

Department of Spanish

University of North Texas

GRADUATE STUDENT
HANDBOOK *for*
MASTERS STUDENTS

May 17, 2019

**Program Handbook for the Master of Arts in
Spanish Department of Spanish
University of North Texas**

Written by Dr. Teresa Marrero, Graduate Advisor

The information in this Handbook is provided as a supplement to the current UNT Graduate Catalog: <http://catalog.unt.edu/>.

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Program Handbook for the Master of Arts in Spanish Department of Spanish University of North Texas

1. PROGRAM DESCRIPTION

The Master of Arts (M.A.) in Spanish at UNT prepares students for literary and cultural analysis as well as linguistics. An M. A. in Spanish increases the salary base of many positions and offers opportunities in translation and interpretation at the local, national, and international levels. This Masters can serve as a terminal degree for those wishing to teach at the secondary, community college, and university levels. Also, graduates who wish to continue with a doctorate in Spanish at another university are well prepared. UNT professors of Spanish have specializations in all of the main areas of Latin American and Spanish literature, and students may choose from a variety of classes during their course of study. All professors publish articles and/or books in their fields of specialization, and remain active by presenting at local, national, and international professional conferences. Toulouse Graduate School sets a 5 academic year window for completing all requirements of the Masters Theses.

Marketable skills for this degree include interpersonal, cognitive, and applied skill areas that are valued by employers and are primary or complementary to the major. The marketable skills goal was designed to help students articulate their skills to employers. UNT's marketable skills were faculty-developed and approved by employers or discipline-specific agencies, e.g., internship providers, chambers of commerce, workforce development boards, and other workforce-related entities. For information on these marketable skills - <https://vpaa.unt.edu/theeb/class>.

2. PROGRAM GOALS

The main goal of the M.A. program in Spanish is the preparation of future professionals to develop successful careers in education, administration in diverse public and private institutions. The M.A. program in Spanish provides a strong preparation to pursue advanced studies at the Ph.D. level.

3. GRADUATE FACULTY

The graduate faculty areas of scholarship are more fully described at <https://spanish.unt.edu/spanish-masters-program>:

- Dr. Jorge Avilés-Diz, Associate Professor
Spanish Peninsular Literature, 18h & 19st Century
- Dr. Pierina Beckman, Associate Professor & Associate Chair
Spanish Golden Age Theater and Prose
- Dr. Jongsoo Lee, Associate Professor
Latin American Colonial & 19th Century Literature
- Dr. Samuel Manickam, Associate Professor & Department Chair
Latin American Narrative, Mexican Narrative, 20th & 21st Century

Dr. Teresa Marrero, Professor

Latin American and Latinx Theater in the US, 20th & 21st Century

Dr. Cristina Sánchez-Conejero, Professor

Spanish Peninsular Narrative, Film & Culture, 20th & 21st Century

Dr. Jiyoung Yoon, Associate Professor

Linguistics/Grammar/Language Acquisition

4. ADMISSIONS

As a prerequisite to the Spanish M.A. program, students must have completed at least 12 hours of advanced undergraduate Spanish classes and earned an overall GPA of 3.0 and a 3.0 or higher in Spanish. In certain cases exceptions may be made. Students not meeting the criteria may make a case for themselves by explaining in their cover letter any extenuating circumstances. If approved by the Spanish graduate faculty, they may be admitted into the program under the provision of earning a B or better during their first 12 credit hours in the Master's program. **The GRE is not necessary.**

Be advised that the Department of Spanish conducts a **holistic evaluation** process with the materials the candidate sends. The ultimate admissions into the program requires departmental approval by the Spanish Graduate Faculty. Both the Graduate Advisor and Toulouse Graduate School informs the student of admission.

