Northwestern

WEINBERG COLLEGE OF ARTS & SCIENCES

Department of
Spanish & Portuguese

GRADUATE PROGRAM
in Spanish and Portuguese

Graduate Student Handbook 2026-2027

Table of Contents

Ph.D. Degree Requirements & Guidelines 4

Coursework Requirements and Time to Degree 4

Courses 4

Languages 6

Proposal 6

Qualifying Exam 6

Prospectus 7

Dissertation 9

Events/Professional Development 10

Teaching 10

Five Year Trajectory 11

Curriculum 17

Course Identification and Numbering 17

English as a Second Language 20

Registration 20

Interdisciplinary Clusters 22

Advising 24

Academic Progress 25

Annual Progress Report 26

Grade Policy and Satisfactory Progress 26

Departmental Grounds for Academic Probation 26

Appeal Procedures 26

TGS' Criteria for Satisfactory Academic Progress 26

Probation 28

Dismissal from the Program 29

Graduate Assistantships 29

Interdisciplinary Graduate Assistantships and Service Opportunities 29

Presidential Fellowship 30

Franke Graduate Fellowships 30
Digital Humanities Research Grant 31
Cyrus DeCoster 31
Summer Travel and Professional Development Grants 32
LACS Summer Research Grant 32
Career Development Grant Program for Humanists and Social Scientists 32
Summer Language Grant (SLG) 33
Interdisciplinary Conference Travel Grants Mellon Affiliated Students 33
Buffet Institute Graduate Student Grants 34
Boren Fellowships 34
Graduate Student Representative 36
Dealing with Conflict 36
Certificate Programs 38
Professional Development Planning 38
NU Directions 39
Language Acquisition 42
Language Courses During the Academic Year 43
Student Associations 43
Libraries 44
Leave of Absence 44
Personnel 45

Ph.D. Degree Requirements & Guidelines

Coursework Requirements and Time to Degree

The course requirements reflect the Department's desire to provide its graduate students with a firm grounding in Latin American, Iberian, and U.S. Latino literatures and cultures. The course requirements contain both mandatory courses that provide essential tools for scholarly investigation as well as a high degree of flexibility that allows students to specialize in particular subfields and to undertake interdisciplinary investigations.

Students are required to take a total of 20 courses: 9 courses in each of the first two years of study. During the second year, when typically, students hold teaching assistantships, the program's flexibility will also allow students to take independent study classes. Third year students are required to take two courses (496 and 560) and may have the option to opt out of 560 if they have prior MA teaching experience. The time to degree will typically be five years. If newly admitted students are not already fluent in both Spanish and Portuguese, language study during the summer prior to matriculation is encouraged. More information regarding languages can be found on the following pages.

Courses

Individualized programs of study tailored to students' diverse interests and levels of preparation are supported. Students are encouraged to seek coursework and advisors from among departmental faculty and affiliated faculty at Northwestern.

1. Required Courses.

Departmental Courses:

During the first two years, our graduate students must complete at least two courses each quarter within our department. In addition, the following three courses are required as part of their coursework during the first three years.

SPANPORT 495 - Practicum in Scholarly Writing and Publication, when offered

SPANPORT 496 - Dissertation Prospectus Colloquium (Fall of 3rd Year, when offered)

SPANPORT 560 - Foreign Language Teaching: Theory and Practice (Winter of 3rd year)

Extra-Departmental Courses:

Students are required to take at least 2 courses germane to their areas of interest *outside* the Department of Spanish and Portuguese. These courses will be chosen in consultation with

the DGS and/or the student's main advisor.

2. Independent Study & Research.

Two types of advanced courses, 499 Independent Study (or 499 Projects) and 590 Research, are applicable to residency credit but bear restrictions concerning either when they may be taken during a student's academic career or total allowable credits.

590-Research

Department courses identified as 590 Research, which apply toward residency, may be taken for one, two, three, or four course units per quarter. Generally, this registration is not available to students until a core of basic courses has been completed. All 590 Research registration must be taken on a P/N basis. A grade of K, not a Y, is given when the work for 590 is still in progress. The one-year deadline to make up an incomplete does not apply to the K grade.

499 Independent Study

Graduate students may enroll in SPANPORT 499 as a third course in the Spring quarter of their first year; in the Fall quarter or in the Winter quarter of their second year when SPANPORT 495 is not offered.

Northwestern University is affiliated with the Traveling Scholar Program, sponsored by the Committee on Institutional Cooperation (CIC), a consortium of the Big Ten universities and The University of Chicago. This program enables a full-time PhD student in any of the participating universities to register for courses at other CIC institutions upon the recommendation of the student's advisor and with prior agreement between the advisor and the course instructor.

Students who wish to participate must begin the application process six weeks prior to the first day of class. For appropriate forms and more information, see the CIC Web site.

3. Transfer Credit.

In rare instances, at the end of their first year of study, students who have completed significant graduate-level coursework before enrolling at Northwestern may petition the Graduate Studies Committee for up to two course exemptions.

4. Maintaining Full-Time Status.

Students must register for 3 credits each quarter. Students must register for SPANPORT 590 for ***3 Credits*** during the summer quarter of 1st and 2nd year. Once students have completed coursework and are ABD, they will be required to register for TGS 500 (0 Credits) every quarter thereafter.

Languages

Students must be fluent in English. Students must also be fluent in either Spanish or Portuguese. If Spanish is the primary language of research, students must demonstrate knowledge of Portuguese, or vice-versa. Furthermore, depending on their area of specialization, students will be encouraged to demonstrate knowledge of an additional language germane to their area of research. This requirement recognizes the linguistic plurality of Latin America, Iberia, and their diasporic and formerly colonized populations worldwide, and stresses the importance of working cross-culturally in these contexts.

Students may demonstrate proficiency either by placing into SPAN 201 or PORT 201 (as applicable) or by completing coursework (with PASS grade) equivalent to the prerequisite for SPAN 201 or PORT 201. The requirement regarding proficiency in the secondary language(s) must be fulfilled by the end of Fall quarter of the third year; students are encouraged to satisfy this requirement by the end of the first year.

In the summer or early fall before the first academic year, incoming graduate students will take the diagnostic exam used at Northwestern to determine the competence of entering freshmen in non-English languages. In consultation with the Director of Graduate Studies, the student will take the exam in his or her secondary language/s (Portuguese or Spanish and another language if necessary) as administered by the Spanish or Portuguese Language Programs (and, if appropriate, another Northwestern language department or program) and/or the Northwestern Council on Language Instruction.

Proposal

The proposal is a 5–7-page document (12-point font, double-spaced), plus bibliography (one page) to be submitted at the end of the second year. Typically, the proposal should include the following elements: (1) Introduction; (2) Research preparation and contribution to the field; (3) Methodology and work plan; (4) Research aims and structure (5) Conclusion. It must be submitted to the professor of SPANPORT 496 by the first day of class in 3rd year. It must be approved by the committee by the end of fall quarter of 3rd year.

Qualifying Exam

The Qualifying Exam allows the student to demonstrate a specialized knowledge of the fields most relevant to support the proposed dissertation research. (The exam demonstrates that the student is "qualified" to undertake the proposed research in terms of relevant content as well as theory and methods.) The exam is administered as a four-day take-home exam (for example, questions are given Thursday 9.00am and responses are due Monday 9.00am). It comprises of three questions. The student must answer two of the three questions (one in English, one in Spanish or Portuguese), with each response being 12-15 pages in length. The qualifying exam is taken in mid-October of the third year.

The qualifying exam is based on a reading list of 75-100 items (books, articles, or cluster of articles, films etc.) composed in consultation with the committee; the reading list should be finalized by the end of the spring quarter of the second year, and it should contain a statement explaining the rationale of its composition. An oral exam of no more than two hours is conducted by the student's exam committee within two weeks of the written exam. The subject matter of the oral exam will be the two essay responses.

In the absence of approval – i.e., if any portion of the exam is not passed – the Graduate Committee will determine whether the student may retake the exam; if a retake is approved by the Graduate Committee, the student must retake it within one quarter (i.e., by the end of the quarter following the first exam). If the student does not pass the exam for a second time, s/he will be asked to leave the program. In exceptional cases, a student who has failed the exam for a second time, may petition the DGS to pursue a terminal M.A. degree, which must be completed by the end of the quarter following that exam.

Exams are taken on a Pass/Fail basis. Both sections of the exam must be approved in order to receive a Pass. In the case of a Fail in any or all of the two parts, a written commentary must be provided by the examiners to the chair of the examining committee, who will forward it with the committee's report to the Director of Graduate Studies. In order to take the exam, students must have completed all courses (i.e., have no incompletes) prior to the quarter in which they will take the exam.

A student may appeal a failing grade on the qualifying exam to the DGS or (if the DGS is a member of an exam committee) to the chair of the department. The DGS or Chair will then convene an ad hoc committee composed of three faculty members, who will give the student's exam a fresh reading and decide whether or not they concur with the initial decision. This committee's ruling will be final.

Prospectus

The **prospectus** is a prescriptive blueprint of the research to be undertaken in the dissertation, to be submitted no later than February 10th and for approval no later than March 10th of the third year. **It must be written in English.** No more than 10 double-spaced pages (plus exam lists and dissertation bibliography), it includes the following elements, usually in this order:

- TITLE — Emphasize key topics to be addressed.
- PREMISE — State in a paragraph the premise or hypothesis of the study.
- SCOPE — Explain the parameters of the study and the rationale for them (e.g., temporal, geographical, and topical).
- JUSTIFICATION — Argue the significance of the study in light of previous scholarship, including other dissertations.
- THEORETICAL APPROACH/CONCEPTUAL FRAMEWORK/METHOD — Explain and justify the proposed methods of research and analysis.

