



Department of Germanic Studies

COLLEGE OF LIBERAL ARTS & SCIENCES

GRADUATE PROGRAM HANDBOOK

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I. INTRODUCTION

The *Graduate Program Handbook* of the Department of Germanic Studies supplements the UIC [Graduate College Catalog](#) and the Graduate College [website](#). Students are encouraged to become familiar with both documents.

The Department of Germanic Studies offers the Master of Arts degree in Germanic Studies and the Doctor of Philosophy degree in Germanic Studies. In both degree programs students are encouraged to engage in interdisciplinary and some interdepartmental work.

The graduate program of the Department includes course work, teaching opportunities, and professional activities such as symposia, conferences, lecture series, workshops, film series, graduate student symposia, outreach activities and formal social events. Since participation in all of these activities is crucial for the academic and professional success of our graduate students, attendance at these events is expected.

II. DIRECTOR OF GRADUATE STUDIES

The Director of Graduate Studies, working with the Graduate Advisor, Department Head, and the Graduate College, oversees and directs the work of the graduate office for the program, with specific responsibilities as follows:

- * To organize and coordinate the recruitment of graduate students, and to ensure that appropriate informational material is available.

- * To ensure prompt review of all applications for admission and financial award (fellowships, assistantships, tuition and fee waivers) by appropriate faculty groups. To keep applicants informed of the status of his/her application. To ensure that special efforts are made to attract the most promising applicants.

- * To advise the department head/chair on the appointment of an advisor for each graduate student, preferably prior to the student's first enrollment but certainly within the student's first term of residence. To assist new graduate students in arranging a program of study and ensure that the student receives continuing advice and counsel from the appropriate faculty group.

- * To monitor, with the major advisors, the academic progress of all students in the program. To review the academic progress of all students at least annually. To inform the student in writing as to progress and performance, and to communicate with the Graduate College on dismissals for violation of program rules. To communicate with the Graduate College concerning students on academic probation or limited standing, and concerning recommendations to change a student's status (e.g., limited to full standing). To maintain student records within the program.

- * To publicize and implement program requirements with regard to the timing and conduct of both program examinations and examinations required by the Graduate College. The DGS and the Graduate Advisor shall be consulted on appointments to preliminary examination committees and thesis defense committees. Effort should be made to see that the preliminary examination is taken within a reasonable time after the beginning of study.

- * To maintain a list of faculty advisors and of preliminary examination and thesis committees for each student.

- * To inform all students and their advisors of the policies, rules, and procedures of the Graduate College, particularly as they may be expanded from those published in the Graduate Catalog.

- * To ensure that all student petitions to the Graduate College include adequate academic or reasonable personal explanations for each request, that the views of the student's advisor are included, and that they are accompanied by necessary supporting documents.

- * Whenever possible, to conduct exit interviews with all students who withdraw from the University to determine the reasons for withdrawal.

- * To maintain up-to-date records of employment of degree recipients.

* To maintain program records, which contain all the information, required for IBHE and Graduate College program reviews.

III. ADMISSION for MA and PhD

1. General

In addition to meeting the criteria for admission to the Graduate College (see [Graduate College website](#)), all applicants to the graduate program in Germanic Studies must present evidence of a substantial background in Germanic Studies and proficiency in written and spoken German.

2. Requirements

Minimum requirements for degree-seeking applicants (full status):

- A baccalaureate or its equivalent, conferred by an approved and accredited college or university.
- Baccalaureate Field: No restrictions, although a substantial background in German literature or culture is expected, as is proficiency in written and spoken German.
- A cumulative GPA of at least 2.75 (out of 4.0) for the final 60 semester hours (90 quarter hours) of undergraduate study. At least 3.0/4.0 in all German courses.

All degree applications must include the following:

- Graduate College Application (apply online at http://www.uic.edu/depts/oar/grad/apply_grad.html)
- Three (3) letters of recommendation from persons familiar with the student's academic work (sent to department directly). A form can be downloaded from the [Graduate College website](#).
- Personal statement of approximately 250 words addressing the applicant's academic purpose and goals (sent to department directly).
- Academic writing sample on a topic in German or related field (sent to department directly)
- Official transcripts, which must be sent directly from the issuing school to UIC's [Office of Admissions and Records](#).

Additional information for international applicants:

- The website of the Office of Admissions and Records gives detailed information and explanations on specific requirements for all countries of origin

(http://www.uic.edu/depts/oar/grad/international_requirements_grad.html) including:

- o Postsecondary credentials, accompanied by certified English translation
- o TOEFEL test scores (550 paper based, 213 computer based, 80 internet based) should be sent to UIC directly. UIC's Institutional Code is 1851.
- o Declaration and Certification of Finances form

Additional information for non-degree applicants:

- Only domestic applicants are allowed to apply as non-degree seeking students.
- Only an [online application](#) to the Graduate College and transcripts from the applicant's baccalaureate institution (sent to department directly) are required.

GRE test scores are only required for students who intend to apply for [University Fellowships](#). They should be sent directly from the testing service to UIC. The institutional code is 1851.

3. Deadlines:

Applicants are encouraged to submit their application material as early as possible to ensure fullest consideration for scholarships and teaching assistantships.

Final Deadlines

	Spring admission	Fall admission
Domestic applicant	Recommended Oct 1 Final: Nov 1	Recommended March 15 Final: May 15
International applicant	July 15	February 15
Non-degree applicant	Nov 15	July 15

University Fellowship applicants need to apply by January 10 for fall admission. Also see: <http://grad.uic.edu/cms/?pid=1000082>

All applicants are encouraged to check up-to-date deadlines on the Graduate College website: <http://grad.uic.edu/cms/?pid=1000489>

4. Status:

According to the Graduate College rules, students can be admitted as Full Status or Limited Status. Please see the [Graduate College website](#) for details. Students may also apply as [non-degree](#) students.

a) Changing from Non-degree to Degree Status

Non-degree graduate students interested in changing to degree status must submit a [Graduate College Application](#). All application credentials must be on file before the change to degree status will be considered. The form and all credentials must be submitted by the degree application deadline.

No more than 12 semester hours of credit earned as a non-degree student can be transferred into the degree program. Students must file a petition for the transfer of non-degree credit; only graduate-level courses in which a grade of A or B was earned will be considered. (See [Transfer Credit](#)).

Admission to non-degree status does not obligate the Graduate College or any graduate program to later admit a student to a degree program.

b) Admission of UIC Undergraduates Within 8 Credit Hours of Earning the Baccalaureate

In exceptional cases UIC undergraduates who are within 8 semester hours of completing the baccalaureate at the time of matriculation may be admitted to a graduate program. These students will

be admitted on limited status for no more than two terms in residence, pending completion of the baccalaureate. Courses used to fulfill undergraduate degree requirements cannot be applied to a graduate degree. Applicants who are admitted to limited status pending completion of their bachelor's degree must be awarded the undergraduate degree within two terms in residence. If this condition is not satisfied, graduate admission is cancelled and the student is transferred back to the undergraduate college.

c) Admission into PhD program: Credit for prior Master's Degree

Doctoral candidates who have previously earned a master's degree or its equivalent approved by one of the regional accreditation associations or by the agencies recognized by the Council on Post Secondary Education may be granted 32 semester hours of credit toward the doctoral degree if approved by the program and the Graduate College at the time of admission. The 32 hours are subtracted from the total hours required from the baccalaureate. The 32 hours are not counted toward the maximum allowed transfer credit limit or computed in the cumulative GPA or Degree GPA. A petition is not required.

d) Admission into PhD program: Change from Master's to Doctoral Program with the Department

After a successful Master's exam the departmental executive committee, based upon the MA committee's recommendation on the academic and teaching record evaluates whether to recommend continuation in the PhD program. The student then may apply for a program change.

Students enrolled as master's candidates who intend to continue as doctoral students should apply for the master's-degree evaluation as soon as they have met all requirements for the degree, and must do so within the deadline for master's degree completion. If they have accumulated course credits beyond the required minimum for the master's, they may request that the Graduate College apply the excess credit to the doctorate. The student should fill out the *Request for Change of Graduate Program Form* and submit it to the department. If the program accepts the student as a doctoral candidate, the form should be forwarded to the Graduate College during the term in which the master's degree will be awarded for the change to be processed for the next term. The Request for Change of Graduate Program form must be received by the Graduate College no later than two weeks before the start of the term in which the student intends to begin doctoral studies.

At the time of the graduation evaluation for the master's degree, the program should submit a *Petition for Transfer Credit* for any courses not needed for the master's and which are to be used for the doctoral degree, if this was not previously done. These courses must meet program and Graduate College requirements for use toward the doctorate degree. All other courses taken while registered in the program will remain counted towards the master's program.

5. Deferral of admission

Admitted graduate students must register for courses during the term for which they are accepted (see below) or their admission will be invalidated. At the discretion of the graduate program, matriculation for degree students may be deferred up to, but not beyond, the same term in the succeeding year. Applications may be deferred only once, for a maximum of one year. Admitted degree applicants interested in deferring their matriculation should notify the Director of Graduate Studies of their

desire to defer the term of entry.