The following are the steps for admission:

[TOULOUSE GRADUATE SCHOOL APPLICATION DEADLINES](#)

Apply to and be accepted into the UNT Toulouse Graduate School (<https://tsgs.unt.edu/future-students/graduate-admissions>) Deadlines: October 15 for the following Spring enrollment; April 15 for the following Summer enrollment; June 15 for the following Fall enrollment.

NOTE: International applicants must also consult the International Admissions page: <http://tsgs.unt.edu/international>

At the same time that you apply to the UNT Toulouse Graduate School, prepare to send the following materials to Dr. Teresa Marrero, Spanish Graduate Advisor (Teresa.Marrero@unt.edu).

- Cover letter stating your reasons for applying to the UNT Spanish MA program. State if you are planning on attending full or part time. State if the applicant is interested in a position as a Teaching Assistant in Spanish (must be enrolled full time in the Spanish graduate program and maintain a GPA of 3.0 or better). At the end of the cover letter,

please include the name, title, institutional affiliation, email, and work phone numbers of 3 professional references.

- The list of the three professional references should be of - former professors, supervisors or professional, educational-related associates - with complete contact information: full name, telephone number, email and work address. We will contact these references if and when necessary.
- Curriculum vitae (a *resumé* of applicant's studies and employment related to the Spanish plan of study).
- Research paper in Spanish: well-organized, 4-6 pages double-spaced, 12 points, Times New Roman with a bibliography following the Modern Language Association standards.
- Audio file of applicant's spoken Spanish (speak 3-5 minutes on any subject).

All five items above will be saved as separate files (example: STUDENT NAME. CoverLetter, STUDENT NAME.cv, STUDENT NAME.ResearchPaper, STUDENT NAME.audio) and emailed in ONE message to Teresa.Marrero@unt.edu).

Once accepted, students may apply for a limited number of Teaching Assistantships (TAs) to help cover costs, though this will require full-time status (9 hours of classes per semester).

To apply to FAFSA (Federal Student Aid Program), go to: <https://studentaid.ed.gov/sa/fafsa>. To verify your student aid status after applying, please go to: <https://financialaid.unt.edu/>. Email: financialaid@unt.edu or call at 940-565-2302.

5. APPLICATION DEADLINES

If an application is submitted after the recommended final deadlines listed below, the Toulouse Graduate School cannot guarantee that the application will be reviewed and processed before the beginning of the applicable semester/term.

Deadlines for US citizens and anyone else not considered to be an international applicant

Fall	<p>Priority Deadline: March 15</p> <p>This deadline is for applicants who wish to be given full consideration for a Teaching Assistantship or Teaching Fellowship. The Department of Spanish offers Teaching Assistantships or Teaching Fellowships that begin in the fall or spring semesters.</p> <p>Recommended Final Deadline: June 15</p>
Summer	Recommended Final Deadline: April 15
Spring	Recommended Final Deadline: October 15

 Deadlines for international applicants

Fall	Priority Deadline: March 15 This deadline is for applicants who wish to be given full consideration for a Teaching Assistantship or Teaching Fellowship. The Department of Spanish offers Teaching Assistantships or Teaching Fellowships that begin in the fall or spring semesters. Recommended Final Deadline: April 1
Summer	Recommended Final Deadline: January 1
Spring	Recommended Final Deadline: September 1

6. FINANCIAL AID and TRAVEL GRANTS

To apply to **FAFSA** (Federal Student Aid Program), go to: <https://studentaid.ed.gov/sa/fafsa>. To verify your student aid status after applying, please go: <https://financialaid.unt.edu/>. Email: financialaid@unt.edu or call at 940-565-2302.

Toulouse Graduate School offers Travel Grants for students presenting papers at conferences: <https://tgs.unt.edu/new-current-students/travel-grants>.

The College of Liberal Arts and Social Sciences (CLASS) also offers Travel Grants to students presenting papers at conferences. The application form can be found on the CLASS Advising webpage <https://class.unt.edu/advising/graduate-student-travel-support-grants>.