- RESOURCES — Describe required resources, their location and accessibility; describe any resources already examined. Include any necessary logistical considerations, e.g., "the estate of Jorge Luis Borges has given me unlimited access to family papers (letter attached)," or "the Gulbenkian Foundation has promised funding to support field research in Cape Verde (letter attached)."
- CHAPTER OUTLINE — Indicate the units or steps in the argument or study, with some estimate of the scope and length for each.
- DISSERTATION BIBLIOGRAPHY — Provide a working bibliography of relevant sources already consulted and those that will need to be consulted. Do not prepare an unselective bibliography of the sort that is generated by computerized subject searches.

The final version of the prospectus must be turned in by <u>February 10th</u> and approved by the committee by <u>March 10th.</u>

<u>Procedures for changes in dissertation prospectus</u>

After the student has been admitted to candidacy (i.e., after the student has passed the PhD Qualifying Exams and the original prospectus has been approved):

1—Substantive changes to the dissertation project require formal approval by the student's Qualifying/Dissertation committee, based on a revised prospectus.

2—The chair of the student's Qualifying Exam/Dissertation committee should notify all committee members as soon as the student indicates that s/he would like to make major substantial changes to the approved project prospectus and should keep all committee members informed about the student's plan while in preparation.

3—A revised prospectus may be submitted to the committee for consideration no later than October 15th of the Fall quarter of the fourth year.

4—The student's committee will review the new project and, if necessary, will meet with the student to discuss the revised prospectus. In the event that a change in committee membership is necessary, the evaluation and approval of the revised prospectus will be undertaken by the existing committee, in consultation with any proposed new members. The new committee will be constituted after approval of the revised prospectus.

5—The new project prospectus must be approved by the student's committee no later than December 15th of the Fall quarter of the fourth year in order for the student to remain in good standing in the program.

Dissertation

In accordance with the regulations of The Graduate School, the dissertation is an original contribution to the study of Latin American, Iberian, and/or U.S. Latino literatures and cultures. Per Graduate School policy, for dissertations written in a language other than English, the student is required to write a 10–20-page summary of the dissertation in English which must be included as an appendix; the dissertation abstract must also be in English.

An oral defense of the dissertation is required. The defense takes place no later than five weeks after the submission of the dissertation to the Dissertation Committee. All members of the dissertation committee must be present at the defense, either in person or by electronic conferencing. Although the dissertation committee has responsibility for questions and comments, once it has completed the evaluation and in consultation with the doctoral candidate, the committee has the prerogative to give members of the audience the opportunity to ask questions.

For requirements regarding preparation and style of the dissertation, the doctoral candidate should consult the Graduate School's material on the preparation and submission of the dissertation https://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#dissertation.

If the dissertation does not conform to these instructions, it will not be accepted by The Graduate School. Please note also that students must complete the on-line Final Exam Application, accessible through Caesar, prior to the defense.

We urge candidates to submit a copy of their dissertation for each member of the committee. The dissertation must follow the instructions outlined by The Graduate School with respect to form. The *MLA Handbook for Writers of Research Papers* is the guide in all other matters of style.

a. Dissertation Embargos Policy: ***Doctoral dissertations may be embargoed for a maximum of two years upon request of the author and endorsement by the dissertation's director. This pertains uniformly to all formats in which a dissertation is filed and/or stored.***

b. Dissertation Editing Policy: ***All dissertators should consult with their advisors about appropriate forms of assistance before assistance is rendered. Dissertations should acknowledge assistance received in any of the following areas:***

1. Designing the research
2. Executing the research
3. Analyzing the data
4. Interpreting the data/research

5. Writing, proofing, or copyediting the manuscript

This would normally be indicated in the acknowledgement section of the dissertation. Failure to do so constitutes grounds for an academic integrity violation.

Events/Professional Development

Graduate students are expected to attend all department-sponsored events, including seminars, colloquia and extra-curricular activities that enhance their area of expertise. 1st and 2nd year students are required to attend all department-sponsored events. Regular meetings with the GSC and/or DGS are mandatory.

Teaching

Students are expected to hold teaching assignments during the second, third and fourth years and register for SPANPORT 570-0 Teaching Assistantship and Methodologies or SPANPORT 560 – Foreign Language Teaching: Theory and Practice, depending on their assignment to either to t-line faculty led courses or SLP faculty led courses. When TAing for major and minor literature and culture courses, they will register under the t-line faculty teaching the course; when teaching in the Spanish Language program course, they will register under the SLP director as immediate supervisor for their language teaching.

In the Spring of the 3rd Year, students are required to participate in the **Graduate Student Instructor (GSI) Shadowing Program.** They will be assigned a mentor from the Spanish Language Program whose classes they will attend.

In some cases, students may, with the permission of their advisors, substitute teaching for other forms of research assistantships or internships (see examples on page 28 below). Students may also petition the DGS/ GSC to use one or more quarters of the fellowship year at an earlier time, depending on the student's research needs.

By the end of year four, each student should have compiled a Teaching Portfolio. TP are an important part of the job application process, but it can often be challenging to understand how to develop and make them effective. Students are encouraged to participate in one of the Searle Center for Advancing Learning and Teaching workshops, usually offered in Spring:

https://www.northwestern.edu/searle/programs-events/grad/workshops.html

Five Year Trajectory

Course Work and Academics	Teaching
Year One (nine courses)	
Summer: Language training advised	
Fall: • Two SPANPORT courses [SPAN 300-level course can be substitution] • One elective • Second language diagnostic exam	Fellowship
Winter: • Two SPANPORT courses • One elective • Second language training, if applicable	Fellowship
Spring: • Two SPANPORT courses • One elective or Independent Study • Second language training, if applicable • English language exam, if applicable **Students must identify their Advisor by May 15th**	Fellowship
Summer: Study/research abroad	
Year Two (eight courses + 590 research)	
Fall: • Two SPANPORT courses • One SPANPORT course or Elective or Independent Study	TA/ RA assignment
Winter: • Two SPANPORT courses • SPANPORT 495 when offered **Students must identify their Qual. Exams/Dissertation Committee by the end of Winter Quarter.**	TA/ RA assignment

Spring: • Two SPANPORT courses • SPANPORT 590 (3 Credits)- [This registration is aimed at providing time for preparation of Qual. Exam Lists in consultation with advisor and committee] **Qualifying Exams Lists due by June 15th**	TA / RA assignment
Year Three (two courses)	
Fall: • **SPANPORT 496 –** Dissertation Prospectus Writing Workshop, when offered. **September 1st (or immediate business day after):-** Proposal due to committee **September 15th (or immediate business day after):** Faculty approval due Week 6-7 of Fall Quarter (TBD) 4-day **Qualifying Written Exam** period	No Assignment

Week 7-8 of Fall Quarter (TBD) Qualifying **Oral Exam with committee**	
Winter: • **SPANPORT 560 – Foreign Language Teaching Theory and Practice** **Prospectus** due to committee by February 10th **Final Approval** of Dissertation Prospectus by March 10th • Admittance to candidacy	No Assignment
Spring: • **Searle Center Teaching Certificate (optional)**	**Graduate Student Instructor (GSI) Shadowing Program**
Year Four	
Writing	Teach Language Course Sequence
Year Five	
Dissertation Defense 6th year funding application due March 15th (see Pg. 16)	Fellowship Year

Year One:

Language Proficiency: students must take the *Portuguese* or *Spanish* diagnostic (or English, if applicable) exam by the end of September at the latest. In the case of Portuguese, Spanish speakers with no knowledge of Portuguese are strongly recommended to take Port 115-1 and 115-2 during the Winter and Spring quarters, unless they plan to take intensive Portuguese during the following Summer elsewhere. These classes must be taken as a fourth class. In the case students have the necessary proficiency, it is recommended that they take a 300-level literature class in the target language that has been approved for graduate credit.

All students whose primary language is not English will be required to take the Versant English Test upon arriving at Northwestern. See "Specific Requirements for Graduate and Teaching Assistants":

https://www.tgs.northwestern.edu/funding/assistantships/graduate-and-teaching.html

ESL Classes -Northwestern University offers a variety of ESL classes and workshops to assist in your mastery of the English language, including Pronunciation and Intonation (beginning and advanced), Conversation and Fluency, Culture and Fluency, American Academic Culture, Academic Writing, and Academic Presentations. Free Test of Spoken English preparation workshops are also offered on a non-credit basis. In addition to these classes, you are welcome to participate in free weekly tutoring sessions aimed at refining your speaking and writing abilities. Please visit the English Language Programs website for more information about these and other English language services.

There are also three additional ways students may fulfill the English language requirement:

TOEFL Speaking Section sub-score: A score of 26 or higher (out of a possible 30) on the Speaking Section of the TOEFL internet-based test will now fulfill TGS's English proficiency requirement. Students who submit a score in this range will not be required to take the Versant test upon arrival at Northwestern and can consider their proficiency requirement to be met.

Two Versant test scores of 63 or 64: Students who score within the two-point margin of error for passing the Versant test on two separate occasions will fulfill the English proficiency requirement. The tests need not be consecutive.

Teaching demonstration in LING 480: This course focuses on spoken English for effective communication in the American classroom. Students explore strategies for engaging non-expert audiences introductory concepts in their fields, and practice communicating information typical of introductory-level courses.

Linguistics 480 is designed to prepare students for a live Teaching Demonstration Assessment delivered toward fulfillment of The Graduate School's English Proficiency Requirement**.** It is offered during the summer quarter in collaboration with expert instructors from the Searle Center for

Teaching Excellence.