IV. ADVISING

1. New Student Advising

Incoming graduate students for the fall semester should consult with the Graduate Advisor before the end of the spring semester in order to set up a study program for the fall semester. Incoming graduate students starting in spring should consult with the Graduate Advisor before the end of the fall semester in order to set up a study program for the spring semester. New students should consult the Director of Graduate Studies to discuss any orientation programs that may be offered, as well as the selection of an academic advisor.

2. Subsequent Advising

In subsequent semesters all students are required to consult the Graduate Advisor before signing up for classes or before making any changes to their schedule after the beginning of the semester. It is also recommended that students meet with the Graduate Advisor or DGS on a regular basis to discuss their progress in their program.

All PhD candidates must have a dissertation advisor who is a member of the Graduate College faculty. Both master's and doctoral students must have a major advisor (academic or research) who is a member of the Graduate College faculty.

For detailed information and procedures on MA examination advisor, thesis advisor, and MA committees, please see section VIII on page 22.

For information on doctoral preliminary advisors, dissertation advisor, and PhD committees please see section IX on page 26.

V. REGISTRATION AND ENROLLMENT

1. General

Class offerings are published in the in the [UIC Schedule of Classes](#) and students register through the [UIC Web for students](#).

The registration period for a term consists of priority and open periods beginning approximately two months prior to the beginning of the term, and a late registration period during the first through tenth-day of the term (fifth-day in summer). All eligible continuing students who were registered the previous term (or Spring term, for Fall registration) are assigned a Time Ticket before the registration process for the term begins. The Time Ticket is the student's priority registration date. Notification of availability of the Time Ticket is viewable by the student in Student Self-Service through UIC Web For Student. Graduate degree students who were registered the previous term are assigned to the first week of priority registration. Students may register at the priority time or any time after during the registration period (priority, open, or late), but should take advantage of the earlier scheduling to obtain the most desired classes. Non-degree students (graduate and undergraduate), students returning from a leave of absence (via approved petition), students classified as continuing but who were not

registered the previous term, and newly admitted/readmitted students will have Time Tickets for the open registration period.

Graduate students who fail to register for two terms in a row (excluding summer) without taking an approved leave of absence forfeit their admission to the Graduate College and must re-apply to Graduate College and be re-admitted to the program. Readmission is not guaranteed.

2. Registration Restrictions

Students will be restricted from registration if they have a financial or other registration hold, e.g., if they owe the university money from the current or a previous term. Students will not be allowed to register until their account is paid, and requests to register after the registration deadline will not be approved if the student failed to clear a hold during the regular registration periods. Other holds that may stop registration include Admission Office transcript hold and Medical Immunization Hold. Additionally, holds from any other University of Illinois campus effect UIC activity (e.g. student with a hold from UIUC will not be able to register or obtain transcripts from UIC).

3. Zero hours registration

Registration for zero hours is only available to students who have completed all coursework, examinations, and all degree requirements except the thesis or dissertation.

All students who intend to register for zero hours in project (597) or thesis (598/599) research must submit a *Graduate Student Petition* to their program and to the Graduate College for authorization for the initial request. Students using option A (see below for details) only need to petition on their initial registration for 0 hours. Students using option B must submit a new petition whenever renewal is required. Before approving the petition, the program and Graduate College must verify that all requirements except for the thesis and defense or completion of a project, have been completed (i.e., student has enough credit to graduate, has completed all required courses, is not on probation, has passed the preliminary examination [doctoral only], and is not beyond the program deadline). Approving the petition verifies this. International students on a student visa must also obtain clearance from the Office of International Services. Students holding an assistantship or tuition and service fee waiver are not eligible for zero hours.

The completed petition should arrive in the Graduate College **no later than the fifth day of the term**. The student may register for zero hours before the petition is reviewed by the Graduate College, but may have to add hours if the petition is subsequently denied due to lack of requirements (see above).

Important note regarding international students: Current SEVIS (federal immigration) regulations do not allow an international student on a student visa to register for more than zero (0) hours in a subsequent term, if the student was registered for zero (0) hours previously, unless the student is admitted into a different program. This precludes accepting an assistantship or tuition waiver for future terms after a zero-hour registration occurs. The rationale for the regulation is that zero-hour registration is allowed for students on a visa only if all requirements other than the thesis or master's project are completed, and registration for more than zero hours indicates that they did not originally

qualify, and, are thus be out of status. Unfortunately, flexibility to take a course for intellectual development or to register for hours to qualify for an assistantship or tuition waiver after zero hour registration does not exist currently.

Master's Students

Registration for graduation or defending of the thesis is not required by the Graduate College. Students may need to register for zero hours for visa reasons, or to obtain access to the UIC Library or a computer account.

Doctoral Students

Doctoral students must be registered from the term they take their preliminary exam through the term they successfully pass their thesis defense, excluding summer terms, unless taking the preliminary exam or defending the dissertation in a summer term. If all degree requirements except the thesis are completed, students may petition for zero hours to satisfy this registration requirement, unless holding an assistantship or tuition and fee waiver.

a) Option A Zero Hours

- * Master's and doctoral are eligible
- * Petition required only for initial zero hour registration
- * Student registers each term for zero hours of GER 598 / 599 via online registration
- * Student is included in head count and has access to UIC facilities (library, computer, health service, insurance, etc.)

b) Option B Zero Hours

- * Doctoral only eligible - (Available to doctoral students who will not need University facilities; usually they are doing research, or have relocated, out of town.)
- * Petition required. May petition for one term or up to one academic year on a single petition. If renewal is required, a new petition must be filed.
- * Student must state "option B" and the term(s) requested. (If not stated, option A will be assumed.)
- * Student registers each term for which the petition was approved for zero hours of GER 599 via online registration.
- * The petition, if approved by the Graduate College, will result in the student being assessed only Range IV tuition (without any of the attached fees).
- * Student is included in headcount but does not have access to UIC facilities (health service, CampusCare, etc.). It may be possible for the student to purchase health insurance for the term. The student should consult with the CampusCare office before the term to verify procedures.

Note: A student is not eligible for Option B (i.e. not paying the attached fees) if registered in one or more hours.

4. Leave of Absence

Graduate students may take one semester and an adjoining summer session off (i.e., Spring and Summer, or, Summer and Fall) without formal leave approval from the Graduate College, and still hold "continuing student status" from the university.

Exceptions are:

- * international students whose visas require continuous registration (F-1 and J-1). See below.
- * doctoral students who are taking or who have passed their preliminary exams
- * students awarded a fellowship for the term of proposed leave
- * students with an assistantship appointment or tuition and service-fee waiver for the term of proposed leave (unless the assistantship or waiver is withdrawn)

Students intending to take a leave of absence must consult with the Director of Graduate Studies and Graduate Advisor and get departmental permission.

Degree students who desire to take another continuous semester off (in addition to the semester and summer session described above), for a total maximum of three consecutive terms, including summer, must file a *Graduate Petition for Leave of Absence* (obtained in the department). The completed petition should arrive in the Graduate College by the tenth-day of the semester for which formal leave is requested (i.e., the third consecutive term to be taken off).

International Students:

International students on an F-1 or J-1 visa must register each fall and spring semester due to visa requirements. Such students must file a Graduate Petition for Leave of Absence for any fall or spring semester they wish to take off, first obtaining written authorization on the petition from the Office of International Services. If remaining in the U.S. such leaves are rarely granted by that office, except for serious illness.

Special procedures and policy exist for the following categories of leave:

- * birth, adoption, or care of a child
- * care of a spouse, child or parent in case of a serious health condition
- * serious health condition of the student
- * orders received by the student from the U.S. government to enter active service with the armed forces in a national or state emergency

Leave procedures

Upon receipt of a leave of absence petition from the graduate program, the Graduate College will automatically approve the first leave, up to one year maximum (see exceptions in the next paragraph). At least one term as a graduate degree student must be completed before being eligible for a leave. After returning to the program from an approved leave, a second consecutive leave is not automatic and will only be granted by the Graduate College for medical or other extraordinary reasons. Leaves for more than one year at a time are usually not allowed. Time spent on leave approved by the Graduate College does not count towards the time to complete the degree.

Students who have already registered for the term for which leave is requested must drop all their courses (hours) before the start of the term to avoid any charges and or grades. If the student withdraws once the term begins a non-refundable fee is assessed. The Leave of Absence petition

itself does not withdraw a registered student. Students are responsible for filing the appropriate forms and for the resultant charges.

Students who are on an approved leave of absence will not be covered by the health and personal accident insurance plan until they return to active registration (see CampusCare for contact information).

Students with student loans or deferred loans must obtain approval from the Office of Student Financial Aid and obtain information on any consequences of being on leave.

Students who return from their leave at the expected time should simply register for the term as usual; no special forms are required. Students who wish to return from their leave early should contact the Graduate College, before the start of the term the student will return. A registration time ticket and other information must be created before the student is allowed to register.

Students who wish to extend their leave after the first one ends must file another petition for leave of absence, obtaining all the required signatures.

