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# GRADUATE HANDBOOK

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## Second Language Studies Ph.D. Program



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Michigan State University

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Updated August, 2017

# Table of Contents

<b>I. SCOPE OF PROGRAM.....</b>	<b>2</b>
<b>II. ADMISSION AND SUPPORT.....</b>	<b>3</b>
PROCEDURE.....	3
FINANCIAL SUPPORT.....	3
TIME LIMITS.....	4
<b>III. DEGREE REQUIREMENTS.....</b>	<b>4</b>
COURSES.....	4
COMPREHENSIVE EXAMS.....	6
RESPONSIBLE CONDUCT OF RESEARCH REQUIREMENTS.....	8
<b>IV. GUIDANCE COMMITTEE AND ADVISOR.....</b>	<b>9</b>
<b>V. DISSERTATION.....</b>	<b>11</b>
PROPOSAL.....	11
SUBMISSION.....	12
APPROVAL FOR GRADUATION.....	13
GRADUATION.....	13
EXIT SURVEY.....	14
<b>VI. FORMS TO BE FILED.....</b>	<b>15</b>
<b>VII. POLICIES ON ACADEMIC PERFORMANCE.....</b>	<b>15</b>
<b>VIII. ACADEMIC AND ETHICAL INTEGRITY.....</b>	<b>17</b>
AUTHORSHIP.....	19
<b>IX. STUDENT CONDUCT AND CONFLICT RESOLUTION.....</b>	<b>19</b>
GRADUATE STUDENT ACADEMIC GRIEVANCE HEARING PROCEDURES.....	19
<b>X. WORK-RELATED POLICIES.....</b>	<b>20</b>
<b>XI. UNIVERSITY RESOURCES.....</b>	<b>20</b>
ENGLISH LANGUAGE CENTER.....	20
CELTA/CLEAR.....	20
COGNITIVE SCIENCE PROGRAM.....	21
<b>XII. VARIA.....</b>	<b>21</b>
TRAVEL SUPPORT.....	21
PARTICIPANT FUNDING SUPPORT.....	22
EXTERNAL RESEARCH FUNDING.....	22
SUMMER TEACHING.....	22
COMMUNICATIONS.....	22
LAB SPACE.....	23
MEETING SPACE.....	23
SUMMER COURSES.....	23
CONFERENCES AND ORGANIZATIONS.....	23
GRADPLAN.....	24
<b>APPENDIX A: CHECKLIST</b>	
<b>APPENDIX B: QUALIFYING RESEARCH PAPER INTENT</b>	
<b>APPENDIX C: DISSERTATION PROPOSAL APPROVAL FORM</b>	
<b>APPENDIX D: GRADUATE STUDENT ACADEMIC GIEVANCE HEARING PROCEDURES</b>	
<b>APPENDIX E: SLS TRAVEL FUNDS REQUEST</b>	
<b>APPENDIX F: PARTICIPANT FUNDS REQUEST</b>	
<b>APPENDIX G: RESEARCH PARTICIPANTS AND HIRING STUDENT WORKERS</b>	

## **I. SCOPE OF PROGRAM**

The Ph.D. in Second Language Studies (SLS) at Michigan State University is designed to provide a firm foundation in the field of Second Language Acquisition (SLA) and its application to current second language research and teaching.

The SLS Ph.D. Program is administered by the College of Arts & Letters with cooperation from two Departments: 1) Linguistics and Germanic, Slavic, Asian and African Languages and 2) Romance and Classical Studies.

The major focus of Second Language Acquisition is the study of the acquisition of a non-primary language. As such, the field addresses the fundamental question of how second and foreign languages are learned. Students explore issues related to:

- How learners create a new language system with only limited exposure to a second/foreign language
- Why most learners do not achieve the same degree of knowledge or proficiency in their second language as they do in their first language
- Why some learners appear to achieve native-like proficiency in a second language
- What patterns of acquisition might exist that are similar regardless of first language and regardless of second language

The SLS Ph.D. program at MSU draws from a number of disciplines as students are trained to explore some of these and related questions.