Linguistics

Coursework: During the first year, students will explore and delineate the theoretical, geographical and historical foundations for their work. Independent Studies are not recommended during the first year. Students are expected to attend department events and are strongly encouraged to attend events in other departments as well. Students are also expected to become familiar with scholarly journals and other publications in the field, as well as with professional debates published in the MLA's *Profession* and the *ADFL Newsletter*.

Teaching: Students will not have teaching assignments during the first year.

Summer: the first summer of the graduate career is crucial for students' language training and preliminary or exploratory research for the dissertation. Research and/or study abroad are highly recommended.

Advising: During their first year in the graduate program, all students are advised by the Director of Graduate Studies. The DGS guides students in selecting courses based on each student's preparation in the field and his or her proposed areas of specialization, oversees the student's plan for meeting language requirement/s, monitors the student's progress through the program's milestones and advises on the choice of dissertation advisor.

By **May 15th** of Spring Quarter of the 1st year, the student must identify a faculty member willing to serve as a dissertation advisor. Students are strongly encouraged to log in this information in their GSTS profiles as well as their 1st year coursework and scholarly activities information.

Year Two:

Language Proficiency: Before the beginning of their second year, the student must demonstrate proficiency in their 2nd language (refer to the Languages section of the handbook).

Coursework: Students continue to complete their coursework, taking seminars offered by the Department as well as selecting electives in consultation with their advisors. Students can also elect to take Independent Studies with available faculty.

- **When offered, students must take SPANPORT 495**
- **In Spring quarter of 2nd year students register for SPANPORT 590, under their advisor supervision.**

Research: During the second year students are expected to define their dissertation projects. The reading list is due at the end of the Spring quarter. The summer between the second and third year should be devoted to writing the proposal and final preparations for the qualifying exams, to be

taken mid-October of the third year.

Teaching: During their 2nd year students will hold TA assignments for Spanish or Portuguese courses. Students may be assigned to courses outside of their area of interest. In some cases, depending on availability, students may be assigned to serve as Research Assistants to faculty instead of TA.

Awarded by TGS upon recommendation by the department, TA and RA assignments for the academic year are finalized in Spring Quarter of the preceding year. Students will be appraised of their assignments for the next year at the close of Spring Quarter.

Teaching Assistant and Research Assistant positions are assigned by the Chair in consultation with the Director of Graduate Studies and, when appropriate, the Director of the Spanish Language Program. TA, RA, and other assignments depend on a number of variables beyond departmental control. We make every effort to match courses to students' interests and expertise, but undergraduate curricular needs ultimately must take precedence. Due to unforeseen and unavoidable scheduling exigencies, one or more students' TA assignments may have to be changed. In such cases, every effort will be made to notify the student as soon as possible. Students will always receive appointment letters with the details of their TA or RA assignments 30 days in advance to the start of the quarter.

The mandatory duties of the TA assignment include:

- Careful and active reading of all assigned materials on the syllabus
- Attending all class meetings
- Giving advance notice of any non-emergency absence
- Meeting with the professor on a regular basis
- Grading students' essays and/ or exams in accordance with the professor's instruction and guidelines
- Holding office hours (two hours per week; according to WCAS policy, on two different days of the week)
- Leading part or all of the class on at least 2 but no more than 3 occasions*
- Helping the professor with logistical, technological, or other aspects of the course.

  * Occasionally, students might be assigned to TA for a large 200-level lecture class, which includes running small weekly 50-minute discussion sections. Regardless of weekly schedule, students should lead class the same amount of time (a maximum of roughly 150 minutes).

Advising: The dissertation advisor will be responsible for overseeing and reporting to the DGS about the student's progress after the first year, including milestone progression, exams, reading lists, coursework preparation for exams and any other necessary advising. By the end of the Winter quarter students should identify the members of their Qualifying Exams / Dissertation committee and log in this information in their Graduate Student Tracking System profiles.

Year Three:

Coursework: During the Fall Quarter of their 3rd year, students take SPANPORT 496: Dissertation Writing Workshop, when offered.

During the Winter of their 3rd year, Students take the Language Methodology Course in preparation for their language teaching assignments. In Spring quarter students will be assigned to in 100- and 200-level language classes. Their observations, class activities preparation and class teaching will be evaluated by the SLP director in consultation to the faculty instructor they are shadowing. Both SLP and Language course instructor will be in conversation with DGS and graduate student advisor to identify possible areas of improvement in language pedagogy as well as areas of positive teaching to support the graduate student teaching portfolio.

Proposal: See previous description on page 6. Deadline for submission to professor of SPANPORT 496. Deadline for committee approval is at the end of fall quarter.

Qualifying Exam: See previous description on page 7-8. Exams are administered during weeks 6-8 of Fall Quarter.

Prospectus: See previous description on page 6-7. Dissertation prospectus final approval due on March 10th.

Research: Completion of all requirements to advance to candidacy. Candidates seek external funding (if appropriate) to support study abroad in the fourth year; conduct research toward the dissertation; draft chapters; participate in professional activities (as appropriate).

Teaching: Students will not TA in the fall of the 3rd year in preparation for the qualifying exams or when taking Language Methodology Course. Students will participate in the **Graduate Student Instructor (GSI) Shadowing Program** in Spring Quarter.

Year Four:

Research: During this year students will focus on research and writing. If appropriate, they may also travel abroad to conduct research.

Teaching: During their fourth year, students will teach a language course complete sequence through the three quarters. Their assignments will be coordinated by the Chair in consultation with the DGS and Language Program Director. Students will be appraised of their assignments for the next year at the close of Spring Quarter. When teaching their own sections of language courses, they will attend general meetings of the language program and meetings of language coordinators, where they will learn about planning syllabi and preparing exams, among other

things. Normally, students will teach their own section of an introductory, intermediate and/or advanced language course.

They will report to their course coordinators and their advisor, who will observe their teaching once each year. It is highly recommended that all students complete the Searle Center Teaching Certificate.

By the end of year four, each student should have compiled a **teaching portfolio.**

Graduate students who are TAs or instructors may arrange to have their teaching observed by a Searle Graduate Teaching Fellow. The goal of this service is to provide constructive feedback about TA's teaching. All observations are strictly confidential, though participants may wish to inform their departments or potential employers of the efforts they have undertaken to improve their teaching. Visit the Searle Center website to request an observation.

Year Five:

Research: Writing and defense of the dissertation.

Fellowship year: no teaching assignment.

All, or part of the fifth-year fellowship may be used at an earlier time, depending on the student's research needs.

Students wishing to apply for a sixth year of graduate funding should send a statement to the Director of Graduate Studies by March 15th of their fifth year. The statement should detail the progress the student has made on the dissertation and should describe the work the student plans to complete during their sixth year. The student's dissertation director will be asked to submit a statement concerning the student's petition by March 30th.

Curriculum

Course Identification and Numbering

Courses are arranged in levels designated by number. The 300-level courses are primarily for advanced undergraduate and graduate students; 400-level courses or seminars are primarily for graduate students; 500-level courses are for graduate students only and are primarily research seminars or courses in which special research is conducted by an individual student under faculty direction.

With the consent of the DGS, students may enroll in a limited number of TGS-approved 300-level courses. Generally, graduate students enrolled in these courses will be expected to complete work

beyond that required of undergraduates, such as additional reading, in-depth research, and/or a significant written component, as per Graduate School guidelines.

300-level undergraduate courses
Provided they are listed in CAESAR as Graduate School courses (TGS), 300-level courses may count towards students' graduate coursework.

SPANPORT 401 Introduction to Literary and Cultural Theory Introduction to theoretical and critical traditions in Latin American and Peninsular traditions and elsewhere.

SPANPORT 410 Topics in Early Modern Literatures and Cultures
Analysis of primary works and the major critical theories and debates regarding the literary and cultural production of the Early Modern period (Golden Age Spain and/or Colonial Latin America).

SPANPORT 415 Studies in 19th Century Literatures & Cultures
Analysis of the discursive models of nineteenth and early twentieth-century Latin American and/or Iberian literary and cultural production. Topics vary. May be repeated for credit with a different topic.

SPANPORT 420 Studies in Twentieth-Century Literatures and Cultures
Analysis of movements, trends, and issues in twentieth-century Latin American, Iberian, and/or U.S. Latino literary and cultural production. Topics vary. May be repeated for credit with different topic.

SPANPORT 425 Studies in Contemporary Literatures and Cultures
Analysis of recent movements, trends, and issues in recent Latin American, Iberian, and/or U.S. Latino literary and cultural production. Topics vary. May be repeated for credit with different topic.

SPANPORT 430 Topics in Latino/a Literatures and Cultures

Analysis of the major critical theories, debates and proposals regarding the literary and cultural production of U.S. Latino/as, including popular culture, the media, and expressive arts.

SPANPORT 450 Topics in Cultural Studies
Analysis of specific topics and debates within cultural studies and visual culture in Latin American and/or Iberia. Thematic focus varies. May be repeated for credit with different topic.

SPANPORT 455 Comparative Studies in Latin American and/or Iberian Literatures and Cultures
Study of diverse works, figures, genres, and traditions from Latin America and/or Iberia that have engaged with related topics, forms, and/or currents from inside and outside these regions. Focus and materials will vary each year. May be repeated for credit with different topic.

SPANPORT 480 Topics in Latin American Literature and/or Iberian Literatures & Culture (1 Unit)
This seminar course explores Iberian and Latin American cultural and political issues in relation to particular representational techniques, prominent literary traditions, subject- and national-making practices, and varied forms of writing literary texts. Topics vary.

SPANPORT 490 Current Readings In Iberian and Latin American Criticism and Theory
This course will involve intensive student-driven reading and discussion on current topics in Latin American and Iberian theory and criticism. It will be run as a tutorial and an environment for intellectual exchange. It is encouraged as an alternative to independent studies. Students will compose their own reading lists and prepare an annotated bibliography and give weekly presentations.