7. TEACHING ASSISTANTSHIPS AND TEACHING FELLOWSHIPS

Once accepted, students may apply for a limited number of **Teaching Assistantships (TAs)** to help cover costs, though this will require full-time status (9 credit hours of classes per semester). Depending on budget, **Tuition Benefit Hours (TBP)** covering between 3 and 6 graduate credit hours may be awarded to meritorious students.

No separate application is required for a Teaching Assistantship/Fellowship.

Renewal of Teaching Assistant/Teaching Fellow contracts is contingent upon teaching evaluations and classroom observations, among other factors. Assistantships and fellowships are normally offered for a period of one year, with renewal for a second upon satisfactory performance (fall and spring of each year).

Unless an exception is approved by the Provost, the Toulouse Graduate School, or the College of Liberal Arts & Social Sciences, anyone awarded an assistantship or fellowship **must enroll in nine (9) graduate hours every semester.**

Teaching Fellows must have completed 18 graduate credit hours in Spanish before the beginning of the academic year during which they are expected to be an instructor of record. This means that students who are expected to be a Teaching Fellow during the second year of a two-year period must usually wait until their second year to take courses that will count toward the MA electives, if pursuing them. Graduate students who are expected to be an instructor of record during the second year of a two-year period, but do not have 18 graduate credit hours in Spanish, may not be allowed to continue as a Teaching Assistant/Teaching Fellow during the second year.

During any semester when Teaching Assistants and Teaching Fellows are not taking a course that counts toward their electives, a minimum of three (3) Spanish graduate courses must be taken. **Teaching Assistants/Teaching Fellows pursuing electives must take a minimum of two (2) out of three (3) courses per semester in Spanish during any semester when a course that counts toward the electives being taken.**

8. PROGRAM OPTIONS: Masters Exam or Masters Thesis

Degree Plan:

Regardless of the option, **all graduate students are required to fill out a Degree Plan** with the courses to be taken to satisfy the degree requirements **within their first semester.** The Graduate Advisor will provide the form and instructions on how to fill this out. Degree Plan contents may and are likely to be revised prior to applying for graduation to adjust any content change. This is done through the Graduate Advisor. Students are advised to keep a copy of their Degree Plans. See <https://tgs.unt.edu/new-current-students/graduation-information>.

Program Orientation:

Regardless of the option, all graduate students are required to attend a one hour Program Orientation session in the Department of Spanish with the Graduate Advisor prior to or at the beginning of their first semester. The Advisor sets up this meeting.

8. a MASTERS EXAM OPTION: total of 36 hours. May be taken entirely from the Spanish graduate course offerings or combine it with graduate courses from an elective concentration area outside of the department. In case of having a secondary area of study external to the Spanish department, students will take 30 hours (10 classes) of Spanish graduate credit plus 6 hours (2 classes) of elective graduate credit in another field. Total: 36 credit hours.

Students select 3 areas of examination and must pass all three with 80% or better in order to receive their degree. Exams are written, take three hours each, and are given in the major (Spanish) area only. There is no oral defense. Elective areas of concentration are not examined.

Graduate Students planning on taking the MA exams must declare their exam areas to the Spanish Graduate Advisor via email the semester prior to their final semester. Once the student formally declares their three areas no changes are possible.

Masters Reading list may be found here: <https://spanish.unt.edu/spanish-masters-program>.

**STUDENT FREQUENTLY ASKED QUESTIONS ABOUT THE UNT SPANISH MA
COMPREHENSIVE EXAMS.**

<https://spanish.unt.edu/spanish-masters-program>

Who can take the MA exam?

MASTER'S EXAMS OPTION Students who have successfully completed 36 hours of graduate work in Spanish and are in good standing with no incompletes will be qualified to take the Spanish Master's comprehensive exams. Also, students will have taken **at least ONE COURSE in each** of the following areas regardless of the areas they choose in which to be examined: Latin America, US Hispanic, Spain, and Linguistics. **Students select three (3) exam areas. Students will take Master's comprehensive exams during the 5th week of their final semester** (fourth semester for full-time students).