5. Cancellation of Registration

Before the first day of classes

Students may cancel their registration with a full discharge of financial obligations related to that registration any time before the first day of classes. To discharge the liability, students must drop all but one class online (Banner does not allow a student to drop all classes) and follow the instructions in the system to electronically notify the Registration Office in OAR of the intent to drop the final class. The Registration Office will process the request once received, effective the date of submission by the student. This will result in a Cancellation of Registration if done by the deadline. No notation (i.e. W's) will appear on the student's transcript. Students who cancel all classes prior to the beginning of the term are not included in official headcounts.

Note: Unless it is the student's first term as a graduate student (admit or readmit), the student will be eligible for registration for the next term, assuming the student was registered for the semester immediately preceding the term of cancellation. If it is the student's first term, admission may be deferred if within the guidelines and deadlines for that process; otherwise, a new application must be completed.

6. Cancellation of all classes / University Withdrawal

a) During first two weeks of term

During the first two weeks of the term (first week of summer), students withdraw from all courses by dropping all but one class online (Banner does not allow a student to drop all classes) and follow the instructions in the system to electronically notify the Registration Office in OAR of the intent to drop the final class. The Registration Office will process the request once received, effective the date of submission by the student. This will result in a University Withdrawal. No notation (i.e. W's) will

appear on the student's transcript. Students who withdraw from all classes prior to the tenth-day (fifth-day in summer) are not included in official headcounts.

b) After first two weeks of term

After the first two weeks of the term (first week of summer), students may withdraw from all courses by completing the *University Withdrawal form* (obtained in the department). For degree students the form must be signed by the Director of Graduate Studies. International students on a student visa must also obtain an approval signature from the Office of International Services. Nondegree students are not required to obtain any departmental signatures; they should simply mark "nondegree" on the form where the DGS signature is required. All forms must be submitted to the Graduate College. The date of receipt in the Graduate College is the official date of withdrawal, even if received by mail. The official date of withdrawal is used for the pro-rata refund schedule. The forms will not be backdated. All courses will receive a grade of "W." Students will still carry "continuing" status if the withdrawal is processed after the official tenth day (fifth in summer), and would be eligible for registration the next term. A student who submits a withdrawal form after the tenth day (fifth in summer) is considered a "continuing" student for that term and is eligible for registration the next term, with departmental approval. A student who submits a withdrawal form after the tenth day (fifth in summer) is included in the official headcount for the term.

Students who completed either of the above withdrawal processes through the tenth week (fifth week in summer) of the term will receive a pro-rata refund. Consult the current [UIC Schedule of Classes](#) for percentage of refund.

Students may not withdraw once finals week has begun. If there have been serious extenuating circumstances that made withdrawal from the University (or dropping a single course) before the completion of the course impossible, the student may petition the Graduate College for a retroactive withdrawal with documentation verifying the circumstances and with the recommendation of his/her instructors, advisor and DGS.

7. Late Course Transactions

a) Late Course Add (adding a course to an existing schedule)

After 10th Day (5th day in summer), before the end of the 6th week

A student who needs to add a course after the tenth-day (fifth-day in summer) must complete only a *Graduate College Registration Revision Form* (in department). Approval is needed by the department offering the course and the student's DGS. The form must be submitted to the Graduate College by the Friday of the sixth (fifth in summer) week. Approval will be granted and the form will be forwarded to the Registration Office for processing. The form will be returned to the DGS unprocessed if the student has a registration hold, or if the enrollment in the class is already at the course maximum.

After 6th week

A student who needs to add a course after the sixth (fifth in summer) week must complete a *Graduate Student Petition* and a *Graduate College Registration Revision Form* (obtained in the department).

Approval is needed by the department offering the course and the student's DGS before the Graduate College will make a decision. Justification for the late add must be provided by the student and the DGS on the petition. Approval is not automatic, especially as the term progresses, so it is important for students to check their schedules and make the necessary adjustments before the registration period ends. The form will be returned to the DGS unprocessed if the student has a registration hold, or if the enrollment in the class is already at the course maximum.

b) Late Course Drop (while remaining registered for another course(s))

Before the end of the 6th week

A student is allowed to drop a course while remaining in another course during weeks three to six (weeks two to five in summer) may do so with the approval of the DGS of the student's program. During this period, only the Graduate College Registration Revision Form is needed. The form is sent directly to the Registration Office in SSB, and must arrive by the Friday of week six (week five in summer). Graduate College approval is not needed.

After the end of the 6th week

A student who is attempting to drop a class while remaining in another course after week six (week 5 in summer) must complete a *Graduate Student Petition* and a *Graduate College Registration Revision Form*. Approval is needed from the student's DGS before the Graduate College will make a decision. Justification for the late add must be provided by the student and the DGS on the petition. Approval is not automatic. Any course drop after the tenth-day (fifth-day in summer) will result in a grade of W. The form will be returned to the DGS unprocessed if the student has a registration hold.

Note: Registration holds will stop a student from adding a class. Students who have a tuition waiver and don't correctly register for the required number of hours will have a hold placed on their account which will not allow a late add to correct the problem. It is important that students register for the correct courses and hours by the deadlines to avoid such scenarios.

c) Late Registration

Students who attempt to register after the tenth-day (fifth-day in summer) must complete a *Petition to Register After The Deadline* (OAR form) and a *Graduate College Registration Revision Form*. The *Graduate Student Petition* should not be used. Students may print the *Petition to Register After The Deadline* from the forms section on the Graduate College website. Approval is needed by the department offering the course, the student's DGS, and the Office of International Services (if the student is on a visa) before the Graduate College will make a decision. Justification for the late add must be provided by the student and the DGS on the petition. Approval is not automatic, especially as the term progresses. The final determination will be made by the Registration Office. The form will be returned to the DGS unprocessed if the student has a registration hold, or if the enrollment in the class is already at the course maximum. There is a \$50 late registration fee added to the student's account if the petition is approved.

d) Retroactive Add or Registration

Students who attempt to add a course or register (if not in any courses) after final exam week has begun must complete a *Petition to Retroactively Register or Add a Course* (OAR form) and a *Graduate College Registration Revision Form*. The petition must be obtained from either the

Registration Office in SSB or the Graduate College. The *Graduate Student Petition* should not be used (see the note below for exceptions). Approval is needed by the department offering the course, the student's DGS, the Office of Financial Aid (if the student had a tuition waiver of any kind or loan), and the Office of International Services (if on a visa) before the Graduate College will make a decision. Justification for the late add must be provided by the student and the DGS on the petition. Approval is not automatic from the Graduate College, and the final determination will be made by the Registrar and is not guaranteed. The form will be returned to the DGS unprocessed if the student has a registration hold. There is a \$50 late registration fee added to the student's account if the petition is approved.

VI. COURSE CREDIT, GRADES, and ACADEMIC STANDING

1. Repetition of courses

Students who receive a grade of C or lower in a course required for the M.A. or the Ph.D. degree must repeat the course in order to fulfill the requirement. Students may, with the approval of the Director of Graduate Studies, repeat for credit any course in which they have received a grade of D or lower.

2. Grades and Academic standing

The Graduate Degree Grade Point Average is the average of grades earned while a student is registered in a particular degree program for all 400- and 500-level UIC graduate semester hour courses (300- and 400- level quarter hour courses) in which an A, B, C, D, or F (formerly E) is earned, whether or not the courses are part of degree requirements. The Degree GPA is used by the Graduate College rather than the level grade point average posted on the transcript and in the Student Access System because the level GPA includes lower-level courses, as well as courses a student may have taken while in another graduate degree program, as well as excluding approved (via *Graduate Petition for Transfer Credit Toward an Advanced Degree*) non-degree courses.

In order to remain in good academic standing, graduate students must maintain a Degree GPA at or above 3.00 (4 = A, 3= B, 2=C, 1=D, 0=F). When the Degree GPA falls below 3.00, students are sent a warning letter, which notifies them that they have two additional terms to raise their average to 3.00.

The following grades are used:

A=4 grade points per credit hour.

B=3 grade points per credit hour.

C=2 grade points per credit hour.

D=1 grade points per credit hour (not accepted as degree credit).

E=0 grade point per credit hour (failure; not accepted as degree credit).

DFR=grade deferred.

Deferred grades may be used on a limited basis for thesis courses, continuing seminars, independent study, sequential courses, and certain courses that require extensive independent work beyond the term. At the end of the continuing course sequence the deferred grade for all terms must be converted either to a specific letter grade (A-F), to an I (Incomplete), or to an S or U. No credit is earned until the DF grade is converted to a permanent grade. It is also used for students who study abroad until their foreign grades are translated into UIC grades. If studying abroad, please consult the graduate advisor about proper registration.

I=Incomplete.

An incomplete grade may be given only if, for reasons beyond the student's control (e.g., illness, family crisis), required work has not been completed by the end of the term. Students should request such a grade only in emergencies and not as a matter of convenience.

Students must make arrangements with the instructor for an I grade prior to the end of the term.

Faculty may set specific conditions and deadlines on the completion of the coursework. Failure to meet clearly stated conditions on the part of the student permits the instructor to assign a grade based on the work completed to that point.