SPANPORT 495 Practicum in Scholarly Writing and Publication
Workshop intended to help students to design, research and write a scholarly article. Required for all graduate students in their second year.

SPANPORT 496 Dissertation Prospectus Writing Workshop
This course seeks to impart to students the knowledge necessary to answer the questions: what is a dissertation, and how do I write one? In the spirit of a workshop, we will work as a group to foster and cultivate the skill sets necessary to formulate and articulate an organizing question adequate to the charge of a significant, independent, multi-year research project. We will call this first stage the prospectus, and we will figure out what it is and how best to write it. We will try to distill multiple and often conflicting statements, expectations, and/or fears about what the dissertation is so we can effectively undertake its preparation and writing.

SPANPORT 499 Independent Study
Graduate students may enroll in SPANPORT 499 as a third course in the Spring quarter of their first year, in the Fall quarter of their second year, or in the Winter quarter of their second year when SPANPORT 495 is not offered. You must file a petition for Independent Study. You can download the form and instructions here. Independent Study or speak to the graduate program administrator.

TGS 500 Advanced Doctoral Study
Available to doctoral students who have completed the residency requirement of eight quarters of full-tuition registration within their program and are receiving aid from the University. Also appropriate for students receiving financial aid or on F-1 and J-1 visas. Provides full-time status but is not a required registration.

TGS 509 International Student Institute
Required for all international PhD students designated as International Summer Institute Fellows. Intensive instruction in English; immersion into American social and academic culture and life.

TGS 512 Continuous Registration
Required for all students who are continuing in their degree programs and are not registered in program coursework or any other TGS course (500, 588,). This includes students away from campus or on leave for any reason (medical, family, research, etc.) and students who are unfunded (without any stipend or tuition scholarship).

TGS 513 Advanced Continuous Registration
Doctoral students are expected to complete the degree before the end of the ninth year from the date of matriculation (and must be continuously registered from the time of matriculation to the time of completion). Students who have not finished by that time may continue to work towards completion but will be required to register in each of Fall, Winter, and Spring Quarter for TGS 513 and pay the corresponding tuition.

SPANPORT 560 Foreign Language Teaching: Theory and Practice
Current approaches to the teaching of Spanish as a Second Language. This course is designed for students in the graduate program in Spanish and Portuguese who will be teaching Spanish at Northwestern University, and undergraduate students who are planning to become Spanish instructors. Students who have previous MA teaching experience may opt out of this requirement with permission from the DGS.

SPANPORT 570 Teaching Assistantship and Methodologies
Tutorial, taken on an ungraded basis, arranged between individual students and faculty, which include attendance at advanced undergraduate course lectures and service in teaching assistantships.

SPANPORT 590 Research
Independent reading and research

Registration

The University's on-line registration system is called "CAESAR" and is accessible at https://caesar.northwestern.edu/. Course listings and descriptions are available on CAESAR, as well as information on whether courses require permission. For courses that require permission, students must obtain a permission number from the instructor or the graduate program assistant prior to registering.

Registration Requirements
Registration is required of all graduate students, from the quarter of entry until the quarter of completion of the degree, including summers. The specifics of registration are as follows:
Students register for a minimum of 3 and a maximum of 4 courses every quarter.

In years 2 and above, when students typically TA and/or do not take a full load of courses, they register for one unit of **SPANPORT 570** each quarter they teach under the supervision of either t-line faculty instructor or SLP director.

After students have completed their required course work (typically in years 3 and above) they register every quarter for TGS 500 (if funded by the university) or TGS 512 (if not funded by the university), as well as one unit of **SPANPORT 490** for each course they teach.

In order to receive summer support, students need to register for Summer Quarter (3 units of **SPANPORT 590** in year 1-2 or **TGS 500** in years 3-4). Students who are no longer receiving summer support need not register for summer.

Current students unable to register online may do so by e-mailing the Graduate Program Assistant.

Doctoral students must register for eight quarters of full-tuition registration within their programs. Students who complete the requirements for the PhD in fewer than eight quarters, after all residency and course requirements are met, need only register for TGS 500 in those quarters between the completion of both residency and candidacy and the submission of the dissertation or if they are receiving aid from the University.

Summer Session Course Load
Full-time registration in the Summer Session is defined as follows:

- three eight-week courses
- two eight-week courses plus one three-, four-, or six-week course
- one eight-week course plus two six-week courses
- 590 Research within student's program for three or four units
- TGS 588 Resident Master's Study, TGS 500 Advanced Doctoral Study, or TGS 512 Continuous Registration
  (See the Curriculum section of this document)

The Graduate School considers any other registration to be part time. No student may register for more than three units in any one eight-week Summer Session except for 590 Research. Students who complete course work for a master's degree exclusively during the summer are required to spend a minimum of twenty-four weeks registered in The Graduate School.

To register for the Summer Session, a student must have been admitted for that quarter through the regular admission procedure. See the Academic Calendar on this Web site for Graduate School deadlines. Individual schools may require additional materials and may have earlier deadlines.

Full-Time Status after Completing Course Requirements

Eligible students may maintain full-time status at reduced tuition by registering, as appropriate, for TGS 588 Resident Master's Study, TGS 500 Advanced Doctoral Study, or TGS 512 Continuous Registration. These registrations do not count toward the accumulation of quarters of residency required for a degree. A more detailed description of these courses is given on the Curriculum page of this document.

Any alterations in the coursework timeline can be managed through Leave of Absence requests. Per the continuous registration policy, all doctoral students must be registered at Northwestern University in each of the Fall, Winter and Spring terms until all degree requirements have been completed, including dissertation submission to The Graduate School.

Interdisciplinary Clusters

Students interested in pursuing a PhD in Spanish and Portuguese are encouraged to find a second intellectual "home" in an interdisciplinary cluster.

- At the time of admission into their respective programs or at some point during a student's first year of study, participants in the Interdisciplinary Cluster Initiative designate an interdisciplinary "cluster" they would like to join. In their first and second years, students take some courses with other cluster members, while also participating in other cluster activities, such as conferences, seminar series, symposia, etc.
- Students admitted directly to the cluster and a department, are noted as "cluster fellows" and will be provided with two years of fellowship as part of their five-year funding package, as well as with a $1000 research account.

  http://www.tgs.northwestern.edu/academics/programs/clusters-and-certificates/index.html

English as a Second Language

The English Language Learners Program at Northwestern University provides opportunities for international graduate students to improve their language proficiency for graduate study and professional development. Our instructors and tutors are Ph.D. students and lecturers in the Department of Linguistics with extensive training in the sounds, structure, and use of English. We offer courses, individual tutoring sessions, native accent speech training software, a cultural orientation program for new graduate students, and preparation workshops for SPEAK exams. Northwestern University visiting scholars, research associates, faculty, and staff are also eligible to use our services when space is available. All of these services are offered on the Evanston campus and are free of charge.

OTHER ENGLISH LANGUAGE PROGRAMS AT NORTHWESTERN

The International Summer Institute provides intensive language instruction and acculturation to international students admitted to a Ph.D. program at Northwestern in the summer before they begin coursework. Students are nominated by their admitting departments; this program is not open to the public. The program includes coursework, tutoring, an extensive calendar of social events, and special sessions devoted to integration into the academic community, including a one-day research conference.

The Speech and Language Clinic in the School of Communication offers accent modification classes and one-on-one tutoring to members of the Northwestern community and the general public. Instructors are students and faculty in the Master in Speech Pathology program.

The Linguistics 380 series of classes addresses all aspects of oral language skills, from informal conversational English to formal academic English. Section 21, Conversation and Fluency; Section 20, Culture and Fluency**;** Linguistics 380, Academic Presentations (offered only in Spring).

Linguistics 381- Written English for Nonnative Speakers

This course focuses on written argumentation skills needed by graduate students for writing class assignments, journal articles, theses, and dissertations, as well as all other aspects of academic writing. The class is tailored to the particular skills and needs of the students enrolled in the course. Work on assignments for other classes, research papers, and thesis chapters are incorporated into the class plan. This course also makes extensive use of the Course Management System (CMS/Canvas) for assignments and quizzes.

The text for the class is Academic Writing for Graduate Students: A Course for Nonnative Speakers of English, 2nd edition, by John M. Swales and Christine B. Feak (University of Michigan Press). Students will also need a writing handbook suitable for their field of study. The text will be available at the Norris Bookstore.

The class meets once a week in a three-hour seminar format. Students are expected to complete short assignments, to keep a written journal, to work on a longer piece of writing, and to participate in class discussions. Class size is limited to 15 students in order to allow for maximum individual attention. P/N (Pass/No Credit) registration is strongly encouraged for this course.

Linguistics 480 - American Academic Culture

This is a new *English as a Second Language* writing course in which students explore the structure of the English language through observation and analysis of the written language of teaching and teachers. Students will investigate the ways in which teachers and students communicate through writing, including syllabi, the Course Management System (Black Board), PowerPoint

presentations, classroom handouts, e-mail, and so on. Students will practice the use of these forms in preparation for becoming teachers themselves, developing their skills with the use of instructor and peer feedback.

The course will be co-taught by Dr. Erin Leddon, a lecturer in the Department of Linguistics, and Dr. Robert Gundlach, the Director of the Writing Program. The course is a requirement of the CLINIC program and priority registration is given to CLINIC students, but other students and Northwestern affiliates may also enroll if space is available.

PLEASE CONSULT DEPARTMENT OF LINGUISTICS FOR UPDATED INFORMATION.