When do I declare my intent to take the MA exams?

Students must **declare intent to take the MA exams the semester prior to the semester in which they are taking the exams.** If students are planning on taking the exams in fall, they must declare intent during the previous spring. If a student intends to take the exams in spring, they must declare during the previous fall.

When do I inform the Graduate Advisor of my chosen areas?

Students must inform the Graduate Advisor of the three areas in which they plan to be examined the semester before they intend to take the exams. **It happens at the same time students declare intent.**

What are the areas and who are the professors?

They may choose ANY THREE areas from the following list in which to be examined. Students need to have taken at least ONE course in each of the three chosen areas: • Spanish Golden Age Theater and Prose (Dr. Pierina Beckman) • Peninsular 18th & 19th Century (Dr. Jorge Avilés-Diz) • Peninsular 20th & 21st Century Narrative, Film & Culture (Dr. Cristina Sánchez-Conejero) • Latin American Colonial & 19th Century (Dr. Jongsoo Lee) • Latin American 20th & 21st Century Narrative (Drs. Samuel Manickam) • Latin American/U.S. Latino 20th & 21st Century Theater (Dr. Teresa Marrero) •

Linguistics/Grammar (Dr. Jiyoung Yoon). Students must pass all 3 exams with an 80% or better in order to complete the Master's degree requirement.

Can I change my mind about my chosen areas?

No. Once the student declares the three areas, she/he cannot change any of the areas before taking the exams.

What happens if I decide at the last minute not to take the MA exam due to personal reasons?

Students who incur a personal situation that impedes them from taking the exams may reschedule for the following semester. There is no penalty. Please inform the Graduate Advisor as soon as possible. NOTE: all 3 exams will be rescheduled (not just one or two). **Students must not break continuous enrollment in the program (Toulouse Graduate School stipulation.)**

What's next after I inform the Advisor of my chosen areas?

The Graduate Advisor then formally informs the three professors in the respective areas to be examined. It is the student's obligation to consult the three professors the semester before the exams in order to discuss how to best prepare for exams. NOTE: professors are not usually available in summer or when awarded a faculty developmental leave. Students are advised to consult professors prior to summer vacation or the professor's professional leave of absence.

The Advisor will schedule your exam dates and times and inform you. The Advisor will email you an **MA Exam Taking Protocol** sheet explaining all aspects of the exam-taking experience (where to report, what ID must be presented, and other exam-taking stipulations).

When are the MA Exams administered?

MA Exams are administered in the department **during the 5th week of each regular semester** normally on a Monday (area 1), Wednesday (area 2), and Friday (area 3). Exact place and time are to be determined. No exceptions allowed.

What is the format of the exams?

Each area professor will write three (3) examination questions, of which the student answers two (2) to respond in essay format (length: about 500 words). The student will have three hours to answer both essay questions. In the area of Linguistics, the student selects and writes one (1) out of two (2) essay questions, and also answers three (3) out of four shorter analytical sections.

How is the exam graded?

Each essay question is valued at 50 points. The exam will be graded as a whole by the examining professor. Thus, both exam questions constitute one examination area; that is, 100 points. In the area of Linguistics, an essay question is valued at 40 points, and

each of three shorter analytical sections is valued at 20 points for a total of 100 points. The exam will be graded as a whole. To pass the comprehensive exams students must earn an 80% or better in each exam.

What happens if I fail one or more exams?

However, if students do not pass one, two, or three exams, they may retake them during the 8th week of the same semester or during the regularly scheduled exam period of the 5th week of the immediately following semester. **A student who does not pass an exam on the second try, will be disqualified from completing the Master's degree.**

How many times can I retake the exam?

A student may retake the exam only **once** after failing. Professors will grade their area exams and communicate results to the Graduate Advisor within 7 days after all exams are completed, and the Graduate Advisor will inform students of their results.

