall academic and career objectives and to the final thesis or report. Students may take up to 6 hours of *upper-division* (undergraduate) credit for their MA coursework. All courses must be taken for a letter-grade. Credit/No Credit (CR/NC) courses may not be applied to MA course requirements. Special approval from the Graduate Advisor is required for students who wish to take MES 389 *Conference Course* for MA coursework.

3. MES Pro-Seminar

MES Pro-Seminar: Though not a formal course, this weekly one-hour proseminar is required of all MA students during their first semester of study. Each week, a different CMES faculty affiliate leads the class, discussing current research and/or teaching. The goal of the Pro-Seminar is to allow students to familiarize themselves with faculty and their research interests early on.

All MA students must complete this requirement in their first year.

4. Core Courses

The MA degree in Middle Eastern Studies (MES) is comprised of three areas: Core Courses, Concentration Courses, and Language courses. Core courses are graduate seminars that have an official MES course number (MES 384, 385, 386). They are taught by either core or affiliated faculty and have been verified by the curriculum committee for having at least 30% of course content related to the Middle East.

5. Concentration Courses

Concentration courses are to pertain the student's thesis/report. This form of support can be in terms of *discipline* (history, literary theory, religious studies, gender studies) or in terms of *topic/area* (Islam, Arab Spring, dispute resolution, Hebrew Bible). Though courses may include topics on the Middle East, they are not required to do so. Ideally, concentration courses will be *both* related to each other (same topic, area, discipline) *and* supportive of the thesis/report; if a two-fold relationship is not possible then these courses must support the thesis/report.

6. Course Categories

Conference course (MES 389): is a specialized course covering topics that are not regularly addressed in the curriculum, or designed to expand the student's opportunities for individual consultation. They are often taught on a one-on-one basis. While they make sense in terms of the topics they cover and the opportunities they offer, conference courses lack the important interaction with a peer group. The Graduate School limits the number of conference courses that can count toward a student's degree. A graduate student may receive credit for up to six hours (2 courses) of *either* upper-division undergraduate coursework *and/or* conference courses as part of their core degree requirements.⁵

Upper-division courses are designated by the last two digits of the course number, x20-x79. A graduate student may receive credit for up to six hours (2 courses) of upper-division undergraduate coursework as part of their core degree requirements. Such courses are typically a specialized course in one's area of interest that is not offered at the graduate level.⁶

Summer graduate courses are rarely offered at UT during the summer. Most faculty are away during the summer.

⁵ See 7. Course Limitations (pg. 38)

⁶ See 7. Course Limitations (pg. 38)

7. Course Limitations

Students may not apply **more a total of two** of the following courses to the MA degree in Middle Eastern Studies:

- MES 389: Conference Course
- Upper-division: upper-division undergraduate course

The Office of Graduate Studies allows for a maximum of two courses from the above to count toward core degree requirements in either MES core or concentration courses.

8. Cross Listings

A course that is cross-listed with MES may appear on the program of work regardless of the department under which a student registers for the course. For example, HIS 388K may apply to the degree without any special approval, *if it is cross-listed with MES 385.*

9. Non-MES Courses

A non-language course that is not cross-listed with MES cannot be applied to the MES degree (MES Core) without advance approval. To request this approval, a student must submit a non-MES course credit petition to the Graduate Advisor and Coordinator demonstrating that the non-MES course contains at least 30% Middle Eastern studies content. Petitions stating that the student will pursue final projects or individual assignments through the lens of the Middle East will not be approved. Middle East content should be represented in all aspects of the class, including lectures, readings, and assignments. This approval must be sought and granted before the 1st class day of the semester in which the non-MES course is taken. Retroactive approvals will not be granted. Courses taken outside of MES that apply neither to the degree nor a dual degree program may be taken with the approval of the Graduate Advisor. With Graduate Advisor approval students may apply non-MES courses toward their concentration courses.

10. Language Courses

Lower-division language courses may not be used to satisfy degree requirements. Degree requirements are met when a student completes, in-residence, two upper-

division language courses (ex: 381K-N, 320K, 320L, 329, 360).⁷ Students who place into an intermediate or advanced level their first year in the program may continue their language study into their second year or pursue the Dual Language Track.

Native or heritage speakers of a Middle Eastern language may not use their native tongue to meet the Master's in Middle Eastern Studies' language requirement. They must complete the language requirement by pursuing a non-native Middle Eastern language, potentially from the beginner level if the applicant does not already possess a strong background in this second language.

11. Language Sequences

All undergraduate language courses have three-credit graduate cross-listings that graduate students register for. The intent of these corresponding three-credit versions is meant to keep tuition down. However, students, in reality, are still taking a five- or six-credit course at the undergraduate level. "Content Courses" come after completion of the intermediate or advanced level. These courses are neither graduate-level courses nor seminars and cannot be applied to core degree requirements.⁸

Meets-with undergraduate course numbers:

Arabic Sequence				
Arabic Lower-Division (preparatory courses that may not count toward the degree)				
381H	Intensive Grad Language Instruction I	601C	Intensive Arabic I	Fall
381J	Intensive Grad Language Instruction II	611C	Intensive Arabic II	Spring

⁷ See 11. Language Sequences (pgs. 39-42).

⁸ See 12. Language Content Courses (pg. 42)

Arabic Upper-Division				
381K	Intensive Grad Language Instruction III	621K	Intensive Arabic III	Fall
381L	Intensive Grad Language Instruction IV	621L	Intensive Arabic IV	Spring
381M	Intensive Grad Language Instruction V	531K	Intensive Grad Language Instruction V	Fall
381N	Intensive Grad Language Instruction VI	531L	Intensive Grad Language Instruction VI	Spring
		360L	Arabic Content Course	F & S

Hebrew Sequence				
Hebrew Lower-Division (preparatory courses that may not count toward the degree)				
381H	Intensive Grad Language Instruction I	601C	Intensive Hebrew I	Fall
381J	Intensive Grad Language Instruction II	611C	Intensive Hebrew II	Spring
Hebrew Upper-Division				
		320K	Hebrew via Pop Culture	Fall