Advising

Advisement during the first year: Director of Graduate Studies

Students are advised by the Director of Graduate Studies during their first year in the graduate program. The DGS guides the student in selecting courses based on the students' preparation in the field and his or her proposed areas of specialization, oversees the student's plan for meeting language requirement/s, minds the student's progress through the program's milestones as established in section IV above, and advises on the choice of dissertation advisor. Students are encouraged to identify their advisors early in the spring quarter and consult on summer reading lists and research plans.

Advisement after the first year and on the Qualifying Exam

By the end of the first year in the program, the student will have identified a faculty member willing to serve as a dissertation advisor. In consultation with the DGS, the advisor will be responsible for overseeing the student's progress after the first year. When a student identifies his/her advisor, s/he must inform both the DGS and the office staff and log the information in the TGS's Graduate Student Tracking System. Any change in advisor must be undertaken in consultation with the DGS. If the student does not select a dissertation advisor by the end of the first year, the DGS will assign one by the end of the first quarter of the second year.

The Qualifying Exam committee comprises 3 (or in some cases 4) members of the graduate faculty. Students must have formed an exam committee by the beginning of the spring quarter of the second year. At least 2 members of the committee must be graduate faculty from the Department, one of whom serves as committee chair; the third member may be a member of the graduate faculty from another Northwestern department or program. By the end of the spring quarter of the second year, and in consultation with all members of the committee, the student will compose a qualifying exam

reading list of 75-100 items. Normally, the exam committee continues as the dissertation committee; however, in some cases substitutions may be made.

Advisement beyond the Qualifying Exam: Dissertation Committee

The Dissertation Committee will guide the student in the research for and writing of the dissertation and then conduct the oral defense. The Dissertation Committee comprises at least 3 members: a Director (committee chair), a second member/reader, and a third member/reader. The Dissertation Director and the second member/reader must be members of the graduate faculty in the Department. The third member/reader may be a member of the graduate faculty in another Northwestern unit or at an institution outside Northwestern, either in the U.S. or abroad.

Terminal M.A.

In some cases, students may be advised by the end of Winter Quarter of their second year that they should complete a terminal M.A. rather than continue on to the Ph.D. degree. Requirements for the M.A. must be completed by the end of the second year. They are:

- Language proficiency in Portuguese and Spanish
- Minimum of 12 credits, including at least 3 courses at the 400 level or above
- A 20–30-page paper to be evaluated by a committee composed of at least two members of the graduate faculty

Funding ends immediately upon recommendation for the terminal M.A. The master's thesis must be completed by the end of the spring quarter with a minimum 3.0 GPA.

Academic Progress

Annual Progress Report

All students in the graduate program will receive an annual progress report at the end of the spring term. In preparation for the annual progress report, students must submit end-of-the-year materials. These consist of a list of milestones completed for the year, participation in conferences or other extra-curricular activities, external grants applied for and/or received, and an explanation of goals and progress. The reports should be submitted to the DGS no later than the last day of classes of Spring Quarter. These are reviewed by the graduate committee in conjunction with the student's transcript and written or oral evaluations from faculty. The graduate committee will generate a report summarizing the student's progress. **This information will be logged in and centralized in** TGS's Graduate Student Tracking System**.**

Students will receive this report regardless of their matriculation in the program (e.g., students who are post-candidacy). The report will include a review of the student's progress toward the

completion of the degree, including GPA, completion of milestones (e.g., language proficiency, submission of prospectus, selection of dissertation advisor and qualifying exam committee, satisfactory completion of qualifying exams, etc.), recognition of external fellowships and grants received, and participation in conferences. If progress has not been satisfactory, students will be made aware of the problems and provided with a) an opportunity to respond and, b) if appropriate, an opportunity to remediate, with explicit instructions as to how to do so.

Grade Policy and Satisfactory Progress

All students in the graduate program must maintain a cumulative GPA of 3.7 to remain in good academic standing in the program. Students who fall below this GPA requirement in any academic year may be placed on probation. The student will have one quarter following the academic year in which their GPA fell below the standard to bring it up to the required average. Students who fail to bring the GPA up to standard may be considered for dismissal from the program.

Departmental Grounds for Academic Probation

Students who fail to meet the minimum requirements may be placed on academic probation. Grounds for probation include, but are not limited to:

- Unsatisfactory completion of milestones
- Insufficient time spent as TA
- Falling below the required GPA
- Receiving an incomplete in more than one course in an academic quarter
- Failure to make satisfactory progress toward completion of the dissertation

Appeal Procedures

Faculty makes every effort to ensure that each student's progress is carefully reviewed and the resulting feedback is accurate and constructive. There may be, however, instances in which a student feels that a review decision is unjust or is based on incomplete or inaccurate information. If this occurs, there are appeal channels available to the student.

First, the student should discuss his/her concerns with the dissertation advisor in order to resolve any misconception or misperception. If the advisor and the student are not able to resolve the concern, an appeal may be directed to the Director of Graduate Studies and the Chairperson. The University policy for academic-related grievances is provided in the Graduate School Catalog.

(See TGS appeal policies and procedures)

TGS' Criteria for Satisfactory Academic Progress

Information on Satisfactory Academic Progress can be found on TGS website here:
http://www.tgs.northwestern.edu/about/policies/index.html

TGS sets the minimum standard for satisfactory academic progress. Programs may have additional criteria beyond TGS's for determining a student's academic standing. There are three sets of criteria that The Graduate School takes into account in determining whether or not students are making satisfactory academic progress:

- **Program length**. Doctoral students must complete all requirements for the Ph.D. within nine years of initial registration in TGS. Master's students must complete all requirements for the master's degree within five years of initial registration in TGS. Students who do not complete degree requirements by the established deadlines will not be considered in good academic standing, will not be eligible for financial aid and will be subject to TGS 513 (advanced continuous registration). Students may submit a petition to extend the degree deadline, but those students will not be eligible for financial aid and will be subject to TGS 513.
- **Grades and cumulative GPA**. A student whose overall grade average is below B (3.0 GPA) or who has more than three incomplete (Y or X) grades is not making satisfactory academic progress and will be placed on probation by TGS. Individual programs may have stricter criteria.
- **Internal milestone deadlines**. Doctoral students who have not been admitted to candidacy by the end of their third year (i.e., passed the qualifying exam), or who have not completed the dissertation prospectus by the end of the fourth year are not making satisfactory academic progress and will be placed on academic probation by TGS.

Programs may have additional criteria beyond TGS's for determining a student's academic standing.

Failure to make satisfactory academic progress, as determined by the program, may be a result of (but is not limited to): unsatisfactory performance in classes, unsatisfactory performance on qualifying exams, unsatisfactory research progress, or failure to meet other program requirements (such as language proficiency or publication requirement).

Each student's academic progress must be reported annually by the student's program to the student and to TGS. Failure to make satisfactory academic progress as determined by either The Graduate School or the program will result in probation or exclusion (dismissal).

Petitioning for Extension

Students who have exceeded their time to degree deadline or a milestone deadline for the qualifying exam or prospectus may petition TGS for an extension. The petition for an extension must contain the following information:

- The specific length of the extension: Please list the exact date by which the requirement will be met. The extension time frame should be realistic.
- A detailed rationale for the extension
- A detailed timeline for meeting the new deadline: What work remains to be completed and what is the specific timeline, with proposed deadlines, by which that work will be completed within the extension period?
- A detailed letter of support for the extension from the Director of Graduate Study
- A detailed letter of support for the extension from the student's academic/research advisor

Probation

A student who is not making satisfactory academic progress due to one of the reasons outlined above will be placed on academic probation by The Graduate School and/or the program.

When a decision to place a student on probation is made by The Graduate School, the student will be notified in writing, along with the program's Director of Graduate Study, and will be given at most two quarters (not including summer quarter) to resume satisfactory academic standing. The Graduate School notifies students of probation status on a quarterly basis.

During the probationary period, students will remain eligible to receive federal and institutional assistance (except when they have exceeded their degree deadline). At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the two probationary quarters, the student will become ineligible to receive financial aid and will be excluded (dismissed) from TGS.

When a decision to place a student on probation is made by the program, the student and The Graduate School must be notified in writing.

Exclusion (Dismissal)

The University defines exclusion in the Student Handbook. A student who fails to resume satisfactory academic standing after at most two quarters (excluding summers) after being notified of placement on probation by The Graduate School will be excluded from The Graduate School.

Under certain circumstances, a student can be excluded by a program without first being placed on probation. This may occur only if the criteria for exclusion have been stated clearly by the program and have been disseminated to the students effectively, **AND** both the Director of Graduate Study and either the Chair of the graduate program's student advisory committee or the Chair of the student's department approve the exclusion.

Funding will cease on the effective date of the exclusion unless other arrangements are made.

Notification of Exclusion (Dismissal)

When TGS determines that a student is to be excluded, both the program and the student will be informed in writing (e-mail communication is considered to be "in writing") within five business days of the determination.

Similarly, when a decision to exclude a student is made by the program, both the student and TGS must be informed in writing within five business days of the decision. The exclusion (dismissal) notification must include the effective date of the exclusion and a clear statement of the reason(s) for exclusion.

Dismissal from the Program

Once a student has been placed on probation, failure to resume satisfactory academic standing within the specified period will result in the Department notifying the Graduate School that the student is to be excluded from the doctoral program.

Appeal Process

The appeal process for students that have been dismissed or excluded for academic reasons will follow appeal procedures consistent with those set for academic dishonesty cases. Specifically, all appeals must first come from the student to the Dean of TGS. Appeals must be made in writing to the Dean within ten days of the dismissal or exclusion date. Any supporting materials must be provided with the written appeal.

Graduate Student Support

Students will receive guaranteed Graduate School support for 5 years in the form of two years of fellowship and three years of teaching assistantships during years 1 through 5; students will have additional fellowship support for four summers.