How do I appeal a grade?

In case of grade appeals, students should follow the procedure outlined in the UNT catalogue:

http://catalog.unt.edu/content.php?catoid=12&navoid=872#Academic_Policies

When do I file for graduation?

IMPORTANT NOTE: Filing for graduation is a separate matter from taking the MA Exams and it takes place *prior* to passing the exams or defending the thesis. For instance, the window to file for graduation in Spring generally opens October of the previous semester and closes March 10th. It does not matter if students have successfully passed their MA exams or not in order to file your intent to graduate. To check for current dates, go to: <https://tsgs.unt.edu/new-current-students/graduation-information/> Check Graduation Deadlines.

What else do I need in order to graduate?

In order to file for graduation you must have a **current Degree Plan** with the graduate advisor. Degree Plans are a record of the actual courses taken. The final version is signed by the graduate advisor and the department chair, then forwarded to Toulouse Graduate School for ultimate approval.

8.b MASTER'S THESIS OPTION: Requires a total of 36 hours. May be taken in the following combinations: 30 hours (10 classes) in Spanish and 6 hours (2 courses) of thesis credit. Or, with electives: 24 hours (8 classes) of Spanish graduate credit, 6 hours (2 classes) of graduate credit in an elective area outside of the department, and 6 hours (2 classes) of thesis. Students work with a major professor expert in the student's chosen area who serves as the director of the thesis and two other members of the committee, at least one of whom must be a member of the Spanish graduate faculty. An Oral defense is required.

Secondary Area for either the MA exam or thesis option is the same.

Students who choose a graduate-level secondary, elective area must complete 6 hours in said area to have it count as a concentration in another field of study. For master's students all hours counted as electives must carry graduate credit and must be numbered 5000 or above. Students interested in pursuing this option must contact directly their chosen program department in order to ensure admittance into the desired courses.

Who can declare intent to write a Thesis?

Students with a GPA of 3.75 or better after completing 18 credit hours in all coursework at UNT may declare intent to write a Master's thesis. Important: a GPA of 3.75 must be maintained up to 30 credit hours, otherwise the student will be required to take the MA Exams. The intent is declared to the graduate advisor and to the thesis director. The thesis may be written in Spanish or English.

Procuring an MA Thesis Director and Committee:

Students must ensure that their thesis subject is in accordance with a given professor's scholarship and/or expertise areas, and that the selected professor accepts directing the thesis.

After a thesis director is secured, the student in conjunction with the thesis director, selects the MA thesis committee. The MA thesis committee will be composed of a minimum of three members, of whom the director and at least one member must be from the Department of Spanish. The third member may be from another relevant university department within or external to UNT. The thesis committee approves the thesis proposal.

Preparing the Thesis Proposal:

Students must prepare a thesis proposal of between 600 and 900 words plus accompanying bibliography. The thesis director is responsible for submitting thesis proposals to the members of the student's MA thesis committee for approval. The student's thesis committee may provide comments on how to improve the proposal, suggestions by which the student must abide. The thesis committee has the final approval of all thesis proposals, and forwards the approved version to the Graduate Advisor. The thesis director and the graduate student are responsible for adhering to all Toulouse Graduate School guidelines and deadlines.

When is the Thesis proposal handed in?

Thesis proposals are written and handed in to the thesis chair and committee members during the semester in which the student declares the intent.

The MA Thesis:

The thesis will have a minimum of 60 pages, double-spaced, 12 points, Times New Roman in addition to bibliography. It may be written in Spanish or English. MLA style of documentation will be followed in the case of literature and culture while the APA style is more common in linguistics. For UNT MA thesis formatting, consult <https://tsgs.unt.edu/new-current->

[students/theses-and-dissertations](#). The UNT Thesis Manual: Formatting the Dissertation/Thesis. Your first stop when formatting your dissertation or thesis should be [Thesis & Dissertation Manual](#).