		320L	Hebrew through the Media	Spring
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Persian Sequence				
Persian Lower-Division (preparatory courses that may not count toward the degree)				
381H	Intensive Grad Language Instruction I	601C	Intensive Persian I	Fall
381J	Intensive Grad Language Instruction II	611C	Intensive Persian II	Spring
Persian Upper-Division				
		322K	Second-Year Persian I	Fall
		322L	Second-Year Persian II	Spring
		329	Persian Content Course	F & S

Turkish Sequence				
Turkish Lower-Division (preparatory courses that may not count toward the degree)				
381H	Intensive Grad Language Instruction I	601C	Intensive Turkish I	Fall
381J	Intensive Grad Language Instruction II	611C	Intensive Turkish II	Spring
Turkish Upper-Division				
		320K	Second-Year Turkish II	Fall
		329	Turkish Cinema	Spring

12. Language Content Courses

Content courses (ARA 360, HEB 320 PRS 329, TUR 329) intend to foster language skills through the use of targeted vocabulary, readings, and activities that focus on the theme of the course (e.g. art and literature or media and film). These courses are still *language* courses in the sequence and are not be confused with *regular* graduate or undergraduate courses. As a result, language content courses may be used to fulfill language coursework requirements, but they cannot be applied to the core and concentration areas of the MA degree.

13. Events

The Center for Middle Eastern Studies (CMES) sponsors or co-sponsors over 40 events each semester. These events bring various dimensions of the Middle East to our campus, allowing you to expand your knowledge of the region beyond the classroom. Graduate students pursuing the MA in Middle Eastern Studies are **required** to attend two academic events per semester and to submit an events

survey form for each. Please note that these events must be academic – not administrative – in nature.

Though most of your time as graduate students revolves around the classroom, events are an integral part of the university experience. CMES takes this requirement seriously and considers it part of graduate training. It is one of the factors considered when assessing academic performance and funding. Students are to complete and submit the Events form, located on the MA forms tab on the website, prior to the end of each semester.

14. Degree planners

Copies of degree planners for the thesis or report option can be found on the website. In addition to these schedule planners, a graduate degree planner is available through UT Direct.

15. Advising

Each student is required to consult the Graduate Advisor and Graduate Coordinator prior to registration so that advising bars may be cleared. **Students who do not attend an advising session and submit the required forms will not be cleared to register.** Changes made to a student’s registration record after their advising session must be cleared by the Graduate Advisor and Graduate Coordinator. Since registration is a busy time, students should feel free to contact the Graduate Advisor throughout the semester to discuss more in-depth academic planning.

Academic advising and registration periods:

Registration & Advising for current students	
For Spring Semesters	late October - early November
For Fall Semesters	late April - early May

Registration & Advising for incoming cohort	
For Fall Semester	Late August. Incoming students will register during Orientation

16. Advising and Registration Forms

Students must complete and email all relevant registration forms to the Graduate Coordinator and Graduate Advisor prior to their advising appointment. Forms are meant to track student progress; therefore, they must be updated and resubmitted when changes are made. Forms can be found on the Middle Eastern Studies website. Forms must be typed and digitally-signed. Scans and paper copies will not be accepted.

Please see Appendix for instructions on how to create a digital signature.

17. Progress toward Degree

The Master's degree in Middle Eastern Studies is expected to be completed within two academic years (21 months).⁹

Year One <i>(18 credit hours)</i>	
<i>Fall</i>	<i>Spring</i>
Graduate Course	Graduate Course
Graduate Course	Graduate Course
Language Course ¹⁰	Language Course

⁹ Dual degree students follow the same trajectory but complete both degrees in three years and enroll in four courses per semester.

¹⁰ Students are required to complete *at least* two intermediate (upper-division) language courses. Additional study may be required if students enter the program with beginner knowledge.

Year Two <i>(18 credit hours)</i>	
<i>Fall</i>	<i>Spring</i>
Graduate Course	Graduate Course
Graduate Course	Graduate Course
Thesis A*	Thesis B / Report

* Students who pursue the Report options will substitute Thesis A for an additional graduate course.

18. Dual Language

CMES encourages students pursuing the MA in Middle Eastern Studies to acquire at least intermediate knowledge of a second Middle Eastern language. This typically means that students extend their time-to-degree, making it an attractive option for Dual Degree students, students seeking graduate portfolios, and students awarded a Foreign Language and Area Studies Fellowship (FLAS). For MA students in Middle Eastern Studies not seeking Dual Degrees or portfolios, the Dual Language option is possible with careful and strategic planning that may include summer language study. To achieve this goal, we prioritize Dual Language students for travel funding and waive their tuition for the Arabic Summer Institute.

19. MA Thesis/Report

The Thesis or Report is required by the Master's Program in Middle Eastern Studies and the Graduate School. It represents the final paper or research project that the student creates to culminate their coursework in Middle Eastern Studies. A student must be enrolled in the final thesis or report course (Thesis - MES 698B or Report- MES 398R) during the semester they intend to graduate. Before registering for the Thesis or Report course, the student must submit a thesis/report proposal that includes a timeline and the supervisor's expectations to the CMES Graduate Advisor and Graduate Coordinator. The forms are located on our website.

The main difference between the master's report and master's thesis is that with

the thesis, students collect original research to answer a specific research question. For reports, students review and critique a body of literature. The report may or may not focus on the practical implications of an area of research. Most students choose to do the master's thesis, especially if they plan to apply to a Ph.D. program. A thesis will require two semesters to complete (MES 698A in the first semester, MES 698B during the second semester) versus one semester to complete the report (MES 398R). The project also may require approval by the Institutional Review Board (IRB). The success of your project will depend on your ability to work well with your committee and meet deadlines.¹¹

The Committee

At least two faculty members must serve as thesis/report readers. It is most common to have a supervisor and a second reader. Two equal co-supervisors may also be acceptable but please first check with the Graduate Coordinator. In the first example, the supervisor must be on the MES Graduate Studies Committee. In the second example, one of the co-supervisors must be on the GSC list.

When approaching a faculty member, you must have a prospectus explaining your topic and a tentative bibliography. One of the earliest things to negotiate with the committee is a timeline in which work will be submitted. Supervisors and/or readers reserve the right to disband the committee if the student is unable to meet established deadlines or formulate an adequate project.