Students may apply for funding from external foundations and organizations during years 3, 4 and 5. After year 5, students are expected to compete for external funding (e.g., Fulbright IIE, Fulbright-Hays, Social Science Research Council International Dissertation Field Research Fellowship, Charlotte W. Newcombe Doctoral Dissertation Fellowships, Gladys Krieble Delmas Foundation Humanities Program, Josephine De Karman Fellowship, AAUW American Fellowships, etc.).

Graduate Assistantships/Research Assistantships

GRADUATE ASSISTANTSHIPS

Nearly every doctoral student at Northwestern University will serve as a graduate assistant during

his or her academic career. A graduate assistantship provides a monthly stipend and is generally accompanied by a merit-based tuition scholarship. Graduate assistants may either serve as teaching assistants or research assistants. Teaching assistants may serve as graders for a course, lead discussion sections as part of a larger lecture course or instruct their own class sections. Research assistants or trainees may work in a lab or conduct other types of investigative research for their primary investigator. Academic programs recommend all assistantship appointments to The Graduate School.

Every graduate assistant in The Graduate School must meet the eligibility requirements set for all students receiving financial aid. In addition, students receiving an assistantship must inform The Graduate School of other sources of support (such as traineeships, teaching assistantships, research assistantships, School of Continuing Studies teaching, or other fellowships). In cases where alternative funding is available, arrangements will be made to integrate this funding with The Graduate School award. Furthermore, assistants must refrain from remunerative work (other than teaching or research directly related to their assistantships) unless a written request for a waiver is approved by The Graduate School after a thorough review of the circumstances. If any of these conditions is violated, financial support may be withdrawn by The Graduate School.

Specific Requirements for Teaching Assistants

Each applicant for a teaching assistantship who is a U.S. citizen or permanent resident is required to submit a completed Free Application for Federal Student Aid (FAFSA) form annually. For information on obtaining and completing this form, students may consult the Federal Student Aid Web site.

All international applicants and all international students in residence that wish to be considered for teaching assistantships and whose primary language is not English are required to submit the results of the Test of Spoken English (TSE) in addition to the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. A minimum score of 50 is required on the TSE. The TSE and the TOEFL are administered by the Educational Testing Service (ETS). To ensure that the results of these tests will be available for timely appointment as a teaching assistant, the applicant should take these tests at least three or four months before the quarter of appointment. For test times and locations, please see the following Web sites: ETS, IELTS. Additionally, all international PhD and MFA must register to take the Versant English test, unless their countries of origin are Australia, Canada, New Zealand, or the United Kingdom. Versant test results will be released to students, their departments, and The Graduate School. A score of 65 or higher (out of a total of 80) meets The Graduate School's proficiency requirement for receiving funding as a Teaching Assistant.

Work/ Life and Family Resources for Graduate Students

Graduate students who are parents may take advantage of many resources offered by Northwestern, including childcare back-up care options, childcare grant programs, accessing parental leave information, or family medical leave of absence.
https://www.tgs.northwestern.edu/campus-life/child-and-family-resources/index.html

Interdisciplinary Graduate Assistantships and Service Opportunities

The following assistantships provide the opportunity to extend funding beyond the initial 19 quarters for students who wish to explore special interests in another area. Please visit these

- Asian American Studies Program
- Block Museum
- Center for Civic Engagement
- Chicago Field Studies
- English as a Second Language
- Gender & Sexuality Studies
- International Studies
- Latina and Latino Studies
- NU Press
- Office of Fellowships
- Searle Center for Advanced Learning and Teaching
- The Writing Program

Internal Grants & Fellowships

Presidential Fellowship

The Presidential Fellowship is the most prestigious fellowship awarded by Northwestern. Fellowships are awarded for two years, and recipients become part of Northwestern University's Society of Fellows. The fellowship will be awarded to candidates who combine outstanding intellectual or creative ability with the capacity to play an active part in the life of the Society of Fellows. The Society of Fellows, which meets twice per quarter, enables stellar students from across the university to have interdisciplinary interactions with their peers in other fields. The goal is to create future leaders who are enthusiastic and literate about the broad scholarship of the university. Applications are by nomination only.

Franke Graduate Fellowship

In partnership with The Graduate School, the Alice Kaplan Institute for Humanities offers Franke Graduate Fellowships to the most accomplished fourth- and fifth-year doctoral students pursuing an independent humanities research project in any Northwestern school or program. Franke Graduate Fellows pursue their independent research within a vibrant interdisciplinary collective, which includes multilayered structured conversations among faculty, graduate students, undergraduates,

internationally renowned visiting scholars, and distinguished visiting artists.

Franke Graduate Fellowships include two quarters of full paid tuition, monthly stipend and fringe benefits, and $2,000 in research funds. Recipients of the fellowship have the possibility to extend their funding package (the option to "bank" their TGS funding for two quarters in their sixth year).

Graduate Research Grant (GRG)

The Graduate Research Grant (GRG) is intended to help PhD and MFA students in historically underfunded disciplines to meet expenses related to scholarly research and creative endeavors. PhD students in the social sciences and humanities (including students in WCAS and the schools of Communication, Education and Social Policy, and Music) as well as MFA students are eligible for the GRG. The maximum award amount for a student over the course of his or her graduate career at Northwestern is $3,000.

University Fellowships

University fellowships provide tuition and a stipend, usually paid in monthly installments. Fellowships are awarded for a period of one academic year. Recipients are eligible to apply for renewal with their departments.

Northwestern University-SSRC Dissertation Proposal Development Program

Northwestern was chosen by the Social Science Research Council (SSRC) as one of five universities to bring together humanities and social science scholars in pre-doctoral research summer institutes.

Faculty from across clusters, certificates, and disciplines actively guide twenty-four humanities and social science PhD students, who are in their second and third years, in designing effective research questions, methodologies, contexts, and interventions. Participants gain practical, theoretical, and writing insights from experienced faculty and other students outside their disciplines. Throughout this program, students build their professional networks and audiences, benefit from interdisciplinary mentorship, and engage in conversations that lead to innovative dissertation projects.

Digital Humanities Research Grant

The Digital Humanities Research Grant is intended to enable PhD students in the humanities to access specialized training. Awards up to $2,500 will be granted to assist PhD students requiring training in digital technologies (e.g. big data, digital collation and analysis, digital object management and analysis, digital encoding, etc.) directly in support of dissertation research.

Cyrus DeCoster Graduate Student Research Awards

These research awards from the Department of Spanish and Portuguese are intended to provide funding for research for students homed in the Spanish and Portuguese PhD Program. The maximum award is $3,000. Students at any stage in their dissertation research are eligible to apply. Applications

from students conducting exploratory thesis research are particularly encouraged. Awards are normally granted for work during the summer, but exceptions can be made if warranted.
All applicants are expected to concurrently seek research support from other sources. Applicants who have previously received a DeCoster Research Award must also demonstrate that they have applied for funding from a source external to the Spanish and Portuguese Program. Applicants' proposals must contain 1) a copy of the student's C.V.; 2) a concise description of the research to be undertaken; and 3) an itemized budget. The applicant's advisor will be asked to submit a recommendation letter separately. Please submit your proposal to DGS by May 1.

The DeCoster New Language Grant is an additional resource from the Language Resource Center. This grant is offered to graduate students enrolled in Weinberg graduate programs in the Humanities and Social Sciences who intend to study a language relevant to their research on Latin America and/or Spain.

Awards are subject to change due to budgetary limits.

Summer Travel & Professional Development Grants

Spanish & Portuguese Graduate Student Professional Travel and Development Grant

Limited funding is available to help 2nd - 5th year graduate students defray the costs of travel to conferences at which they are presenting a paper. Requests for funding are considered on a first-come, first-served basis, so students expecting to present at a conference should send a formal letter of request (email is acceptable) for funding to the department chair as early in the year as possible. The request should include the title of the conference, confirmation of acceptance of paper, and estimated cost of lodging and airfare. Funding amounts will be based on whether the travel is domestic or international. Typically, students will only receive funding to attend one conference. However, if extra funds are available at the end of the year, students may request additional funding.

Up to $400.00 may be allocated per grant, with no more than 2 grants awarded throughout the student's graduate career. Funds may be used to cover transportation/travel, registration fee, hotel, and meals.

CLS students whose home department is Spanish and Portuguese may apply for travel funds as long as:

(1) They have already used their funding from CLS and TGS

(2) The total amount granted by both departments does not exceed what is available to Spanish and Portuguese students. For example, if CLS grants up to US$400 in travel funds during their career, students can apply up to another US$400.00 from Spanish and Portuguese.

LACS - Latin American and Caribbean Studies Program: Summer Research Graduate Grant

For information, please contact the program directly: http://www.lacs.northwestern.edu/about/

Conference Travel Grant

The Conference Travel Grant (CTG) provides funds to assist PhD and MFA students traveling to conferences and/or seminars to make presentations on behalf of the University. The grant is not intended to support attending courses at other schools, research or general educational travel. Students are eligible for a maximum of two grants up to $600/$800 (depending on discipline, see below) over the entire course of their graduate career.

Career Development Grant Program for Humanists and Social Scientists

The Career Development Grant Program for Humanists and Social Scientists is intended to facilitate students' next professional steps after graduate school whether they are on the conventional academic path or not. The awards can be used to cover costs directly related to a job search — such as travel to conferences or other venues to interview — or for items such as production costs for job market materials. Students can be granted up to $400 over the course of their graduate career (either in one $400 award or multiple awards that total $400).