An I grade must be removed by the deadline stipulated by the faculty member, but no later than:

- * The end of the subsequent term if the student is registered (including Summer, if registered).
- * The end of twelve consecutive months subsequent to that in which the I was received if the student is not registered. If an incomplete grade is assigned in the spring term and the student does not register for the summer session the deadline for the spring incomplete is the final day of instruction in the fall term.
- * An I that is not removed by the deadline will remain on the record as an I or may be replaced by a letter grade at the instructor's discretion at the point at which the deadline for course completion is reached. However, once the deadline has passed the I is permanent and cannot be changed. A course in which an I was received and not removed by the deadline may be repeated for credit only once.
- * The course instructor must submit a *Supplemental Grade Report (SGR)* to the Graduate College to replace the I with a letter grade.

CR=Credit; NC=No Credit.

A graduate student may take a course on a credit/no-credit basis provided that:

- * The course is not within the student's immediate area of specialization.
- * Courses taken toward the degree must be taken for a letter grade.

To exercise this option, a student must submit a completed *Credit/No-Credit Form* to the Graduate College by the 10th day of the term (5th day for summer). No late requests will be accepted. The form must be signed by the student's Director of Graduate Studies. The student registers for the course in the same way as for all other courses. Petitions to retroactively change a letter grade to credit/no-credit, or vice versa, will be denied.

Credit/no-credit grades are not included in the student's grade point average. The credit/no-credit procedure is unknown by the instructor, who assigns a normal letter grade which is then converted to credit or no-credit by Banner. Either undergraduate or graduate courses may be taken credit/no-credit, and the credit hours count as registered hours.

S=Satisfactory; U=Unsatisfactory.

S/U grades are used in thesis and project research courses, in zero-credit courses, and in specifically approved courses. No grade points are earned and the grade is not computed in the grade point average or the graduate progress index.

An unsatisfactory grade can be assigned at any time when the student is not making satisfactory progress in thesis/project research. If this should occur, the DGS and the Graduate Advisor are expected to review the student's progress and formally warn the student of the consequences of unsatisfactory progress and set a deadline for improvement.

UIC graduate courses in Germanic Studies graded "S/U" are the following:

492

598 (Master's Thesis Research)

599 (PhD Thesis Research)

All other courses are graded "A-F."

W=Withdrawn

The grade of W, officially withdrawn without penalty, is assigned if the course is dropped after the tenth-day of the semester (fifth-day for summer), or if the student submits a completed *University Withdrawal form* to the Graduate College before the last day of instruction for the term. This grade will remain on the transcript but does not affect the grade point average or the degree grade point average.

NR=Not reported

The grade of NR is posted when the grade is not properly submitted via Web For Faculty by the deadline maintained by OAR. In such cases the instructor must submit a *Supplemental Grade Report* (SGR) to the Graduate College.

3. Probation and Academic Dismissal

After students are accepted into and enroll in the Graduate College they may continue to register as long as they remain in good academic standing, make satisfactory academic progress, and are within the time limitations contained in the [Graduate Catalog](#). Students are considered to be in good standing if they:

- * have removed any limited admission conditions;
- * are making satisfactory progress toward completing degree requirements, including a project or thesis if required; and
- * have a minimum Graduate Degree Grade Point Average of 3.00 (A = 4.00)

4. Satisfactory Progress and Other Program Requirements

A program may initiate academic dismissal for a student for a variety of reasons, including failure to make satisfactory progress, violation of time-to-degree requirements, program probation policy, etc. To initiate academic dismissal, the DGS must provide the Graduate College written rationale for the dismissal, as well as a copy of the program's handbook or other written guidelines where this information was provided to the student. The rules or guidelines cited must apply to all students in the program, and must be enforced equally for all students. The program does not dismiss the student but

makes the recommendation to the Graduate College. The Graduate College initiates the dismissal procedure after an investigation is finalized.

5. Graduate College Probation and Dismissal

When the Degree GPA falls below 3.00 (A=4.00), students are sent a warning letter (with copies to the program) that notifies them that they have two additional terms of registration (including summer, if registered) after the warning term to raise the average to 3.00. The progress of students on probation status is reviewed each term. Students who do not remove themselves from probation status in subsequent semesters are notified of their continued grade point deficiencies until they reach the two-term deadline.

Students who raise their GPA to 3.00 or above within the deadline will be removed from probation.

Students who fail to raise their average to 3.00 or above within the deadline will be dismissed from the University. The Graduate College makes every effort to notify students of their dismissal in a timely fashion. Failure to receive notification, however, does not alter the student's dismissal status. Students are expected to monitor their progress in light of departmental and Graduate College policies.

If a student registers for only courses that are not graded A-F (i.e. courses not included in the GPA) such as research (S/U), etc., the term still counts against the time allowed to get off probation, including summer term. The situation of taking only research in summer for a student on probation would be taken in consideration for any petition for extension of probation.

If the DGS determines that an extension of probation is warranted for a student who received a drop letter, the student must complete a *Graduate Student Petition* and obtain signatures from the advisor and DGS. The DGS must provide justification for the extension on the petition, as well as any conditions (eg. must take only courses from that department, etc.). The petition must arrive in the Graduate College no later than the start of the next term, including summer (whether or not the student will register in that term).

The student must register for enough graded 400- and 500-level credit to make up the deficiency in one term. In very rare instances, a DGS may request that the student take less hours than what is required to make up the deficiency. If this request is granted by the Graduate College the student must show significant progress in making up the deficiency before a second extension would be granted. All extensions are for one term only. Future extensions are not guaranteed and would only be considered with the DGS approval and if the student shows significant progress in making up the deficiency.

It is the student's responsibility to monitor his/her own progress in light of Graduate College policies. While the Graduate College does issue probation and dismissal notices and guidelines to both students and their DGS, failure to receive such notice does not change the student's probation or dismissal status.

VII. MASTER'S DEGREE PROGRAM

1. Degree Program Deadlines

Master's degree (minimum 32 hours): 5 years

Students who do not graduate by these deadlines will be dismissed from the Graduate College for failure to progress. Time spent on a leave of absence approved by the program and the Graduate College is not counted toward the degree time limit.

2. Program Objectives

The Master of Arts degree program in Germanic Studies at the University of Illinois at Chicago is based on an interdisciplinary academic curriculum intended to develop critical analytical skills and conceptual abilities in the study of German literature and language.

The program encompasses course study, the writing of research papers, a written examination of three (3) hours or a written thesis approximately 35 to 50 pages in length, and an oral examination of 90 minutes. Upon successful completion of the program, students are expected to have

- 1) acquired an understanding of major currents in Germanic culture, literary, and intellectual history, as well as a knowledge of literary and cultural criticism;
- 2) developed an interdisciplinary area of specialization;
- 3) applied critical methodologies to literary and non-literary texts and films in coherent essay form;
- 4) demonstrated proficiency in written and spoken German;
- 5) applied the research tools and reference works, methods, and skills pertinent to research in the field of Germanic cultural and literary studies and Second Language Acquisition.

3. Departmental Concentrations

Germanic Literature
Germanic Culture
Film Studies
Jewish Cultural Studies
Minority Issues
Social Issues
Second Language Acquisition and Language Pedagogy

Students develop their individual focal areas from eligible courses in these and possibly other fields established by the department and by choosing courses pertaining to their field in consultation with the Director of Graduate Studies.

4. Interdepartmental Concentrations

Master's students may choose a graduate concentration in Jewish Studies, Gender and Women Studies, Second Language Teaching, and Central and Eastern European Studies.

5. Required departmental courses

The following coursework from courses offered by the Department is required for the Master's Degree in German Studies: At least 12 hours must be at the 500 level. GER 407 is required for students with a Teaching Assistantship.

Students supported financially have a minimum number of courses they must take within the department. TAs are required to take two courses in Germanic Studies each semester and Fellowship students are required to take three. In addition to those minimum courses, students may take courses in other departments (e.g., TAs may elect to take a third course in another department. No permission is needed to do so). The Department recognizes that there may be courses outside of the department that are essential to a student's particular plan of study. Students who wish to substitute a course outside of the department and have it count as one of the departmental required courses must submit a petition to either the DGS, Graduate Advisor or Department Head. As a general rule, no more than two courses will be allowed (although exceptions will be made for students pursuing interdepartmental concentrations.)

6. Credit Hours

A minimum of thirty-two (32) graduate credit hours is required to earn a Master's Degree in German Studies. Only 400- and 500- level courses can be applied to the graduate degree.

7. Time Limits

The Department follows the time limits specified by the Graduate College: 5 years for the Master's degree. Graduate Assistant support is typically allocated for two years of degree study.

8. Qualifying German Language Examination

Before a candidate is admitted to the MA examination, a German language examination must be passed. In cooperation with the Goethe Institute, the Goethe-Zertifikat C1 is administered to determine proficiency, and students must pass with the grade of "gut." Candidates must schedule the examination in advance of the semester in which they intend to take the M.A. examination. This proficiency examination will normally be waived for native speakers of German and may be waived in other special cases by the Director of Graduate Studies after consultation with the Director of the Language Program and appropriate other colleagues. Fees for the examination are paid by the candidates.