The goals of the program are:

- To train students to conduct in-depth investigations into non-primary language acquisition and use
- To develop students' understanding and appreciation of a wide array of research traditions in SLA
- To provide students with experience in conducting research in SLA and language pedagogy
- To provide students with the tools necessary for the analysis of second language data and the analysis of classroom practice

Graduating with a Ph.D. in Second Language Studies means acquiring broad knowledge of the field and being able to participate fully as an active professional researcher. There are expectations of Ph.D. students in our programs that go beyond the formal requirements of the program. This includes, among other things, conducting original research, participating in on-campus lecture series, attending and presenting research at conferences, and participating in the many opportunities for professional development offered at Michigan State University.

Graduates of the program are expected to become specialists who will actively contribute to the general fields of Applied Linguistics, SLA, and language teaching -- disseminating findings to future generations of graduate students and scholars.

## II. Admission and Support

Applicants are expected to hold a bachelor's or master's degree in a field closely related to SLS. Students may be admitted without this background, but they will be required to take all courses listed in section III below. Conditional admission is not granted. Please check the SLS website (<http://sls.msu.edu>) for application deadlines. Admission is granted only for the Fall Semester.

### Procedure

A completed application packet includes:

1. Application and fee (major code 5642)
2. Three letters of reference from individuals who are familiar with your academic work
3. Statement of research interests
4. Curriculum Vitæ
5. Academic writing sample (M.A. thesis or academic paper)
6. Transcripts from all institutions of higher education
7. GRE scores
8. *International students only* — TOEFL scores less than two years old. Minimum score is 600 on the paper and pencil test, 250 on the computer-based test and 100 on the internet-based TOEFL (iBT)

NOTE: APPLICANTS FROM CHINESE UNIVERSITIES: Please arrange for a verification report of your university academic records with the **China Academic Degree and Graduate Education Development Center (CDGDC)**. The report must be mailed directly to the department to which you are applying by the CDGDC, rather than by you or any third party.

### **China Academic Degree and Graduate Education Development Center**

Verification Division

B-17, Tongfang Scientific Plaza

No.1 Wangzhuang Road, Haidian District, Beijing, 100083, P.R.China

Tel: +86-10-82379480

Fax: +86-10-82378718 (24 hours)

Email: [cqv@cdgdc.edu.cn](mailto:cqv@cdgdc.edu.cn)

Website: [www.chinadegrees.cn](http://www.chinadegrees.cn)

### Financial Support

The SLS program has a limited number of highly competitive fellowships and/or research assistantships. All applicants are automatically considered for these fellowships and assistantships. Additionally, all applicants are considered for all appropriate university support. Because support is limited, all applicants are encouraged to seek outside funding for their graduate studies. Other sources of support (language teaching -- including English language teaching at the English Language Center) are available through the relevant language units. Applicants must contact these units directly, as there is no mechanism for applications to be passed from unit to unit.

Other awards such as dissertation research or completion grants are available although not administered by the SLS program. Each student is encouraged to investigate these opportunities. Chairs of guidance committees may be able to direct students to various funding sources.

Receipt of externally-funded fellowships by students who have written their own grant applications, and that are worth at least \$20,000 (direct costs), make a student eligible for the in-state tuition rate. The in-state tuition rate applies only to the semesters during which the student is supported by the fellowship. This policy applies only to grants funded through a competitive process by a US institution/agency/foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify the students for in-state tuition rates. For more information, contact the Graduate School in 110 Linton Hall.

### **Time Limits**

SLS support is available for a maximum of four years (excluding summer) if a student begins the program with an M.A., and five years if a student does not have an M.A. upon entry into the program. This assumes that satisfactory progress is being made toward the degree (See section VII). Students with support from the SLS program are expected to seek support elsewhere should their studies take longer than four years (or five years for those without an M.A.)