Extensions

In exceptional circumstances, students who do not complete their thesis or report project by the deadline for submission of the penultimate draft to their committee may be allowed to continue the thesis/report and associated graduation requirements over the summer semester. To do so, students must petition *both* to their thesis/report committee and to MES Graduate Studies Committee. Extensions will only be granted if *both* committees support the extension *and* if the student has demonstrated timely progress toward the degree. Students who do not finish the thesis or report after the summer session will no longer be eligible to re-enroll in the fall.

20. Graduation Requirements

Candidates for the Master's Degree in Middle Eastern Studies must:

- Be registered in the Graduate School in the semester or summer session in

¹¹ The graduate advisor plays no role in evaluating the thesis or report project, its quality, or its completion.

which they plan to graduate.

- Be enrolled in the final thesis or report course (Thesis - MES 698B or Report-MES 398R) in the semester or summer session in which they plan to graduate.
- Submit the online Master's Graduation Application and associated Program of Work via the Graduate School website by established deadline.¹²
- Submit the thesis or report to the supervising committee by the standard deadlines established by the program and the Graduate School.¹³
- Submit the thesis or report to the Office of Graduate Studies for final approval by the Graduate Dean no later than the published deadline, typically 3:00 pm on the last class day of the semester. The thesis or report must be submitted in electronic format and follow the format guidelines published on the Graduate School's website.
- Submit a signature page containing the (digital or traditional) signatures of the thesis or report supervising committee to the Office of Graduate Studies no later than the published deadline.¹⁴
- Submit final PDF of thesis/report to Graduate Coordinator by 3:00 pm on the last class day of the semester.

¹² Dual degree Program of Work is still completed using paper forms. The Graduate Coordinator of each program will assist dual degree students in completing this Milestone.

¹³ CMES, Graduate Advisor, Supervisor, and Committee reserve the right to impose internal deadlines.

¹⁴ Proxy signatures are not permitted. Digital signatures must include certification (i.e. Adobe Sign, DocuSign, etc). Please see Appendix for additional information regarding digital signatures.

C

M

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Middle Eastern
Languages and
Cultures
(MA, Ph.D.)

5. Graduate Study: (DMES) Middle Eastern Languages and Cultures (MA, Ph.D.)

1. MA/Ph.D. Degree in Middle Eastern Languages and Cultures (DMES)

Offered by the Department for Middle Eastern Studies (DMES), the MA in Middle Eastern Languages and Cultures (MELC) is an interdisciplinary academic degree designed to broaden and deepen the student's knowledge of the languages and cultures of the Middle East prior to moving on to Ph.D./ pre-Comprehensive Exam coursework in Middle Eastern Languages and Cultures (MELC). The MELC MA degree is to be taken as part of the MELC Ph.D. program. It is not a terminal MA degree.

2. Master's Requirements

Both the thesis and report options require thirty semester hours of coursework, which is to be chosen in consultation with the student's supervisor or the graduate adviser. The thesis option requires at least twenty-four semester hours of coursework, to be taken on a letter-grade basis, and six semester hours (MEL 698A and 698B) of thesis coursework culminating in an approved thesis. The report option requires twenty-seven semester hours of coursework, to be taken on a letter-grade basis, and three semester hours (MEL 398R) of report coursework culminating in an approved report. The report option will most commonly take the form of an applied pedagogy project or publishable article.

All students are expected to maintain a minimum 3.50 grade point average in order to remain in good standing. Failure to maintain this minimum average will result in a warning letter and one semester of probation, during which time the student is expected to return to a minimum 3.50 average. The program has the discretion to dismiss students who are unable to meet this requirement after one additional semester.

A student must be enrolled in the final Thesis or Report course (Thesis - MEL 698B or Report- MEL 398R) during the semester they intend to receive their MA. Before registering for the thesis or report course, the student must submit a thesis/report proposal that includes a timeline and the supervisor's expectations to the MELC Graduate Advisor and Graduate Coordinator. The forms are located on our website. A singular MA degree is expected to be completed by the spring of the second year.

a. *Masters in Middle Eastern Languages and Cultures (MELC) with Thesis (30 credit hours)*

Masters in Middle Eastern Languages and Cultures (MELC) with Thesis (30 credit hours)		
Field of Concentration	12 credits	Concentration graduate courses
Courses taken in consultation with supervisor	12 credits	Approved by the student's supervisor/mentor
Thesis Work	6 credits	Thesis courses: MEL 698A & 698B are taken sequentially on a CR/NC grade basis

b. *Masters in Middle Eastern Languages and Cultures (MELC) with Report (30 credit hours)*

Masters in Middle Eastern Languages and Cultures (MELC) with Report (30 credit hours)		
Field of Concentration	15 credits	Concentration graduate courses
Courses taken in consultation with supervisor	12 credits	Approved by the student's supervisor/mentor
Report Work	3 credits	MEL 398R is taken on a CR/NC grade basis

In addition, each student must demonstrate competence in the research skills appropriate to the student's overall academic and career objectives and to the final thesis or report. Students may take up to 6 hours of *upper-division* (undergraduate) credit for their MA coursework. All courses must be taken for a letter-grade. Credit/No Credit (CR/NC) courses may not be applied to MA course requirements. Special approval from the program and Graduate Advisor

is required for students who wish to take MEL 389 *Conference Course* for MA coursework.

3. Course Categories

Conference courses (MEL 389) are specialized courses covering topics that are not regularly addressed in the curriculum, or designed to expand the student's opportunities for individual consultation. They are often taught on a one-on-one basis. While they make sense in terms of the topics they cover and the opportunities they offer, conference courses lack the important interaction with a peer group. The Graduate School limits the number of conference courses that can count toward a student's degree.

Upper-division courses are designated by the last two digits of the course number, x20-x79. A graduate student may receive credit for up to six hours (2 courses) of upper-division undergraduate coursework as part of their core degree requirements. Such courses are typically a specialized course in one's area of interest that is not offered at the graduate level.

Summer graduate courses are rarely offered at UT during the summer. Most faculty are away during the summer.