Summer Language Grant (SLG)

The Summer Language Grant is intended to assist PhD students with expenses related to language acquisition during the summer. The grant is intended for students who must travel outside the Chicago metropolitan area to obtain language training necessary for their research and/or to meet degree requirements. First-, second-, and third-year PhD students in the social sciences and humanities (including students in WCAS and the schools of Communication, Education and Social Policy, and Music) are eligible. Students may apply for an SLG to pursue immersion language training either at a domestic university or via a study abroad program.

Interdisciplinary Conference Travel Grants for Mellon Affiliated Students

Students actively affiliated with the Mellon clusters in the Humanities and Non-Quantitative Social Sciences are eligible for travel support to attend conferences and/or seminars and make presentations on behalf of the University. This is intended to support the presentation of research at conferences not specifically in the student's home discipline but rather allied to the interdisciplinary range of a Mellon cluster. The maximum award is $1000.

TGS Co-Sponsorship Grant

The Graduate School provides resources to help support programming and events that will enrich the education and experience of TGS students and postdoctoral fellows. The Co-Sponsorship Grant is intended to provide event co-sponsorship to help fund a Northwestern academic program, department, center, or student group hosting a new or one-time event. The award provides financial support for an event or program that benefits graduate students and/or postdoctoral fellows. The maximum amount of funding available is $500per project/event. Ongoing, long running, or

continuous events are not eligible for funding.

Buffett Institute for Global Studies Graduate Student Grants

Graduate students must be Affiliates of the Buffett Institute. Regular participants in the Institute's Graduate Student Colloquium series with strong proposals will receive preference in both grant competitions.

International Conference Travel Grants

International Conference Travel Grants fund Northwestern doctoral students in years 3-7 who are working on international and comparative topics, and seeking to present their work at an international conference. The maximum award is $1,000, and students are limited to one conference travel award per academic year. Applications are reviewed on a rolling basis. Funds are limited, so early application is strongly encouraged. Applicants are typically notified within two weeks of submission.

International Research Travel Grants International research travel grants provide funding for fieldwork outside the United States for Northwestern doctoral students in years 3-6. The maximum award is $9,000. All Northwestern University PhD students in years 3-6 are eligible to apply. Applications from students conducting exploratory thesis research are particularly encouraged. These awards may not be used for language study programs, expenses in the United States, special equipment such as tape recorders, or fees for transcription or translation. Awards are normally granted for work during the summer, but exceptions can be made if warranted.

External Funding

Graduate students are strongly encouraged to seek external funding. As markers of scholarly achievement, fellowships are integral to successful, timely completion of graduate degrees. Students are encouraged to contact the Office of Fellowships, which has staff on hand to assist students in their endeavor to secure outside funds.

The Office of Fellowships maintains a Graduate Fellowships Website to serve graduate fellowship seekers and applicants. The Graduate Fellowships Calendar provides month-by-month deadlines for external award competitions. The Office of Fellowships also publishes an e-newsletter for seekers of external fellowships (twice per quarter and once in the summer). Archived editions of the GFN are also available on the website. Please direct questions about external fellowships or the above resources to Stephen Hill at the Office of Fellowships (s-hill@northwestern.edu).

Boren Fellowships

Boren Fellowships provide up to $30,000 to U.S. graduate students to add an important international and language component to their graduate education through specialization in area study, language study, or increased language proficiency. Boren Fellowships support study and research in areas of the world that are critical to U.S. interests, including Africa, Asia, Central &

Eastern Europe, Eurasia, Latin America, and the Middle East. The countries of Western Europe, Canada, Australia, and New Zealand are excluded. For a complete list of countries, click here.

Boren Fellows represent a variety of academic and professional disciplines, but all are interested in studying less commonly taught languages, including but not limited to Arabic, Chinese, Korean, Portuguese, Russian and Swahili. For a complete list of languages, click here.

Boren Fellowships are funded by the National Security Education Program (NSEP), which focuses on geographic areas, languages, and fields of study deemed critical to U.S. national security. Applicants should identify how their projects, as well as their future academic and career goals, will contribute to U.S. national security, broadly defined. NSEP draws on a broad definition of national security, recognizing that the scope of national security has expanded to include not only the traditional concerns of protecting and promoting American well-being, but also the challenges of global society, including sustainable development, environmental degradation, global disease and hunger, population growth and migration, and economic competitiveness. To view the Program Basics of the Boren Fellowships, click here

Funding Opportunities for Underrepresented Minority Students

There are a number of external fellowship opportunities specifically offered to underrepresented minority students. In addition to these opportunities, applications are also available in The Graduate School for the Ford Foundation Doctoral Fellowships for Minorities, the National Science Foundation Minority Graduate Fellowships, and the National Hispanic Scholarship Fund. For further information on any of these programs and for application forms, contact Dana Bozeman, Associate Director of Student Engagement at The Graduate School.

Diversifying Higher Education Faculty in Illinois (DFI)

Applicants must be residents of the State of Illinois and intend to seek faculty positions in the State of Illinois upon completion of their degrees. To be classified as an Illinois resident, an applicant must have received a high school diploma or post-secondary degree from an educational institution in Illinois or be a registered voter in Illinois with three or more years of residency in Illinois.

New and continuing eligible underrepresented minority students in master's or doctoral degree programs in any department within The Graduate School may apply for DFI awards. DFI awards are need based and renewable for up to three years. The Graduate School provides tuition scholarships for full-time students who have received DFI awards.

DFI applications are submitted to The Graduate School by mid-February. For further information, contact Dana Bozeman, Associate Director of Student Engagement at The Graduate School.

Graduate Student Representative

The graduate student body will elect a Graduate Student Representative to the Graduate Committee for a term of one year. The representative will present graduate students' views before the faculty on relevant matters and will generally serve as a liaison between faculty and students. In a non-voting capacity, the Graduate Student Representative may attend Graduate Committee meetings, excluding those that deal with admissions, review or retention matters. Elections take place at the end of each academic year.

Dealing with Conflict

The Graduate School realizes that conflicts emerge occasionally and has devised the following guidelines for students for the chain of communication when dealing with different types of conflicts (please note, a separate page for the chain of communication for Postdoctoral Fellows is currently in development).

Nondiscrimination Statement

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, equity@northwestern.edu.

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator in the Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, TitleIXCoordinator@northwestern.edu.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.

Conflicts not involving discrimination, harassment, or sexual harassment

When a conflict arises, whether with a student's advisor, a fellow student, or someone else in the University, TGS recommends that students first talk to their **DGS (Director of Graduate Studies)**. One function of the DGS is to address student concerns and grievances and to be available when students are experiencing academic difficulty. If the DGS has a conflict of interest, the **Chair** of the student's department is the next resource. In the case that a student cannot or does not want to speak with anyone in the program or department, the next resource is **The Graduate School**. In TGS, the **Associate Dean of Students** who deals with student issues is Nicole Eggleston Watkins and the **Associate Dean of Academic Affairs** who deals with the academic leadership for all doctoral, master's, certificate and cluster programs is Angela Ray.

The DGS, department chair, TGS staff, and Deans can treat students' concerns confidentially unless the concerns involve **sexual harassment, discrimination, or a safety issue**, in which case they are obligated to report the issue to the appropriate University office.

Discrimination and Harassment

Harassment, whether verbal, physical, or visual, that is based on race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, or veteran status is a form of discrimination. Discrimination and harassment complaints should be referred to The Office of Equity. For additional information, please see the University's Nondiscrimination policy.

Sexual Harassment

It is the policy of Northwestern University that no member of the Northwestern community - students, faculty, administrators, staff, vendors, contractors, or third parties - may sexually harass any other member of the community. For information or assistance regarding a sexual harassment complaint, please see the University's Sexual Harassment Policy.

Certificate Programs

In addition to offering degree programs, The Graduate School offers students the opportunity to pursue graduate certificates while they pursue their degree. Graduate certificates are interdisciplinary in nature must be comprised of at least five TGS-approved courses. Any student enrolled in a doctoral program may pursue a certificate. Master's students may not earn graduate certificates nor can students apply to only enroll in a certificate program.

Enrolled students need only notify TGS by applying for the certificate at the same time that they apply for a degree (in their final year of study). Students will be asked to provide for TGS the list of courses they would like counted toward the certificate program and will be required to submit verification from the program director. Certificates will be awarded and noted on the transcript.

Professional Development

As a part of graduate training and as a part of preparing to enter the profession, students are expected to attend conferences, participate in graduate development workshops, and attend guest lectures and performances on campus, especially those sponsored by the department. Opportunities for professional development can be found via The Graduate School's Professional Development page.

Professional development programs and career guidance are also available at Northwestern University through academic programs, such as those offered by the interdisciplinary life sciences programs, and through University offices dedicated to assisting students to prepare for and obtain careers within and outside academia, such as the Searle Center for Advanced Learning and Teaching and Northwestern Career Advancement. Information about these programs, as well as about external sources of professional job listings, may be found by following the links above to the programs' individual sites.

Professional Development Planning

The Graduate School's professional development programming is organized according to the following framework. For information on upcoming programs and events in the following categories, please visit the resources page on the Spanport Grad Commons website, and the Calendar of Events. Please also see the Resources and Links page to connect to additional information about Level 3 ongoing programming and services.