## **III. Degree Requirements**

All requirements of the University and of the College of Arts & Letters must be met. (See Graduate Student Rights and Responsibilities (<https://grad.msu.edu/gsrr>) for residency requirements and residency fees). It is expected that students will complete all requirements for a degree in 4-5 years. The following are requirements of the Ph.D. in Second Language Studies:

### **Courses**

All students must complete a minimum of **24** credits at MSU. Depending on a person's background or specific emphasis, a student's advisors, the program director, and/or the Guidance Committee (see Section IV) may require additional coursework. The following courses are required of all Ph.D. students:

LLT 860	Introduction to Second Language Acquisition
LLT 861	Advanced topics in Second Language Acquisition
LLT 862	Advanced research in Second Language Acquisition (861-862 constitute a 2-semester seminar)
LLT 863	The Second Language Acquisition of Morphosyntax
LLT 864	Second Language Psycholinguistics
LLT 872	Research Methods for Language Teaching and Foreign/Second Language Learning
LLT 873	Quantitative Research in Second Language Studies
LLT 874	Qualitative Research in Second Language Studies
LLT 807	Language Teaching Methods

LLT 808                      Assessment for Language Teaching and Research

In addition, five courses\* in a student's area of specialization (to be selected from among the following) or others approved by a student's committee must also be completed.\*\*

LIN 871	Advanced Studies in Sociolinguistics
LIN 850	Advanced Studies in Child Language Acquisition
LIN 824 or 825	Phonological Theory I/II
LIN 434, 834 or 835	Syntactic Theory I/II
LIN 875	Advanced Studies in Computational Linguistics
LIN 855	Advanced Studies in Neurolinguistics
CEP 920**	Construction of Psychoeducational Instruments
CEP 921/2	Psychometric Theory I/II
CEP 923	Item Response Theory
CEP 934/5	Multivariate Data Analysis I/II
HDFS 892	Sem in Human Dev & Fam Studies (when it is "Measurement Methods with Ryan Bowles")

\* *No more than 6 credits of this requirement can be satisfied through independent studies.*

\*\**No more than 2 CEP courses will count toward completion of this requirement.*

In addition, all doctoral students must register for and successfully complete a minimum of 24 credits and **no more than 36 credits** of doctoral dissertation research (course number 999). Generally, students can begin taking these credits during the last semester of their coursework. For exceptions, please work with your Guidance Committee. Appendix A contains a checklist of course requirements for the degree. Please use that checklist to ensure that you have met all course requirements. Courses will be tracked in GradPlan; they are supplied by the Registrar's Office so you shouldn't need to manually enter the courses.

### Sample Schedule

Below are some sample timetables for courses. These are presented as suggestions; given an individual student's background, these may or may not be applicable. The first sample schedule assumes an M.A. upon entry to the SLS program, and the second assumes no M.A. has been earned prior to entry to the program. A student's actual schedule will vary depending on the number of courses actually offered and taken in a given semester.

**Assuming an M.A. and background in SLA\***

Year	Semester	Courses
Year 1	Fall	LLT 861 LLT 872 LLT 864
	Spring	LIN 862 LLT 863 LLT 874
Year 2	Fall	LLT 873 Elective 1 Elective 2
	Spring	LLT 862 LLT 874 Elective 3
Year 3	Fall	Elective 4 Write qualifying research paper 1
	Spring	Elective 5 Write qualifying research paper 2
	Summer	Write dissertation proposal
Year 4	Fall	Write and defend dissertation
	Spring	

\*Many students take two courses per semester rather than the three outlined here. Adjustments are then made.