4. Course Limitations

Students pursuing an MA in Middle Eastern Language and Cultures (MELC) may not apply **more a total of two** of the following courses for the MELC MA degree:

- MEL 389: Conference Course
- Upper-division: upper-division undergraduate course

The Office of Graduate Studies allows for a maximum of two courses from the above to count toward core degree requirements.

5. Master's Thesis / Report Committee (MA/Ph.D. track)

At least two faculty members must serve on a thesis/report as readers. It is most common to have a supervisor and a second reader. Two equal co-supervisors may also be acceptable but please first check with the Graduate Coordinator. In the first example, the supervisor must be on the MELC Graduate Studies Committee. In the

second example, one of the co-supervisors must be on the MELC GSC list.

When approaching a faculty member, you must have a prospectus explaining your topic and a tentative bibliography. One of the earliest things to negotiate with the committee is a timeline in which work will be submitted. Committees reserve the right to disband the committee if the student is unable to meet established deadlines.

Extensions

Students who do not complete their thesis or report project by the end of the spring semester must petition to both their committee and the MELC GSC to continue in the program for the following (and/or summer) semester. Extensions will only be granted when the committee supports the extension and the student has exhibited timely progress throughout their project.

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Middle Eastern
Languages and
Cultures

(post-MA, Ph.D.)

6. Graduate Study: (DMES) Middle Eastern Languages and Cultures Ph.D. (post-MA) Coursework Requirements

1. Core Requirements (Ph.D.)

Students pursuing a Ph.D. degree in Middle Eastern Languages and Cultures (MELC) will meet core degree requirements while pursuing a specific area's requirements. The core doctoral degree consists of a minimum of 30 hours of course work; 9 hours of language seminars; at least 3 hours of comprehensive exams; reading knowledge of French or German (or substitute language as approved by supervisor and Graduate Advisor); mastery in a Middle Eastern language; at least 6 credit hours of dissertation coursework. All students must complete one track in the MELC program. Students typically complete their dissertation in two-academic years.

Middle Eastern Languages and Cultures Ph.D. Requirements 2018-2024	
Core Degree	a minimum of 30 hours of MELC courses; 9 hours of language seminars; at least 3 hours of comprehensive exams; reading knowledge of French or German ¹⁵ ; mastery in a Middle Eastern language; at least 6 credit hours of dissertation coursework

With supervisor permission, students may take up to 6 hours of upper-division (undergraduate) credit for their coursework. All courses must be taken for a letter-grade; Credit/No Credit (CR/NC) courses may not be applied to degree or area requirements. Special approval from the Graduate Advisor and Department Chair is required for students who wish to take MEL 389 *Conference Course*. All coursework must be approved by the supervisor and

¹⁵ Or substitute language as approved by supervisor and Graduate Advisor.

Graduate Advisor prior to registration. Advising forms are located on the MELC website. Students are required to complete all necessary registration forms prior to being cleared for registration.

2. Requirements by Track

Hebrew Bible / Ancient Near East (HB/ANE)

The Hebrew Bible / Ancient Near East (HB/ANE) track is designed to immerse students in the critical, academic study of the Hebrew Bible in its ancient Near Eastern context. Students read the entire Hebrew Bible in four semesters, and they learn another ancient Semitic language to an intermediate level. They are prepared for the field of biblical studies via two years of seminars in which they are expected to write and respond as scholars in the field.

All students in HB/ANE must develop a second field as well, with an eye toward the kinds of positions that exist for Hebrew Bible specialists in these times. Second fields that have so far been selected include religious studies, New Testament, gender studies, linguistics, and the politics/war/strategy of the Ancient Near East.

Track Specifications and Requirements	
<i>(54 credit hours)</i>	
Hebrew Bible/Ancient Near East	Courses must include 12 hours of the Bible in Hebrew; 3 hours of <i>Comparative Semitic Grammar</i> ; 3 hours in <i>Theory & Method in Study of Religion</i> ; 12 hours in topics on the Ancient Near East; 12 hours in a Minor field; 12 hours of Near Eastern language work.

Literature and Culture (Lit/Cult)

The Literature and Culture (Lit/Cult) track provides graduate students with a comprehensive and in-depth training in Middle Eastern literary and cultural production. The course of study is engaged within and across national and

linguistic boundaries, disciplines, genres, and historical periods. Students are trained in comparative and theoretical approaches to literature, film, and media. By interrogating conventional nationalist, cultural, and literary paradigms, students will deepen their understanding of the cultural dynamics of the region and confront complex questions as part of a larger humanistic inquiry.

In consultation with a supervisor from their chosen field, students devise a program of study that includes training in literary and cultural theory and close textual reading in original languages. Students in the Lit/Cult track have the unique opportunity to draw on a wide range of Middle East experts and literary and cultural theorists across the university. They are expected to take graduate seminars conducted in the Middle Eastern language of their primary specialization, and to contextualize and complement their chosen focus by taking seminars in other Middle Eastern literature and intellectual history, comparative literature, and in other relevant fields and departments. Some work in a second Middle Eastern language is also recommended. Students who complete this track will be equipped with the necessary critical methodologies and literary training that will strategically position them for the job market in Middle Eastern Studies.

Track Specifications and Requirements	
<i>(6 hours of required courses within the core requirements)</i>	
Literature and Culture	Core courses must include 6 hours of literary theory and/or cultural studies; Students are strongly encouraged to acquire a second Middle Eastern language.

Middle Eastern History (ME HIST)

The Middle Eastern History (ME HIST) track provides students with training in the discipline of History, with a geographic focus on the Middle East region, with the primary goal of training Ph.Ds. for academic jobs in history programs. Thus, the program of study is designed to be consistent with the training typically provided in history departments.

While students may take some non-history courses, the program is structured so that the coursework, exams, and dissertation are all overseen primarily by historians, both within the Middle Eastern Languages and Culture program and in departments, such as History or Religious Studies. While most of these historians will be focused on the Middle East, students are also allowed to work with historians who are not focused specifically on the Middle East. Usually, this will be because of shared theoretical,

thematic, and methodological interests, but it could also be because of the desire to develop a secondary area of research or teaching competence.