Where to find information on regularly scheduled conferences:

LASA - Latin American Studies Association
Important Dates

Modern Languages Association

Important Dates

Midwest Modern Language Association

Submission Info

AATSP: American Association of Teachers of Spanish and Portuguese

Submission Info

American Portuguese Studies Association

Annual Conference submission info

Rocky Mountain Modern Language Association

Conference Submission Deadline: TBD

International Comparative Literature Association

Important Info

Instituto Internacional de Literatura Iberoamericana

Brazilian Studies Association

Submission info

NU Directions

NU Directions is a collaborative effort with faculty and staff across campus to offer a comprehensive series of events that contributes to the professional development of graduate students and postdoctoral fellows. Programming is designed to increase proficiency in the following areas:

- Presentation Skills
- Writing and Editing
- Career Exploration
- Job Searching
- Leadership/Management
- Teaching
- Graduate Student Success

Three levels of programming are offered in each of the above areas in order to meet the needs of students at all phases of their graduate school careers:

Level 1: Addresses large audiences on broad and introductory professional development topics

Level 2: Builds upon Level 1 programming and offers comprehensive coverage of specific topics for smaller groups of students

Level 3: Offers individual coaching and consultation to students, when available

Many professional development events will be organized by The Graduate School. Other events will be organized by individual graduate programs and other units at the University. Please visit the calendar of events to see all upcoming events.

Areas of programming	*Levels of programming*	Level 1: **Overview and Broad Concepts** One-time, 1–2-hour lectures	Level 2: **Specific Topics** Specialized lecture series, small group discussions, and intensive workshops	Level 3: **Individual and Tailored Instruction** Individual student meetings
Presentation Skills		Lectures on basics of presentation skills: • How to prepare and deliver presentations • Structuring talks • Slides and visual communication	Workshops on presentation topics: • Effective representation of research data • Giving job talks and teaching presentations • Giving conference talks	
Writing and Editing		Lectures on writing topics: • Dissertation writing • Grant proposals • Effective writing	Workshops on writing topics: • Intensive proposal-writing workshops for NSF or Fulbright • Dissertation writing group for those in late stage of dissertation writing • Writing workshop for students working on term papers or articles for publication	Graduate student writing tutor at The Writing Place to work solely with graduate students on specific writing issues [link] Individual appointments with Office of Fellowships for grant reviews and proposal assistance [link]
Career Exploration		Lectures on career options: • Teaching careers at liberal arts and community colleges • Career options outside of academia	Workshops and panels on career options: • Alumni/employer career panels (consulting, non-profit, finance, etc.) • Networking and informational interviewing	University Career Services individual appointments and walk-in hours (Chicago and Evanston) for graduate students. [link]

Job Searching	Lectures on academic and non-academic job search: • Networking • Effective job search materials (CVs, resumes, cover letters)	Workshops and panels on job searching: • Faculty panel on academic job search/interview • Managing the first year in a faculty position • Mock interview workshops	University Career Services individual appointments and walk-in hours (Chicago and Evanston) for graduate students. [link]
Leadership and Management	Lectures on management and leadership: • Negotiation skills • Leadership and communication • Team building • Management basics • Budget management	Kellogg School of Management - TGS Management for Scientists and Engineers Certificate Program [link]	Center for Leadership - Fellowship in Leadership and Individual Coaching and Consultation [link]
Teaching	Annual events presented by Searle Center for Teaching Excellence: • New TA conference • Web Resources	Workshops and programs on teaching topics: • Graduate teaching certificate program • Graduate workshops • Teaching, Learning, and Technology (TLT) Workshops	• Individual consultation • Small group analysis [link to all programming]
Graduate Student Success	Lectures/events on topics relevant to graduate study: • Time management • Using campus resources • Work-life balance • Ethical conduct in research	Panels and workshops: • Parenting in the academy • Civic engagement public intellectuals program	

PROGRAMMING AND TOPICS

TOPICS: NU Directions programming covers a broad range of topics throughout the year to supplement the professional development programming that is offered on the department and program level:

- The Academic Job Search
- The Non-Academic Job Search and Jobs Outside of Academia on Funding and

Grant- Writing

- Teaching
- Teaching Statements and Portfolios
- Dissertation Writing
- Diversity in the Classroom
- Faculty Life
- Finding Postdoctoral Fellowships

PROGRAMS: Professional development topics are presented throughout the year via several means:

- Faculty Panels: Faculty from Northwestern University as well as our Preparing Future Faculty partner schools are invited to participate on panels to address topics including faculty life, academic job search, the academic hiring process, and more.
- Invited Speakers: Experts are invited to speak on topics of interest. Past speakers include James M. Lang, PhD (Preparing for Your First Teaching Job) and Susan Basalla, PhD (How to Find a Job Outside of Academia).
- Alumni Panels and Networking Events: Graduates of Northwestern University graduate programs are invited to participate on panels on topics including the academic and non-academic job search, and to network with current graduate students.
- NU Directions Annual Conference: The Graduate School hosts an annual, day-long conference that covers a variety of professional development topics. See the Events section for information about the next conference. Speakers are invited from offices across campus, including:
    - Counseling and Psychological Services o Office of Fellowships
    - Office of Postdoctoral Affairs
    - Searle Center for Teaching Excellence o The Writing Place
    - University Career Services o University Library
    - Women's Center
- Town Hall with the Dean: A series of evening forums devoted to issues facing higher education in general and Northwestern students in particular, TGS Town Halls provide an opportunity to meet with the Dean in person and help define graduate school policy.

Language Acquisition

Below are the language acquisition opportunities available to graduate students:

Summer Language Grant Program

The Summer Language Grant program (SLG) makes available up to $2000 for students who wish to improve their foreign language proficiency. Students who have a need to study a particular language for research and/or degree progression may apply for funds to support such study in an

immersion program domestically or in the target country. Students must have had some exposure to the target language in order to be awarded an SLG.

Summer Classes
PhD and MFA funded students may register for summer intensive language programs without accruing an additional tuition charge. Students can register for these courses by submitting a dual registration form (available at the Registrar's Office or The Graduate School) to a student services representative at The Graduate School.

Courses via CIC
The Committee on Institutional Cooperation (CIC) Traveling Scholar program allows students to take classes, including language classes, at any Big 10 school, University of Chicago, and University of Illinois, Chicago.

Language Courses during the Academic Year
Students may take 100-, 200-, and 300-level language classes through the Judd A. and Marjorie Weinberg College of Arts and Sciences during the academic year. Two requirements of such a registration are:

- Students must take these classes for credit and a grade, and
- Students must take these classes as their fourth class in a given term. (This would only apply to those in full-time course work; students beyond course work would take these language courses in addition to TGS 500 registration.)

Therefore, during the academic year, students must take three graduate-level courses to maintain residency requirements in order to qualify for registration for language courses.
Visit the Non-TGS Course Registration page for information on how to register for language courses and other courses outside of The Graduate School.

Student Associations

In addition to a number of discipline-based organizations and special interest groups, there are six major graduate student associations serving students on the Chicago and Evanston campuses:

- Graduate Student Association (GSA)
- Chicago Graduate Student Association (CGSA)
- Black Graduate Student Association (BGSA)
- Chinese Students and Scholars Association (CSSA)
- Graduate Student Association for Latino and Spanish Activities (G-SALSA)
- Queer Pride Graduate Student Association (QPGSA)

These groups promote interactions among graduate students, provide academic and social programs, and serve as advocates for graduate students. In addition, these groups, plus the

McCormick Graduate Leadership Council, comprise the Graduate Leadership & Advocacy Council (GLAC).

Libraries

Northwestern University Main Library has Subject Experts and scholarly research resources allocated by area of expertise.

Subject Librarian in Latin American Studies and Spanish & Portuguese: Michelle Guittar

Subject Librarian in Digital Humanities: Josh Honn

Center for Research Libraries

Northwestern holds membership in the Center for Research Libraries (CRL), located in Chicago. The Center operates a cooperative library for less-used but important research materials available to Northwestern students and faculty through interlibrary loan. Detailed guides to the collections are located at the Reference Desk of the University Library. www.crl.edu/

Chicago Libraries

Northwestern University has an advantageous location for library resources. The Chicago area is one of the country's most concentrated library centers. Among the libraries of scholarly interest in Chicago are:

- The Newberry Library, outstanding in Continental, English, and American history and literature, as well as philology, music, and the history of printing.
- The University of Illinois at Chicago Library; the library system of the University of Chicago; and the libraries of the Family Institute.
- The Chicago Historical Society
- The Art Institute of Chicago
- Field Museum of Natural History

Students should consult the Reference Department of the University Library about qualifications needed for use of special libraries.

Melville J. Herskovits Library of African Studies

A rich resource of approximately 275,000 volumes, plus 15,000 books in over 300 African languages, 2,800 current journals, documents, posters, videos, photographs, rare books, and other materials on every aspect of Africa. http://www.library.northwestern.edu/africana/

Leaves of Absence

A student who is working towards residency requirements and needs to take a leave from the university (general leave, family leave, medical leave, or childbirth accommodation), must request

an official leave of absence. Students must apply for a leave of absence using the "Petition for Absence" form via TGS Forms in CAESAR. In this form, the student must set forth why a leave is necessary. Leaves of absence are not granted automatically and must be reviewed by both the department and The Graduate School. No leave is granted for less than one quarter or more than one calendar year. If a student requests renewal of a leave of absence beyond one year, the student's record and future plans will be reviewed to determine whether an extension of the leave is in the best interests of the student, the department, and The Graduate School. Students taking a leave of absence from the University and who are not pursuing a degree are not to be enrolled. Students on a leave of absence no longer enroll, so it is clear to the University that they are not currently on campus or working toward degree completion. Students on a leave of absence are not eligible for financial aid, including loans. TGS milestone deadlines are extended by the length of the leave.

Personnel

Director of Graduate Studies: The Director of Graduate Studies is appointed by the Chair. Information on the current DGS is available on the departmental website.

All graduate faculty are eligible to chair or sit on exam or dissertation committees.

Graduate Studies Committee: The GSC consists of at least three departmental members of the graduate faculty. They are appointed by the Chair. The Director of Graduate Studies chairs the Graduate Studies Committee.

Staff

Consult the Staff contact information in the departmental website.