9. Timetable

Students who enter the program with a BA are expected to take the MA exam at the end of their second year of graduate study. Comprehensive Master's Examinations will not normally be scheduled during the summer semester.

VIII. MASTER'S DEGREE STUDY OPTIONS

A Master's Degree in Germanic Studies can be earned in the following way:

A Thesis with defense and examination

B Comprehensive Examination (written and oral).

1. Option A: Thesis with defense and examination

Students interested in pursuing the thesis option should select a thesis advisor and two additional committee members by the end of the first year. (see below regarding selection and approval of committee). Students should then register with the Director of Graduate Studies for this option. A prospectus for a thesis has to be handed in to the thesis advisor before the student begins to write the thesis. Thesis students must earn **at least 5 hours** in thesis research. No more than 8 hours can be counted toward the degree.

a) Nature of the thesis

The Master's Thesis is a scholarly, if small-scale, contribution to knowledge, 35-50 pages in length plus bibliography. In researching and writing a thesis students will be expected to demonstrate the same breadth of knowledge and the same ability to handle the tools of textual analysis demanded of those students who choose the comprehensive examination.

b) Format

Information about the format of the thesis and abstract is available in the Graduate College. Students should consult the Graduate College's [Thesis Manual](#).

c) Deadlines

The thesis advisor customarily reads completed chapters first. After approval, individual chapters may be submitted to the other members of the committee for comments. The finished draft of the thesis is submitted to the readers **four weeks prior to the oral exam**. Readers will have two weeks time to request changes. The final version is to be handed in one week before the exam.

d) Defense and examination

The Master's Examination for a student pursuing the thesis option will consist of an oral examination of approximately 90 minutes in length. The exam will consist of two parts: 1) A defense of the completed thesis, 2) A comprehensive part addressing major currents in Germanic culture, literature, intellectual history, and second language pedagogy. **This portion will be based on the Individualized Germanic Studies MA Reading list (see below).**

e) Thesis committee

The thesis committee is appointed by the Dean of the Graduate College on the recommendation of the student's department or program. A *Committee Recommendation Form* must be submitted to the Graduate College at **least three weeks prior** to the thesis defense and examination.

f) Evaluation

A majority of the committee must approve the thesis. A candidate cannot be passed if more than one vote of "fail" is reported. The Department Head or the Director of Graduate Studies will be required to sign the *Certificate of Approval Form* before a student is considered to have met all the requirements of the thesis.

If the vote is "pass", that degree requirement is now satisfied and the student may take the next step

toward graduation. If the vote is "fail", the committee may recommend that the Dean permit a second defense. This second examination must be initiated by submission of a new Committee Recommendation form, even if there is no change in membership. A third defense will not be permitted.

A committee may recommend "pass - with specified conditions". If this does occur, the conditions must be specified on the *Examination Report Form* along with the name of a committee member who will monitor the fulfillment of any such conditions. This named person must then report to the Graduate College in a memo when conditions have been satisfied.

2. Option B: Comprehensive Examination

Students interested in the comprehensive examination option register with the Graduate Advisor for this option after identifying an MA examination advisor and two committee members. The advisor and the committee should be established by the end of the first year.

The reading list (see below) should be approved by the MA examination advisor and Director of Graduate Studies at the beginning of the second year of the M.A. program.

a) Format

The Master's Examination for a student who chooses to take the comprehensive written and oral exam (non-thesis option) will consist of a three-hour written portion consisting of 2 sections with at least 3 questions each. From these, one question is to be answered in each section. The 90-minute oral examination is to be scheduled not earlier than 3 days after the written examination. Section I of the written exam will be a more general question, Section II addresses a focal area developed by the student in consultation with the MA committee. The examination will be based on (a) the student's coursework and (b) a personally designed and approved M.A. Reading List. Following successful completion of the three-hour written portion, there will be a 90-minute oral examination. Master's examinations will be given only once each semester.

Examinations should be typed on a word processor provided by the Department.

b) Preparation for the Examination

Students prepare for the Master's Examination appropriately to demonstrate writing ability, interpretive skills, and historical and cultural competence.

c) Evaluation

The comprehensive MA examination is on a Pass/Fail basis. As soon after taking the Master's Examination as practicable, the committee advises the DGS in writing about the student's performance. The DGS will notify the student in a formal written statement indicating whether s/he will be encouraged to continue studies toward a Ph.D. at the University of Illinois at Chicago.

3. Individualized Germanic Studies Reading List (for Option A AND Option B)

The individualized German Studies MA Examination Reading List is a checklist of works that must be read by all MA students. Questions in the written and oral examination (during defense and

comprehensive examination) will be based upon these works.

- The individualized reading list is to be prepared by each MA student.
- Guidance will be provided by the members of the MA examination committee.
- The list must be submitted to the chair of the examination committee or thesis committee by the beginning of the second year of study in our MA program.
- The list must be approved by the DGS and the chair of the student's MA examination or thesis committee.
- A revision of the MA list is possible, if unexpected materials are studied in the courses subsequent to the submission of the Reading List.

In addition to works that represent the student's focal area, the Germanic Studies MA Required Reading List Must Include Works of the Following Categories. Students should have approximately 50 works on their list.

- General Literary History
- Aufklärung
- Sturm und Drang; Klassik; Faust
- Romanticism, Kleist, Büchner
- 19th Century: (e.g., Vormärz/Biedermeier, Realism, Naturalism, etc.)
- Early 20th Century: (e.g., Jugendstil, Expressionism, Modernism, Neue Sachlichkeit, etc.)
Kafka
- Rise of Fascism, Shoah
- 20th-21st Centuries: (e.g., National Socialism, Exile, Immediate Post-War, GDR, FRG, minority and transnational literature, Wende, post-reunification, etc.)
- Second Language Pedagogy: (e.g., focus on form, lexical development, receptive skills (listening and reading), productive skills (speaking and writing), computer assisted language learning, etc.)

Selected texts in the list should include novels; shorter narrative prose selections; poetry (either a selection of about 30 poems or a significant corpus of one author); theoretical texts; and drama, opera, multi-media or film. Yiddish-language texts may be included.

4. Registration requirement for Option A and B

Master's students who have completed all course credit requirements but have not yet completed a graduation requirement (e.g., thesis, or project, or comprehensive examination) are not required to register unless they hold a fellowship, assistantship or tuition and service-fee waiver.

IX. DOCTORAL DEGREE PROGRAM

1. Degree Program Deadlines

Doctorate with prior master's degree (minimum 72 hours): 7 years

Doctorate without master's degree (minimum 96 hours): 9 years

Students who do not graduate by these deadlines will be dismissed from the Graduate College for failure to progress. Time spent on a leave of absence approved by the program and the Graduate College is not counted toward the degree time limit.

2. Program Objective

The program for the degree of Doctor of Philosophy in Germanic Studies has as its aim a concentration and breadth of study designed to foster productive and independent scholarship. The Ph.D. program encompasses advanced course work, the writing of independent research papers on the seminar level, the successful completion of a written Candidacy Examination, followed by an oral examination of approximately two hours for admission to candidacy for the degree, and the presentation of a dissertation as a scholarly contribution to knowledge.

Each candidate for the Ph.D. is also required to demonstrate proficiency in written and spoken German as well as reading knowledge of two foreign languages other than German and English that are relevant to their plan of study.

3. Minimum Semester Hours Required

72 beyond the master's degree. The degree requires additional course work after the MA, the preliminary examination, the dissertation and a defense of the dissertation.

4. Required Departmental Courses

40 hours exclusive of credit for thesis research, with a minimum of 32 credits in Germanic Studies. Through consultation with an academic advisor, the student develops an individual program of study in literature, philosophy, linguistics, film studies, gender studies, social issues or Jewish cultural studies.

All students are required to complete:

Ger 407, Theoretical and Research Foundations of Communicative Language Teaching or its equivalent

Ger 599, Ph.D. Thesis Research

Students supported financially have a minimum number of courses they must take within the department. TAs are required to take two courses in Germanic Studies each semester and Fellowship students are required to take three. In addition to those minimum courses, students may take courses in other departments (e.g., TAs may elect to take a third course in another department. No permission is needed to do so). The Department recognizes that there may be courses outside of the department that are essential to a student's particular plan of study. Students who wish to substitute a course outside of the department and have it count as one of the departmental required courses must submit a petition to either the DGS, Graduate Advisor or Department Head. As a general rule, no more than two courses will be allowed (although exceptions will be made for students pursuing interdepartmental concentrations.)

5. Teaching Experience

By the time of the dissertation defense, candidates must have taught the equivalent of three one-semester courses.

6. Foreign Languages

A reading knowledge of two research languages other than English and German, to be chosen in consultation with the Director of Graduate Study. The candidate must submit proficiency test results or final grades no less than B for specially designed courses for graduate students in his/her research languages prior to being admitted to the dissertation defense.

7. Language Proficiency in German

Students admitted to the Ph.D. program with an M.A. degree or its equivalent from another institution must complete the qualifying German language examination described above (p. 21) unless this requirement is waived by the Director of Graduate Studies.