Track Specifications and Requirements	
<i>(a minimum of 30 required credit hours in MELC/History coursework)</i>	
Middle Eastern History	<p>Students are required to reach Advanced / Superior in the language of their research field.</p> <p>A secondary research language may be substituted for French or German</p>

Islamic Studies

The doctoral program in Islamic Studies provides in-depth multidisciplinary training in the study of Islam coupled with a strong grounding in languages and theoretical approaches in religious studies.

The core faculty consists of eight tenured and tenure-track members who offer courses in a range of subjects that include Islamic law, gender and women’s studies, history, Shi’ism, Sufism, art, architecture, devotional poetry, diaspora, political theory, and sovereignty in Islam. Besides Arabic, students can take advantage of advanced teaching of Persian, Turkish, Urdu and other vernacular languages of Muslim societies. All students are also required to take a theory and method course in the study of religion and to develop a minor field. Overall, the doctoral program strives to produce well-rounded and rigorous scholars of Islam who are experts in their own fields and capable of collaborating with colleagues in related disciplines.

Track Specifications and Requirements	
<i>(33 credit hours)</i>	
Islamic Studies	<p>Coursework must include 3 hours of the following seminars: <i>Trends in Islamic Studies; Theory and Method in Study of Religion; Supervised Teaching.</i></p> <p>Students must also take 9 hours in the following fields: "Institutions and Traditions of Islam",</p>

	"Thematic Approaches to Islam", and 9 hours from a Minor Area
	Students are required to have four semesters of approved language coursework, two of which must be at an advanced/research level.

Linguistics

For those interested in the study of language, MELC offers a track in linguistics within the Semitic and/or Middle Eastern contexts. Students receive an in-depth training in one or more of the following fields: comparative Semitics, historical linguistics, the autochthonous Arabic linguistic tradition, language contact, dialectology, and syntax. Students are encouraged to explore other areas as well by taking courses in the Linguistics Department in relevant subdisciplines.

What distinguishes MELC from a degree in linguistics is that MELC students are expected to attain a high degree of language proficiency as well as cultural proficiency in their area. Entering students are expected to have advanced proficiency in one Middle Eastern Language and all students are encouraged to study an additional language or languages. Graduates of the linguistics track are competitively positioned for the job market in Middle Eastern Studies, Linguistics, and Area Studies.

Track Specifications and Requirements	
(30 credit hours)	
Linguistics	<p>Students are required to choose a major field (<i>18 credit hours</i>) in <i>either</i></p> <p>1) literature/culture <i>or</i></p> <p>2) language/linguistics;</p> <p>Students are required to choose two minor fields (<i>6 credit hours each</i>).</p>

3. Advising

Each student is required to consult their supervisor and the Graduate Coordinator prior to registration so that advising bars may be cleared.

Changes made to a student’s registration record after their advising session must be cleared by their supervisor and sent to the Graduate Coordinator. It is the student’s responsibility to seek any faculty or department approvals needed to add courses outside of MELC.

Academic advising and registration periods:

Registration & Advising for current students	
For Spring Semesters	late October - early November
For Fall Semesters	late April - early May

Registration & Advising for incoming cohort	
For Fall Semester	Late August. Incoming students will register during Orientation

Since registration is a busy time, students should feel free to contact their supervisor throughout the semester to discuss more in-depth academic and professional planning.

4. Advising and Registration Forms

Students must complete and email *all* relevant registration forms to the Graduate Coordinator after their advising appointment. Forms are meant to track student progress, so they must be updated and resubmitted if changes occur. All forms must be typed and digitally-signed by the student and supervisor. Scans, paper copies, and incomplete forms will not be accepted. Forms can be found on the MELC website. Please see Appendix for directions on how to create a digital signature.

5. Progress toward Degree (Ph.D.)

Progress toward the degree is defined in terms of the relevance of courses taken to the student's course of study, the length of time a student spends in the program, the GPA maintained, number of courses taken on a credit/no-credit basis, and the number of incompletes. All graduate students are evaluated by the MELC GSC on a yearly basis. During the meeting, the student's supervisor reports on progress and responds to questions from members of the GSC.

Doctoral students are required to review the degree plans, specific degree requirements, milestones, and estimated timelines to reach various benchmarks. You will be able to log in to the Graduate Degree Planner and check your progress to degree completion.

6. Milestones

Located on the Graduate School's website, all incoming doctoral students are expected to review their program's Milestones with their supervisor and the Graduate Coordinator.

Milestones	
<i>UT Austin Milestones</i>	<i>Expected Time of Achievement</i>
Review degree requirement and milestones agreement form with Advisor & Coordinator	By the first day of class of the first semester
Maintain a 3.50 GPA	Every semester
Complete all required, formal coursework	By the end of the third year
Successful completion of all exams (oral and written) needed to advance to candidacy	By the end of the fourth year
IRB (human testing) if needed	See dissertation supervisor

Dissertation completed, successfully defended, and approved by committee	By the end of the sixth year
Student completes and files all paperwork for graduation	By the end of the sixth year
Dissertation accepted by the Graduate School	By the end of the sixth year

7. 398T: Supervised Teaching

MEL 398T, Supervised Teaching. The MELC program and the Graduate School require all students who hold Assistant Instructor positions to have completed a pedagogy course. With supervisor approval, students may take a 398T in an affiliated department, such as Religious Studies, Linguistics, Sociology, History, Government, Anthropology, etc.

8. Language Examinations

Students must pass the research language examination before starting the comprehensive examination. A secondary Middle Eastern language may be substituted for French or German with supervisor and Graduate Advisor approval. The examination consists of several pages of text that the student must translate into English. The text commonly is selected from a book chapter or journal article. The use of a dictionary is permitted.

Research Language by Area	
Hebrew Bible/Ancient Near East	Normally German. In HB/ANE, the exam is taken as soon as possible and not later than the beginning of the third year.
Middle Eastern History	French or German. A second Middle Eastern language may be substituted with supervisor and Graduate Advisor approval.
Islamic Studies	French or German

Linguistics	French or German
Literature and Culture	French

9. Comprehensive Exams

MEL 393, Comprehensive Exam: Preparation

Comprehensive exams are taken after all language exams and coursework have been met; students normally begin their examination prep during **the third and fourth years of the doctoral program**. Before taking the written exam, the student will collect preliminary reading lists from each committee member. The purpose of the exams is to ascertain whether students possess a breadth of knowledge outside the dissertation specialization to participate in professional discussions in their area and be at the level expected of a new Assistant Professor. These exams test a student’s analytical and research skills through the completion of a series of essays followed by an oral defense.