MA Thesis Completion Timeline:

MA Theses are to be completed within three (3) semesters, during which students enroll officially as thesis credit hours. NOTE that the program allows for 6 thesis credit hours as part of meeting the 36 hour program requirement and no more.

It is highly recommended that student and director establish a detailed work schedule in order to **complete the thesis within three semesters or less**. If this timeline is not observed, students lose the privilege of continuing with the thesis option and must then complete the additional six (6) hours of coursework and take the comprehensive examinations as outlined above.

Timelines for thesis defense and subsequent graduation must adhere to Toulouse Graduate School deadlines (<https://tsgs.unt.edu>). **Students must have handed in to their Thesis Committee Chair and Members a final version of their thesis prior to the oral defense on or before the 6th week of the semester**. The Thesis Committee Chair must approve the Thesis prior to setting up the Oral Defense. The Thesis Committee Chair sets up the defense day and time in concert with the graduate student candidate.

Once a student has enrolled in Thesis hours, **Thesis enrollment is required during every subsequent semester** (and/or summer term if a faculty member is working with the student) until graduation. This is called continuous enrollment. See the Graduate Catalog for the official policy.

The language of the thesis will be determined in consultation with the thesis committee; this will also be the language of the (oral) thesis defense. It may be in Spanish or English.

Data collection protocols must be approved by the UNT Institutional Review Board (IRB) of the Office for Research Services when IRB approval is required.

University of North Texas thesis manual: <https://tsgs.unt.edu/thesis-manual>

The oral defense:

The oral defense should take place by the sixth (6th) week of the defending semester in order to graduate in a timely fashion. It is highly recommended that the oral defense take place on a Monday, Tuesday or Wednesday thus allowing all members of the committee plus the graduate advisor to sign the required Pass/Fail form from Toulouse within 48 hours of the defense.

The oral defenses are open to the public and take approximately one hour, during which the first 20-30 minutes the defending graduate student candidate prepares an explanation of the thesis key points accompanied by a Power Point presentation. After the student presents,

questions are taken first from the thesis committee members, and then from the audience at large. The defenses are free and open to the public. Committee members meet immediately after the defense to vote on a pass or fail.

The thesis director will have the Pass/Fail form from Toulouse Graduate School. All members of the thesis committee will sign off on this form and the thesis director will then give it to the graduate advisor and the department chair for their signatures. **The signed document must be emailed to Toulouse within 48 hours of the oral defense.** Under normal circumstances, the graduate advisor takes care of sending this document to Toulouse, which prefers the document sent to them as a PDF file via email.

Corrections to the thesis after the oral defense:

The thesis committee members may make recommendations for corrections to the written thesis. Students must do these by the seventh (7th) week of instruction and **submit the final version to Toulouse Graduate School by the eighth (8th) week** (in spring semester this usually falls before spring break). There is a minimal fee for thesis processing. Check with <https://tsgs.unt.edu>.

Filing the thesis:

The thesis is ready to submit to Toulouse Graduate School ALWAYS AFTER the oral defense and **AFTER the student has handed in the final version of the thesis to the director and the director plus the committee have approved it.** Students will submit the thesis electronically to Vireo (it is found within the Toulouse Thesis submissions guidelines).

IMPORTANT NOTE: Filing for graduation is a separate matter and it takes place prior to the actual thesis defense. For instance, the window to file for graduation in Spring generally opens in October of the previous semester and closes in March. It does not matter if students have successfully defended or not to file your intent to graduate.

To check for current dates, go to: <https://tsgs.unt.edu/new-current-students/graduation-information/> Check Graduation Deadlines.

In order to file for graduation students must have a current Degree Plan with the graduate advisor. Degree Plans are a record of the actual courses taken. The final version is signed by the graduate advisor and the department chair, then forwarded to Toulouse Graduate School.