X. PRELIMINARY EXAMINATION

There is no Ph.D. reading list. As the test for admission to Ph.D. candidacy, the Preliminary Examination forms the penultimate stage in the progress of a student toward the Ph.D. It reflects the expectation of the Department that doctoral students both increase and deepen their general knowledge of Germanic literary and cultural history and Second Language Acquisition and also begin defining an area of specialized research as soon in their post M.A. work as possible.

1. Timing

The preliminary examination is generally administered during or near the end of the time the student has completed most, though not necessarily all, of the coursework, but has not made a major investment of time and effort towards the dissertation research project. A minimum of one year has to elapse before the defense of the dissertation after passing the preliminary examination. Only students in good academic standing are permitted to take the examination.

2. Committee Composition

Students approaching the Doctoral Preliminary Examination select an advisor in consultation with the DGS no later than one semester before the examination. The advisor chairs the preliminary examination committee and he /she may be the same as the dissertation advisor.

The committee for the preliminary examination is appointed by the Dean of the Graduate College upon the recommendation of the department or program. The committee consists of at least five (5) members, of whom at least three (3) are UIC Graduate Faculty with full membership, and two (2) of whom must be tenured. The chair of the Committee must be a full member of the UIC Graduate Faculty. An outside member is recommended but not required.

The advisor and the Doctoral Preliminary Examination Committee are responsible for coordinating the preparation of both the written and oral portion of the Preliminary Examination. No less than one week prior to the examination, the advisor submits the written examination to the examination committee for final approval. The advisor is responsible for the conduct of the examination and for ensuring a comprehensive and balanced examination.

3. Registration

Doctoral candidates must be registered for credit the term when they take the preliminary exam. Students must also register each semester (excluding summer) after passing the preliminary examination and until successfully defending the dissertation. Students must register for the summer term if taking the preliminary exam or defending the dissertation during that term.

4. Grading

Each member of the examining committee assigns a grade of “pass” or “fail” on the Examination Report. A candidate cannot be passed with more than one “fail” vote. The committee may require that specific conditions be met before the “pass” recommendation becomes effective. The exact conditions and time-frame to complete the conditions must be specified on the Examination Report. For failed exams, on the recommendation of the committee, the head or chair may permit a second examination. A third examination is not permitted.

5. Procedures

The Dean of the Graduate College appoints the committee upon receipt of the *Committee Recommendation Form*. The completed form must arrive in the Graduate College at **least three (3) weeks** prior to the date of the preliminary examination. Once the Graduate College approves the committee, an Examination Report form and cover letter is sent to the program to report the result. Changes to the committee may be requested before the exam occurs using the *Request for Change in Thesis Title/Committee Member(s) Form*.

The results of the examination should be submitted to the Graduate College within forty-eight (48) hours of the completion of the exam. If the result was "pass with conditions," the exact conditions and time-frame to complete the conditions must be specified on the Examination Report, and the chairperson must notify the Graduate College in writing as soon as the conditions have been completed. The Examination Report must be signed by all members of the Committee. Once the student has passed the examination, the Dean of the Graduate College will notify the student that s/he has been admitted to candidacy.

Students who do not complete the degree requirements within five (5) years of passing the preliminary examination must retake the examination. Combined programs leading to two degrees may require additional study beyond the period normally involved for completing requirements for the PhD degree; and may require an extension of the 5 year rule.

Part 1: A student wishing to take the Preliminary Examination is required, no later than three months before the proposed date of that test, to submit to her/his preliminary examination committee a list of research papers written originally for courses taken subsequent to the M.A. degree. The committee will choose a selection from these papers, and the student will submit clean copies of these papers. If the committee is not satisfied as to the breadth of general knowledge of Germanic literature and culture and/or Second Language Acquisition, a candidate will be required to submit further written work before being allowed to proceed to part 2. Upon successful completion of part 1, the student will proceed to parts 2 and 3.

Part 2: Based on the portfolio, the committee will give the student 5 exam questions (one per committee member), from which the student will select one. The student will have one week to write a paper of not more than 25 pages (including scholarly apparatus) on this question. The paper will be read by the entire committee.

Part 3: Once a student is considered to possess adequate knowledge of the field s/he submits to her/his committee a bibliography of her/his research area and a dissertation prospectus of approximately 10 pages. This prospectus should be handed in at least one week prior to the oral exam. Parts 2 and 3 may be completed concurrently. Upon successful completion of parts 2 and 3, the student will proceed to part 4.

Part 4: The oral examination is the final test in the process of determining a student's ability to embark on the dissertation project. While the major focus of the examination is on the paper and the dissertation prospectus, it may also rightly include related questions of a more general nature. The committee vote is "pass" or "fail." A candidate cannot be passed if more than one vote of "fail" is reported.

XI. DISSERTATION

By researching and writing a dissertation, the student is expected to demonstrate a high level of knowledge and the ability to function as an independent scholar.

1. Dissertation Advisor

The dissertation advisor must be a full member of the UIC Graduate Faculty. The advisor is considered the primary reader of the dissertation. Upon successful completion of the Preliminary Examination, the student selects the advisor and states preferences for other Dissertation Committee members. Final selection is subject to the approval of the dissertation advisor and the DGS. The dissertation advisor chairs the Dissertation Committee.

2. Dissertation Committee

The dissertation committee is appointed by the Dean of the Graduate College on the recommendation of the student's department or program. The defense committee consists of at least five persons, of whom one must be from outside their program. The chair of the committee must be a full member of the UIC graduate faculty. At least two members of the committee must be tenured faculty at UIC; at least one must be from outside the degree-granting program, which may include graduate faculty from other UIC. The outside member can also be from outside the University in which case the member must demonstrate equivalent academic standards; the member's curriculum vitae must accompany the *Committee Recommendation form*. **A *Committee Recommendation form* must be submitted to the Graduate College at least three (3) weeks prior to the dissertation defense.**

The *Examination Report form* is sent to the graduate program support person after the committee is approved by the Graduate College Dean. It should be filed in the student's folder so it is available when the examination is held and all committee members may sign. This form cannot be duplicated and changes cannot be made without prior approval of the Graduate College.

The candidate will meet with her/his dissertation committee in order to reach an understanding about dissertation content, research methods, and submission procedures.

A draft of a dissertation unit (or of the entire dissertation) may not be distributed to a candidate's dissertation committee without the permission of the chair of the committee. All members of the committee must present to the candidate an oral and/or written evaluation of a dissertation chapter or complete draft within two weeks of its receipt. **Members of the dissertation committee must be given at least four weeks before the defense to read and comment on a dissertation chapter or complete draft.** Exceptions to the above are permissible only by unanimous agreement between the Dissertation Committee and the candidate.

XII. DEFENSE

A minimum of one year has to elapse before the defense of the dissertation after passing the preliminary exam. The defense must be open to the academic community of the University and be publicly announced one week prior to its occurrence.

1. Grading

The committee vote is "pass" or "fail". A candidate cannot be passed if more than one vote of "fail" is reported. After the candidate's defense, the Examination Report form signed by all members of the committee must be submitted to the Graduate College immediately. Once the examination report is returned to the Graduate College, the results are posted to the student's record in the Graduate College. If the vote is "pass", that degree requirement is now satisfied and the student may take the next step toward graduation. If the vote is "fail", the committee may recommend that the Dean permit a second defense. This second examination must be initiated by submission of a new Committee Recommendation form, even if there is no change in membership. A third defense will not be permitted.

A committee may recommend "pass - with specified conditions". If this does occur, the conditions must be specified on the Examination Report Form along with the name of a committee member who will monitor the fulfillment of any such conditions. This named person must then report to the Graduate College in a memo when conditions have been satisfied.

2. Submission of the Dissertation

The final version of the thesis, incorporating any changes deemed necessary by the committee, must conform to all requirements of the Graduate College. The format of the dissertation is specified in the [Thesis Manual](#).

A clear photocopy of the final version, prepared at the departmental cost, is to be given to the Head of the Department for inclusion in the Departmental Library.

Deadlines. Two final, approved, and defended copies of the dissertation must be submitted to the Graduate College no later than the Graduate College deadline for that term. PhD candidates who successfully defend their dissertation and submit the final dissertation copy to the Graduate College after the deadline will graduate in the next term. Following the final examination and acceptance of

the thesis, candidates must pay a fee for the publication of the complete dissertation and the publication of the abstract in *Dissertation Abstracts*. Consult the [Thesis Manual](#) for more information.

3. Registration Requirements

Students must be registered from the term the Preliminary Examination is taken through the term of a successful defense of the dissertation, excluding summers unless the Preliminary Examination or defense occur in a Summer term. If the defense will occur during the first official ten days of the term (first five days in Summer) and the student was registered the previous term (Summer term for a Fall defense), registration is not required. A defense after the first official ten days (first five days in Summer) of the term requires registration that term. If the student has a fellowship, assistantship and/or tuition waiver for the term, the student must be registered for the required hours or resign the award or assistantship. If the student is on a student visa, consult with the Office of International Services.

Students may petition for zero (0) hours once the preliminary exam is passed, assuming all requirements are completed except for the dissertation. See additional information on zero-hour registration in section V (p. 10).