MEL 393, Comprehensive Exam: Written Examination

Occurring over a span of **30 days**, during the written examination process students might be asked to prepare any of the following: analytical reviews, answers to synthesis questions, response papers, definitions of key terms, conceptualizations of particular events, or discipline knowledge. Students will submit work to the Graduate Coordinator and their committee.

MEL 393, Comprehensive Exam: Oral Examinations

Two to three weeks after the submission of the written exam, an oral examination is held in which the student defends before the committee their research, analyses, and arguments presented in their written exam. The committee will assign a grade of pass, fail, or pass with conditions. Any conditions imposed must be met before the student advances to candidacy.

10. Dissertation Prospectus

This milestone takes place upon completion of the comprehensive exam process, **no later than 90 days** after the comprehensive exam was passed. The prospectus must be successfully defended before being eligible to advance to

doctoral candidacy in the Graduate School. The prospectus committee is composed of faculty whose area or research methodology align with the proposed dissertation topic. The Graduate School requires three members to be from the MELC Graduate Studies Committee (GSC), and one member not to be affiliated with the department. Prospectus formats vary widely and depend on the field and project, but most committees request a 15-20-page document that conforms to the standards of scholarly writing in the field and includes footnotes, references, and bibliographies.

Prospectus Defense

All dissertation committee members must attend the prospectus defense. However, with Graduate Advisor approval, any member may be excused, provided it is not a supervisor or, if applicable, co-supervisor. Members may attend electronically, including the supervisor/co-supervisor. If a regular committee member is absent, they must read and approve the prospectus prior to the prospectus defense. The Graduate Coordinator will maintain the approved version of the prospectus in the student's file.

11. Applying for Candidacy

Passing both the comprehensive exams and the prospectus defense allows a student to apply for candidacy and, therefore, begin official work on the dissertation. To complete the candidacy application, the student must establish a full dissertation committee, have defended a dissertation prospectus, and collected the necessary information requested by the Office of Graduate Studies. Some initial steps toward these requirements should be taken during the Comprehensive Exam process. A full dissertation committee consists of at least five faculty members, at least three of whom sit on the MELC Graduate Studies Committee (GSC). Students must apply for doctoral candidacy in the Graduate School and the MELC program before being eligible to enroll in dissertation coursework.

12. Continuous Registration

All graduate students are expected to enroll and pay tuition by the twelfth-class day of the fall semester and the spring semester of each academic year until graduation. If the student has been admitted to candidacy for the doctoral degree, registration in the dissertation course or the equivalent or in international study and research (ISR) is required. The only alternative to

continuous registration is a leave of absence, discussed in the Leave of Absence section.

If a student who is not on approved leave fails to register by the twelfth-class day, the student may not return to the University without applying for readmission. The student must apply for readmission both to the University and to the graduate program and must pay the general application fee. The application is reviewed by the Graduate Studies Committee, which may choose to readmit the student or to deny readmission.

In order to fulfill the continuous registration requirement, doctoral candidates who are readmitted must retroactively register and pay tuition for all semesters that have elapsed since they were last enrolled.

13. Dissertation

MEL X99W: Dissertation. At least two semesters of dissertation registration are required before being eligible to graduate. Dissertation courses are graded only on the CR/NC basis, in which a NC indicates that adequate progress was not made. Depending on funding requirements, students will enroll in either 399W, 699W, or 999W. Students are required to maintain regular contact with their committee members and meet all deadlines set forth by the supervisor and/or committee. Students in the dissertation phase will still undergo yearly reviews by the MELC GSC.

14. Scheduling the Defense

You and your supervisor, in negotiation with the dissertation committee members, should determine a time and date for the defense. You must schedule the dissertation defense with the Graduate School **at least two weeks** prior to the defense date by completing the Request for Final Oral Examination form, located on the Graduate School's website. All members of your committee must sign your request form indicating their intent to be present at your defense. The Graduate Advisor must also sign this form to indicate you have been approved to defend.¹⁶ It is expected that all members of the committee attend the defense, either in person or electronically. Doctoral students' defenses are open to all

¹⁶ Only the Graduate Advisor is permitted to sign the defense form. The Graduate Coordinator is not permitted to sign in the absence of the Graduate Advisor, nor is the faculty supervisor.

members of the University community and the public unless attendance is restricted by the Graduate Studies Committee.

You must provide your Dissertation committee with your completed Dissertation no later than **four weeks before** your dissertation defense. Defenses are required by the Office of Graduate Studies to take place **no later than two weeks** before the submission deadline.

15. Graduation Requirements

- Be registered in MEL X99W in the semester or summer session in which you plan to graduate.
- Submit the online Doctoral Graduation Application via the Graduate School Web site during the appropriate time period. Deadlines are posted on the Graduate School website at the start of each semester, students who do not submit the form by the deadline will not be eligible to receive their degree until the subsequent semester.
- Submit your dissertation to your committee at least four weeks prior to your dissertation defense.
- Schedule your dissertation defense with the MELC Graduate Coordinator and the Graduate School. Form located on the Graduate School's website.
- Submit dissertation to the Office of Graduate Studies for final approval by the Graduate Dean no later than the published deadline, typically 3:00 pm on the last class day of the semester. The document must be submitted in electronic format and follow the format guidelines published on the Graduate School's website.
- Submit required paperwork *and* a signature page containing (traditional or digital) signatures of supervising committee to the Office of Graduate Studies no later than the published deadline.¹⁷
- Submit final PDF of dissertation to the Graduate Coordinator by 3:00 pm on the last class day of the semester.

¹⁷ Proxy signatures are not permitted. Digital signatures must include certification (i.e. Adobe Sign, DocuSign, etc).

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Portfolio in
Middle Eastern
Studies

7. Graduate Portfolio in Middle Eastern Studies

1. About

Offered by the Center for Middle Eastern Studies (CMES), the Graduate Portfolio Program in Middle Eastern Studies (MES) provides focused and recognized training in diverse aspects of the Middle East region to graduate students from across UT Austin. Faculty spanning 15 graduate programs offered in five schools and colleges at UT offer courses that provide in-depth scholarly approaches to modern and ancient Middle Eastern history, culture, religion, politics, and society.