9. Academic probation, academic suspension, and dismissal from the program.

Students are expected to behave in a respectful manner towards their professor and their cohorts in and out of the classroom. Disruptive, impolite or aggressive behavior is inadmissible and will be reported to the adequate departmental, college and/or university authorities.

All grades of *Incomplete* must be satisfied within one year after the grade of *Incomplete* is assigned.

Students must maintain a B or better grade in all graduate coursework. Earning the first C will result in academic probation. Earning a second C will result in dismissal from the program.

10. Academic Integrity. All students must adhere to UNT's Student Standards of Academic Integrity (Policy 18.1.16). Violations of this policy can lead to probation, suspension, and/or dismissal.

http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.df

11. Grade appeals and complaints.

Grade appeals may not be submitted before official grades are posted by the Office of the Registrar.

Before submitting a grade appeal or complaint to the departmental **Associate Chair**, students must first contact the professor in order to discuss the course grade or complaint. If the issue is not resolved, students may submit a grade appeal during the period indicated in the Graduate Catalog.

Grade appeals and complaints must be submitted in writing or by e-mail to the Associate Chair of the department (and NOT to the Graduate Advisor).

Unfair or biased grading: Receiving a grade that is lower than the one expected is not necessarily the result of an unfair or biased grading practice on the part of the professor. An unfair or biased grade/grading practice results from a deliberate attempt to treat one student differently by lowering (or raising) a grade with no apparent reason other than some type of bias. When the department has to make a decision based on a claim of unfair or biased grades and grading practices, the following question is asked: Did this instructor use the same criteria for grading all students? If the department determines that the answer to this question is **yes** (based on the professor's explanation of the grade awarded, the grade policy as stated on the course syllabus, and any additional evidence provided by the student), the grade appeal will not be successful.

Unanticipated disruptions in the student's life: This type of grade appeal will be different for each set of circumstances. However, the general rule is the following: If the student could have requested a grade of *Incomplete* before the end of the semester, s/he should have done so instead of waiting until the end of the semester to file. In other words, this type of appeal often gives the impression that the student did not think it was important enough to raise this issue until after s/he saw the final grade for the course. For this type of appeal, a timeline of events will play an important role in determining whether or not a grade appeal will be successful.

As a reminder, a grade of *Incomplete* can only be requested when ***circumstances beyond the control of the student*** cause a major disruption that prevents the student from completing assignments and/or taking exams.

The number of incompletes allowed per semester entirely depends upon the seriousness of the student's circumstances. The onus falls upon the student to provide adequate evidence. Judgments are made by the Department on a case by case basis.

Please note that a full explanation of the Grade Appeals Procedure can be found in the Graduate Catalog. http://catalog.unt.edu/mime/media/view/14/1102/2015-16_UNT_graduate_catalog.

12. Graduation

Requirements:

- a. Complete all Spanish coursework with a GPA of 3.0 or higher.
- b. Pass the comprehensive examination or thesis defense.
- e. Satisfy all university requirements.
- f. Apply for graduation. <http://tsgs.unt.edu/new-current-students/graduation-information>
- g. Graduation fees: **Master's Degree:** No fees, **Master's Degree & Thesis:** \$20 archiving fee

14. Signing off

All graduate students are required to have in their possession and be responsible for knowing the contents of the *Graduate Student Handbook*. Website access is <https://spanish.unt.edu/spanish-masters-program>

All students are to SIGN OFF as having read this document as recommended by Toulouse Graduate School.

**CONCENT FORM TO HAVING RECEIVED AND READ THE CONTENTS OF
THE SPANISH MASTERS GRADUATE STUDENT HANDBOOK**

PRINT STUDENT NAME; _____

STUDENT SIGNATURE: _____

STUDENT ID NUMBER: _____

RECEIVED ON (DATE): _____

This form was received by _____ (Graduate Advisor, Department
Chair, other) and filed in the student's departmental files on _____ (date).

(Signature of receiving person)