Registration for terms after the term of a successful defense is not required if official graduation does not occur the term of the defense, unless the student is the recipient of a fellowship, assistantship and/or tuition and service-fee waiver, or is on a student visa.

Note for Student Visa Holders: Current SEVIS (federal immigration) regulations do not allow an international student on a student visa to register for more than zero (0) hours in a subsequent term, if the student was registered for zero (0) hours previously, unless the student is admitted into a different program. This precludes accepting an assistantship or tuition waiver for future terms after a zero-hour registration occurs. The rationale for the regulation is that zero-hour registration is allowed for students on a visa only if all requirements other than the thesis or master's project are completed, and registration for more than zero hours indicates that they did not originally qualify, and, are thus be out of status. Unfortunately, flexibility to take a course for intellectual development or to register for hours to qualify for an assistantship or tuition waiver after zero hour registration does not exist currently.

XIII. GRADUATION

To declare your intention to graduate for a certain term you must complete the steps listed on UIC Web for Student within the Records section, *Intent to Graduate* (Pending Degree List). Submission of the actual *Intent to Graduate* is done via the web in the Student Self-Service.

The Intent to Graduate must be submitted for the term you intend to graduate. The on-line form is available from the time when registration for that term begins **through the Friday of the third week** of fall and spring semesters, or through the second week of the summer semester. If you complete an Intent to Graduate for one term and do not graduate that term, you must complete another *Intent to Graduate* for the new term in which you are attempting to graduate.

As you access the form you will be asked to verify certain degree and program information. For the majority of students the information will be complete and accurate. If you are working on two degrees simultaneously (concurrently or in an approved joint-degree program), or if you are in a doctoral program and are declaring for the master, some of the information may be inaccurate for the degree for which you are declaring. Whether the information is complete and accurate, or if some modifications are needed, you must submit the Intent to Graduate with the information as shown.

XIV. CANDIDATES FOR THE PHD WITH SECOND LANGUAGE ACQUISITION (SLA)

PhD candidates in German wishing to concentrate in the area of second language acquisition (SLA) must fulfill the following requirements:

1. Linguistic theory (1 unit=4 credit hour course)
2. Psycholinguistics and the psychology of language (1 unit)
3. Sociolinguistics and sociocultural analysis (1 unit)
4. Curriculum development (1 unit)
5. Research methodology (2 units)

In order to be able to specialize in SLA, students need to take courses outside the department. Students interested in this concentration should consult with Dr. Susanne Rott in the Department of Germanic Studies.

XV. TEACHING, GRADUATE, AND RESEARCH ASSISTANTS

The career goal of candidates for an advanced degree in Germanic Studies is in most cases a teaching position. Accordingly, the Department makes available appointments as Graduate Teaching Assistantship (TA). The department may also award Graduate Research Assistantship (RA), and Graduate Administrative Assistantship (GA). Students selected for TA appointments must enroll in *German 407* during their first semester of teaching. A student who has participated in the teaching program will be expected to have acquired a basic knowledge of teaching methods and to have developed essential classroom skills.

Teaching (TA) and Graduate (GA) Assistantship Labor Agreement

Effective August 16, 2006, Teaching and Graduate Assistants at UIC have entered into an agreement by and between the Board of Trustees of the University of Illinois and the Graduate Employees' Organization (GEO). Administration of the agreement is handled by Office of Human Resources. Please refer to the [agreement](#) to learn more about the rights and responsibilities contained therein. Various information, including contacts, is available on the Human Resources web site.

1. Eligibility

The following criteria must be met by students appointed as Graduate Assistants:

- a) Enrollment in a graduate degree program in Germanic Studies at UIC or being a Humboldt exchange student
- b) Registration for a minimum of 16 graduate credit hours during the academic year.
Language courses (with the exception of GER 404) taken to fulfill the language requirements are not counted toward the German credit load.
- c) Good standing in the Department and the Graduate College when the appointment or reappointment becomes effective.
- d) Reasonable progress toward a graduate degree in Germanic Studies.

2. Academic Probation

Graduate Students on academic probation are not making reasonable progress toward a graduate degree and are not in good standing with the Department. Graduate Assistants on academic probation must discuss their situation at their earliest convenience with the DGS and the Director of the Language Program to develop strategies to achieve the grades needed to reach an acceptable Grade Point Average. To do so, it may be decided to change the terms of their appointment (reducing their teaching load) or to cancel their teaching appointment altogether until such time when they are in good academic standing.

3. Criteria and Procedures for Selection of New Graduate Assistants

The Head of the Department appoints new Teaching, Graduate and Research Assistants as needed from the pool of available applicants upon the recommendation of the Language Program Director and the Director of Graduate Studies. The criteria for initial appointment as a Graduate Assistant are the same as those for admission to the graduate program in Germanic Studies. For all candidates for assistantships, the probability of success as a graduate student and Graduate Assistant will be evaluated on the basis of

- a) grade point average;
- b) proficiency in spoken and written German and English;
- c) letters of recommendation and other materials submitted in support of the application

4. Notice of Appointment

The letter of appointment shall be issued as soon as practicable, preferably at least 45 days before the start of the appointment. The letter specifies appointment title, stipend amount, effective dates of service (duration), including any mandatory or optional orientation session. It also lists the supervising official in the department, the full time equivalency (FTE) of the appointment and major components of the assignment.

5. Acceptance

The student is required to confirm the acceptance to the department in writing within the time period specified by the department. Acceptance of an appointment requires the assistant to be present and available to perform assigned duties during those dates. Failure to be present to perform assigned duties may result in termination of the appointment.

6. Support

Assistants are always appointed for one semester at a time. Teaching loads vary and is usually one or two 4-credit hours courses per semester (three courses per year equal 50%). According to current rules, MA student appointments may be renewed from semester to semester up to a total of 2 years; Ph.D. student appointments for up to 5 years. The terms of appointment may occasionally be increased by the Head of the Department based on departmental needs and the availability of funds. See the [Human Resources](#) website minimum salary for graduate students.

7. Hours of Work

An assistant's hours of work are reflected in their percentage of appointment. Such hours of work are separate and distinct from the time required for an assistant's own academic coursework. The appointment level (full time equivalency or FTE) shall be based on the department's determination of the amount of time it should normally take to perform the assigned duties including orientation and training.

It is expected that a 50% FTE assistant will devote an average of 20 hours work per week over the course of a full appointment period. Assistant at other FTE levels would be expected to perform work for a proportionately greater or lesser average number of hours per week. The appointment period runs from August 15 to December 31 for the fall semester and from January 1 to May 15 for the spring semester.

8. Tuition and Fee Waivers

Tuition and the service fee are waived for assistants if the appointment is between 25 and 67 percent for at least three-quarters of the term (91 calendar days in fall or spring semester, 41 calendar days during the summer session). The waiver does not cover any tuition differential that may be assessed. Graduate students who hold academic appointments as assistants for the spring semester and for whom tuition and service fees were waived in the spring are entitled to a waiver for the summer term immediately following if they do not hold a summer assistantship, provided they are registered for at least three hours during that summer term. Graduate students holding a summer assistantship must satisfy eligibility requirements for a waiver as described in the previous paragraph.

9. Registration Requirements

At least eight (8) hours each semester. Registration in summer is not required to hold an assistantship. Although the Graduate College does not require summer registration to hold a summer assistantship, a minimum of three hours registration is required to receive a summer tuition and service fee waiver. If a student who has accepted a TA or GA appointment fails to enroll, withdraws or otherwise fails to maintain academic eligibility in the graduate program, the university may cancel the appointment. Only degree-seeking students are eligible for assistantships. Students who are registered for zero hours (option A or B) are not eligible for assistantships.

International Students may have additional registration requirements. Generally:

- * 25% assistantship requires 12 hours in Fall and Spring semesters
- * 33% assistantship requires 10 hours in Fall and Spring semesters
- * 50% assistantship requires 08 hours in Fall and Spring semesters

Summer registration is not required (see above). International students should confer with the [Office of International Services](#) for additional information.

10. Assistantships and Student Loans

An assistantship plus any loan or federal work-study eligibility cannot exceed the cost of attendance for the academic year. If applying for loans and/or work-study a Free Application for Federal Student Aid (FAFSA) must be completed. See the Graduate Student Guide from [the Office of Student Financial Aid](#) for more information.

11. Support Services

Office Space and Equipment. Graduate Assistants share office and file space in University Hall. Computer, printer and email access is also available on a shared basis in the Department of Germanic Studies and in various other campus locations.

Benefits. Graduate students are eligible for coverage under CampusCare or other current or future health insurance plans available to students. Dental and vision insurance coverage is provided by the University for all assistantship recipients with at least a 25% appointment. See the UIC HR website for full details about eligibility and enrollment in these plans.

12. Evaluating and Reporting the Performance of Graduate Assistants

Primary responsibility for the evaluation of Graduate Assistants rests with the Director of Graduate Studies, the Department Head, the Director of the Language Program, and the faculty. That responsibility may be partially delegated as follows:

At least once during each year of service, the Director of the Language Program will evaluate in writing the performance of each Graduate Teaching Assistant and forward the evaluation to the Head of the Department. The evaluation shall be made available to the Teaching Assistant.