The Graduate Portfolio Program in MES encourages graduate students at UT to adopt an interdisciplinary academic trajectory by taking advantage of MES scholarly resources. Students enrolled in the program are also part of the CMES intellectual community, and are invited to participate in conferences, community outreach, and visits by authors, scholars, artists, and other guests.

2. Application

Current degree-seeking graduate students at UT Austin, from any department, who possess a 3.5 GPA may apply for and enter the Graduate Portfolio Program in MES at any point in their graduate study. Applicants must demonstrate a

current cumulative GPA of 3.5 or higher and submit the application, which includes the following:

- A 1-2-page statement of the student's interest in the program;
- An explanation of the importance of the MES specialization for the student's home graduate program and career goals;
- A proposed list of relevant courses that fulfill the portfolio requirements, including those already completed by the student;
- A signed acknowledgment that the student will meet at least once per semester with the Portfolio Program Supervisor to plan the course of study.

3. Requirements (*12 credit hours*)

Students pursuing a portfolio in Middle Eastern Studies take 12 hours in MES graduate coursework. Six hours must be offered by programs outside of the student's home department and cannot be cross-listed with the student's home department. Language courses (ARA, HEB, TUR, PRS) cannot be applied to portfolio course requirements.

4. Submission to Graduate School

When the portfolio program requirements are complete, the student should collect the necessary signatures on the Portfolio Completion Reporting form and should submit the Graduate School.

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Appendix

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Appendix: Time to Degree (MA)

Masters with Thesis Requirements

Core Degree	12 credits	MES Graduate courses
Concentration	6 credits	Concentration courses to be approved by the Graduate Advisor
Language	6 credits	Upper-division language courses: <i>Arabic, Persian, Turkish, or Hebrew</i> . In most cases, graduate students enroll in 381.
Thesis Work	6 credits	Thesis courses: MES 698A & 698B are taken sequentially on a CR/NC grade basis

Masters with Report Requirements

Core Degree	15 credits	MES Graduate courses
Concentration	9 credits	Concentration courses to be approved by Graduate Advisor
Language	6 credits	Upper-division language courses: <i>Arabic, Persian, Turkish, or Hebrew</i> . In most cases, graduate students enroll in 381.
Report Work	3 credits	Report course: MES 398R taken on a CR/NC grade basis

The MES Master’s degree is expected to be completed within two academic years (21 months).¹

Year One	
<i>Fall</i>	<i>Spring</i>
Graduate Course	Graduate Course
Graduate Course	Graduate Course
Language Course ²	Language Course
Year Two	
<i>Fall</i>	<i>Spring</i>
Graduate Course	Graduate Course
Graduate Course	Graduate Course
Thesis A*	Thesis B / Report

** Students who pursue the Report options will substitute Thesis A for an additional graduate course.*

¹ Dual degree students follow the same trajectory but complete both degrees in three years and enroll in four courses per semester.
² Students are required to complete *at least* two intermediate (upper-division) language courses. Additional study may be required if students enter the program with beginner knowledge.

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Appendix: Doctoral Milestones

Milestones

Timeline illustration for PhD students in _____
 (Program)

Degree Plan ID _____

UT Austin Milestones	Expected Time of Achievement
Review degree requirements and milestones agreement form with adviser	
Successful completion of all exams (oral and/or written) needed to advance to candidacy	
Complete all required, formal coursework	
Advancement to candidacy	
IRB (human testing) approvals (if needed)	
IACUC (animal testing) approvals (if needed)	
Dissertation/treatise (or equivalent) completed, successfully defended, and approved by committee	
Student completes and files all paperwork required for graduation	
Dissertation/treatise (or equivalent) accepted by Graduate School	
Exit interview completed and submitted to Survey of Earned Doctorates	
Other program specific requirements Describe:	
Other program specific requirements Describe:	

Form completed by: _____ Date: _____

Degree Plan Requirements

Recommended Steps for Completing a Ph.D. in _____ Degree Plan ID = _____

Note: Only a few items from this broad list of degree requirements will be required for a given Ph.D. program. Always check with your Graduate Adviser or Graduate Coordinator for the most complete description of degree requirements.

Required	Recommended	Does not apply	PROGRAM REQUIREMENTS / OPTIONS	Required	Recommended	Does not apply	PROGRAM REQUIREMENTS / OPTIONS
√			Complete Milestones Agreement Form with Adviser				Satisfactorily complete second year paper
			Plan coursework / complete any required background coursework				Define area of specialization / Identify dissertation topic
			English certification (if needed, before student contact)				Defend research proposal
			X98T, as needed				IRB (humans) or IACUC (animals) approval from UT, if needed
			Proseminar / Introduction to faculty research				Form dissertation committee
			Complete teaching assistant requirement	√			Copyright tutorial
			Safety training, as needed	√			Statement of Research with Human Subjects (IRB) Form Submitted
			Learn research protocols	√			Apply for candidacy
			Fulfill first foreign language competency	√			Enroll in dissertation/treatise hours (X99R, then X99W)
			Complete second foreign language competency				Revisit career options
			Fulfill foreign language requirement, as needed				Continue to develop research proposal / proposal review
			Complete lab rotations				Give research presentation
			Identify supervising professor (or temporary advisor)				Begin dissertation data collection and/or dissertation fieldwork
			Visit Career Center, or equivalent				Apply for dissertation fellowship
			Complete required coursework for degree				Develop timeline for dissertation completion with supervisor
			Complete Pre-Qualifying/Pre-Comprehensive Exam Procedure				Complete data collection and/or dissertation fieldwork
			Prepare for major exams				Internship
			Pass project proposal and defense				Submit paper(s) for publication
			Write and submit research proposal	√			Apply to graduate / Provide placement data
			Establish qualifying exam committee	√			Contact committee members to schedule date for defense / defend
			Pass all written and/or oral qualifying exams	√			Submit dissertation to the Graduate School
			Complete master's level requirements	√			Approval of GSC Chair that all degree requirements met ("Gold Sheet")
			Apply for pre-doctoral fellowship or other extramural funding		√		Exit interview
			Establish comprehensive exam committee		√		Survey of Earned Doctorates
			Pass comprehensive exams				Register to attend convocation / Order regalia
			Formal request for admission to Ph.D. program				Other:

* Items in bold are Graduate School requirements of (nearly) all doctoral students

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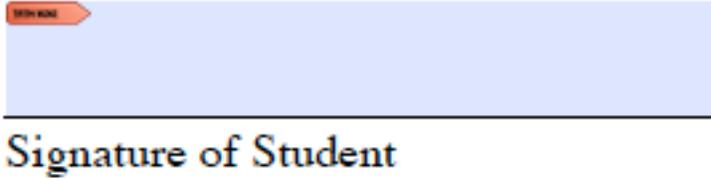
1



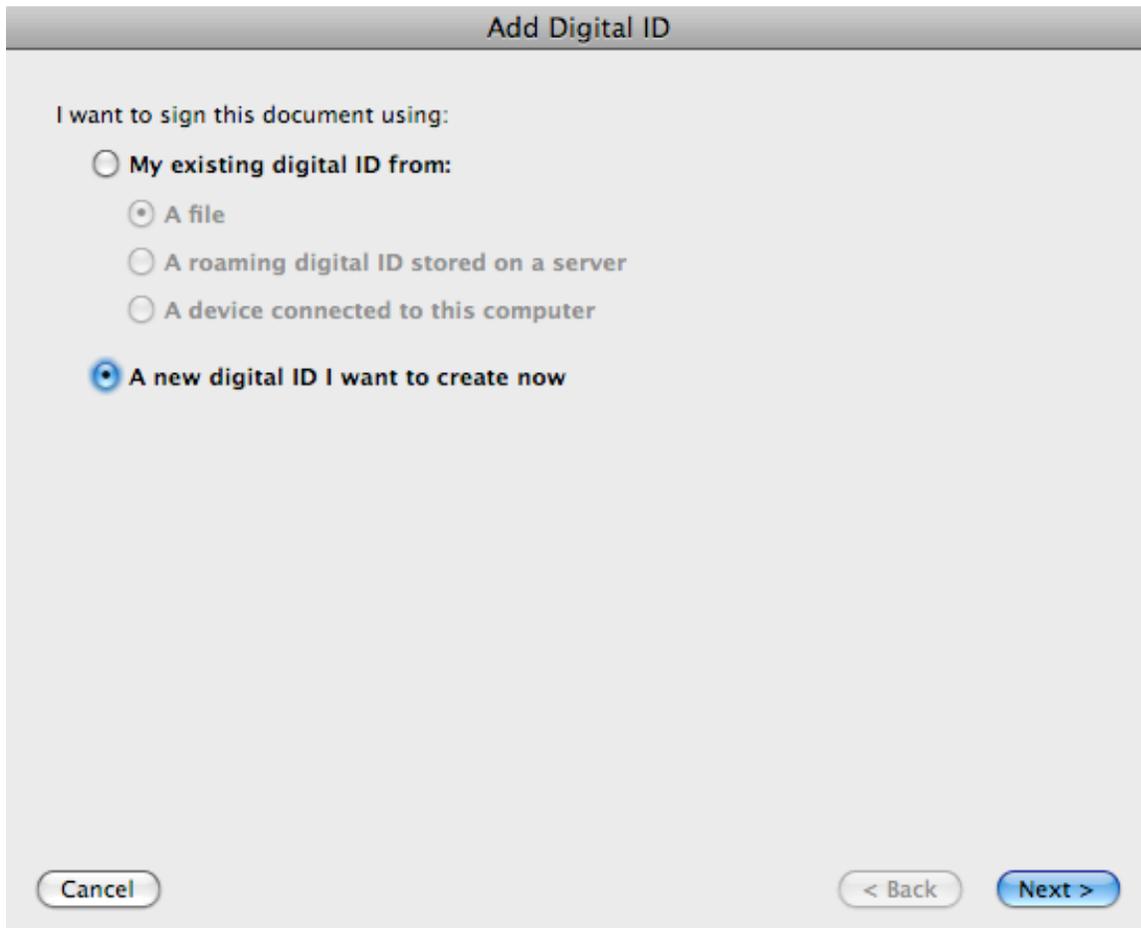
Appendix: Digital Signatures

Steps to include Electronic Signature

1. Click on the following image on the PDF form.



2. After you click on the image a new tab should appear. Select “A new digital ID I want to create now” option and click on “Next”.



Add Digital ID

I want to sign this document using:

- My existing digital ID from:
 - A file
 - A roaming digital ID stored on a server
 - A device connected to this computer
- A new digital ID I want to create now

Cancel < Back Next >

3. Enter your Name and Email Address, and follow the options that are selected in the image below. “Organizational Unit” field can be left blank. Click on “Next.”

The image shows a dialog box titled "Add Digital ID". The main instruction is "Enter your identity information to be used when generating the self-signed certificate." The form contains the following fields and options:

- Name (e.g. John Smith): Student Name
- Organizational Unit: (empty)
- Organization Name: Nursing
- Email Address: student@mail.nur.utexas.edu
- Country/Region: US - UNITED STATES
- Enable Unicode Support
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

4. Click on “Browse” and select “Desktop” as our new location. Enter a password. Click on “Finish”.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

Confirm Password:

5. Next you should get a screen that looks like image below. Enter your “Password” and click “Sign”.

Sign Document

Sign As: Student Name <student@mail.nur.utexa...> ?

Password:

Certificate Issuer: Student Name Info...

Appearance: Standard Text

Student Name Digitally signed by Student Name
DN: cn=Student Name, o=UTSON, ou, email=student@mail.nur.utexas.edu, c=US
Date: 2010.12.08 15:25:01 -06'00' ?

Lock Document After Signing ?

Cancel Sign

6. Your signature should now appear on the form. It should have your name and should look like image below.

Student Name Digitally signed by Student Name
DN: cn=Student Name, o=Nursing, ou, email=student@mail.nur.utexas.edu, c=US
Date: 2010.12.08 15:28:57 -06'00' ?

Signature of Student