Departmental regulations stipulate that student reports on teaching are to be obtained for every course taught in the Department. Student evaluations for each Graduate Teaching Assistant will be kept on file. A copy goes to the Teaching Assistant.

13. Reappointment

The Head of the Department renews the contracts of Graduate Assistants based upon the recommendation of the Director of the Language Program (for TAs), the Director of Graduate Studies and the Graduate Advisor. TAs and GAs whose academic progress and service record have been determined to be satisfactory are eligible for reappointment at the sole discretion of the university,

based on the past performances and service of the assistant, availability of funds, the University's determination of the need for services, or other factors.

14. Outside Employment

The assistant's first obligation and commitment is to the academic program and primary employing unit. Any additional employment shall not interfere with responsibilities assigned or inherent in the assistant's position or academic program in which the assistant is enrolled at the university. An assistant may not utilize UIC's course materials, curricula, facilities, resources, or other materials in non-university employment.

15. Termination of Graduate Assistant Appointments

The Head of the Department and the Director of the Language Program are responsible for ensuring that the quality of Graduate Assistants' performance is maintained at a high level. Upon receiving evidence that a Graduate Assistant is remiss in the performance of his or her duties, the Head and the Director of the Language Program will investigate the situation carefully in consultation with the Graduate Assistant. If the evidence is substantial, the Head shall terminate the Assistantship.

Additional Responsibilities for Teaching Assistants are listed in Appendix A.

XVI. AWARDS AND SCHOLARSHIPS

Max Kade Fellowships. The Department offers three Max Kade Fellowships for graduate students (presently \$15,000 per year). These fellowships need to be renegotiated each year and are given for outstanding candidates in our department. Qualified Ph.D. candidates have priority.

University Fellowships. The Department nominates qualified incoming and continuing students for university-wide fellowships awarded on the basis of an all-campus competition, i.e. University Fellowships, Graduate College Diversity Fellowships, Dean's Scholar Award, and Abraham Lincoln Graduate Fellowships. For details, including deadlines, consult the Graduate College web page <http://www.uic.edu/depts/grad/awards/index.shtml>. Candidates for nomination are required to submit GRE scores.

The department also awards prizes for excellence in teaching and research. You will be notified about the deadlines during the academic year.

The University of Illinois has an official exchange agreement for our graduate students with the Humboldt Universität zu Berlin. Graduate students are encouraged to study in Berlin for one year. Presently the stipend is EURO 750 Euro per month (for nine months). This award is competitive and interested graduate students should consult the Graduate Advisor.

XVII. GRADUATE STUDENT INTERNSHIP

Because graduate students with experience teaching literature, culture, or film will have an advantage in training and on the job market, this program is designed to give UIC Ph.D. candidates training in these fields. The program allows for close interaction between faculty members and Ph.D. students, and it allows this contact to continue also in semesters when faculty members are not directly involved in the teaching of graduate courses.

Students in the internship program register for the following course: *German 593. Internship Seminar: Academic Training. 4 Hours. Training in instruction of literature and culture courses at the college level. Students will be involved in a faculty-taught culture/literature course on the 100-300 level.*

The suggestion to work together in this fashion can be initiated by a student or faculty member, but the final decision will be made by the Head of the Department, the Director of Graduate Studies, or the Graduate Advisor. Students read the texts and attend the sessions, prepare a written assignment (e.g., a paper or a journal), and teach or co-teach one or more class sessions. The faculty member and student intern should formulate a written agreement on workload before the start of the semester. The internship will represent course work that is independent of the student's assignment as a teaching or research assistant.

Ph.D. candidates may enroll in the graduate internship course once in their course of study.

XVIII. ACADEMIC INTEGRITY

1. Student Code of Conduct / Academic Dishonesty

The University publishes a document that contain specific definitions of misconduct (such as plagiarism, falsification of data, etc.), procedures used for investigation of charges, and the consequences of such conduct. Students are governed by the [Student Code of Conduct](#). All cases of suspected academic misconduct will be handled in accordance with university regulations.

Students are also urged to familiarize themselves with the definition and discussion of plagiarism contained latest edition of the *MLA Handbook for Writers of Research Papers, Theses and Dissertations*. If doubts about proper documentation arise, writers of papers and dissertations are also urged to confer with the instructor.

XIX. DEPARTMENTAL GRIEVANCE PROCEDURE

There are strict deadlines, steps, and guidelines for eligibility that must be followed by both graduate students and the faculty or administrators involved. Please become familiar with the UIC Academic

Grievance Procedures. The document is available in the Graduate College, 600 University Hall or online at <http://www.uic.edu/depts/oa/Docs/griev.pdf>

The following outline summarizes the four basic steps to the grievance procedures (section numbers indicated can be found in the complete manual):

- * Program staff should encourage students to resolve their differences with the individual(s) involved prior to initiating the grievance procedures. This should be undertaken immediately because students have a 45-day deadline to resolve the matter informally before moving to the formal grievance stage.

- * If students are not successful in resolving the matter on their own, they may proceed with a "complaint" at the "informal" stage made to the primary administrator of the person grieved against (Section III).

- * If the students are not satisfied with the outcome at the informal stage, they have 45 days from the time they knew about the problem to take the written complaint (now called a "grievance") to the primary administrator as the first step of a formal grievance (Section IV). The primary administrator (usually a department head/chair) must conduct an appropriate investigation and may grant or deny the remedy sought, but must do so within 14 days.

- * If students are not satisfied with the outcome at the first stage they may proceed (within 14 days) to the second step of the formal grievance (Section V). In most cases this involves the Graduate College with the Dean of the Graduate College appointing a hearing officer.

Please be aware that only the Chancellor may make an exception to a deadline in these procedures. Students lose their right to continue to the next step of the procedures if they miss a deadline, but they may automatically appeal to the next higher level if their grievance has not been handled by the appropriate University officer within the administrative deadline.

APPENDIX A: SPECIFIC TEACHING ASSISTANT RESPONSIBILITIES

Graduate Teaching Assistantship

During the course of the TAship graduate students develop professional teaching skills that will enhance their future career opportunities. Moreover, the goal of the basic German language program is to facilitate students to develop communicative language skills by engaging students in task-based activities. The courses are designed to build up on each other. Therefore, it is crucial that all TAs understand and teach according to the prescribed teaching methodology.

Job description:

- teaching 3 classes per year as scheduled
- preparing daily lesson plans, grading oral and written exams
- evaluating all oral and written assignments
- keeping clear and accurate records in a grade book
- calculating and submitting final grades
- holding one office and one tutoring hour per week.
- All instructors must keep informed about and adhere to policies and objectives of the courses they are teaching
- All instructors must be able to send and receive email and attachments, and must regularly check their UIC e-mail account.

Office hour: one office hour per week that is specifically for the students in your class

Tutoring hour: one hour per week that is open for all German students and the students in your class

Professionalization involves the following:

Pre-Service Mandatory Training:

- One-week workshop before the beginning of the Fall semester
- Four hour meeting before the beginning of the Spring semester

In-Service Training:

- Attending GER 407: Theory and Research Foundations of Communicative Language Teaching
- Attending weekly TA meetings
- Attending special workshops (e.g., computer, pedagogy, talks)
- Pre- and post meetings to discuss class observations
- Involvement in exam and materials development
- Organizing the German Kaffeestunde three times each academic year
- Holding weekly scheduled tutoring hours
- Working with Classroom management systems (uploading and downloading files), Internet-based and CD-Rom materials (after a workshop); ability to type umlaute; ability to read and send email and attachments
- Participating in German High School Day (one day during Spring Semester): organization and judging
- *Kaffeestunde:* three times per semester the teaching assistant is responsible to lead the conversation

APPENDIX B: OFFICE ETIQUETTE

Your Office

You are sharing your office with other TAs. Be sure to hold your office hours at a time that does not interfere with others. Out of politeness to your officemates, keep your working place in business-like order.

Equipment (General)

Please see to it that office equipment that is assigned to you or used by you in the general areas (computer, printer, telephone, copy machine) is kept in clean condition. Since the cleaning staff in the building does not take care of office equipment, please clean it if you see need for it (even if you did not cause it to be dirty). The office manager will give you the proper cleaning materials.

Max Kade Room

Do not eat or drink near the electronic equipment. Never place drink or food containers on wooden surfaces.

Copying

The copy machine is for business and classroom use. Personal copies may not be made either for your papers or private matters. You will be assigned a number of copies you may make per semester.

Department Staff

The departmental staff works for the head of the department and for the faculty. They also gives information to students. You may not ask them to do any work for you.

Student workers(s)

Student worker(s) work on departmental business affairs and for faculty. You may not ask them to do any work for you (such as copying, etc.)

Kaffeestunde

If you are in charge of Kaffeestunde, you are also in charge of making the coffee. After Kaffeestunde see to it that the room is cleaned. If coffee, sugar or coffee whitener is low after your Kaffeestunde, make a note for the next TA.

Bicycles are not allowed on the 15th floor according to campus policy.

Smoking and preparing hot meals is not allowed in University Hall and classroom buildings, including offices.