**Comprehensive Exams**

The comprehensive exam consists of two qualifying research papers (QRPs). The following requirements apply:

- Within one year of completion of coursework, students must pass their Comprehensive Examination. The Comprehensive Examination consists of two qualifying research papers in two separate areas. The expectation is that these papers are of publishable quality.
- At least three months prior to submission of each QRP, each student will select two readers from within the SLS core faculty (any exceptions are to be cleared through the program director). At that time, submit to the program secretary the QRP intent form (See Appendix B). The Faculty listed on the QRP intent form are responsible for ensuring that the student is sufficiently prepared to write the QRP.
- QRPs will be accepted on three dates each year: January 15th, April 15th, and September 15th. If these dates fall on a weekend, the papers are due the following Monday. All papers are to be submitted by 5:00 PM on the date due or they will not be considered in that round.
- No QRP can be submitted until after the formation and initial meeting of a student's guidance committee.
- The paper should follow APA formatting guidelines and should be of a length appropriate for a journal submission.

- Faculty members will provide no feedback on the written versions of the QRP before the first submission. Assistance with data analysis or general assistance with a literature review is acceptable.
- All students are encouraged to proofread their work carefully; proofreading by someone other than a faculty member is acceptable.
- **QRP submission.** QRPs are to be submitted online. Please follow these steps to upload your submission.
  1. Go to <http://oc.cal.msu.edu>
  2. In the login form, enter your MSU email as your Username. If this is your first time logging in, you will need to get the password from the QRP coordinator (Patti Spinner).
  3. After logging in, please click your name in the upper right, and choose Personal. At the top you can enter the current, temporary password and change it to any password you wish to use.
  4. Once you have changed your password, click on Files on the upper left. You will see a Shared folder. Inside that folder will be a folder with your name. This is where you can upload your QRP file. You can replace, remove, and upload files as often as necessary, up to your deadline date and time. At that point, the system will close.

Once the deadline has passed, you will not receive results or be able to access your folder until all first-round QRP decisions are in. Once that has occurred, you will receive an email letting you know the decision of your readers. You will then be able to access the folder again. Your readers' comments will be in the folder. (Some readers will send comments over email instead.) Access to the folder will be open until the final submission date for revisions.

- Within three weeks of submission, readers are to determine if the paper receives a *pass*, a *resubmit*, or an *unsatisfactory*. In the case of a *resubmit*, readers will make suggestions for revision. Two resubmissions will be allowed. All revisions are to be completed within four months of the original submission (i.e., May 15 for the January 15 submission, August 15 for the April 15 submission, and January 15 for the September 15 submission). We strongly encourage an early resubmission to allow enough time for faculty to read the resubmission and provide feedback so that you can revise another time and submit a second revision prior to the four-month deadline. Resubmission requirements remain the same as the original QRP submission. If these dates fall on a weekend, the papers are due the following Monday. All papers are to be submitted by 5:00 PM on the date due or they will not be considered in that round. If there is disagreement between the two readers, the Director may ask a third reader to evaluate the paper. Should there still not be agreement between two of the three readers, the Director may ask a fourth reader to provide an evaluation. In the event of four readers, a meeting will be called to determine the final evaluation.
- If either QRP is found unsatisfactory by the readers following the two allowable resubmits, a new paper may be written, submitted, and evaluated according to the



same process as outlined above. If this second attempt also proves to be unsatisfactory, the student will not be allowed to continue in the program. This procedure will be allowed only once. Thus, if this procedure is followed on QRP 1, an initial *unsatisfactory* on QRP 2 will result in a student's dismissal from the program.

- **QRP Completion.** Once both QRPs are completed, the QRP coordinator will send the student, the readers, and the graduate secretary an acknowledgement of passage of the QRP stage. The graduate secretary is responsible for entering the date of completion into the student's GradPlan. See the GradPlan section on page 24 for more information.

It is generally expected that both comprehensive examinations (QRPs) will be successfully completed before students are able to defend their dissertation proposal.

### **Responsible Conduct of Research (RCR) Requirements**

For students entering graduate school at MSU in Fall 2016 or later, RCR training is required. For general information, refer to <https://grad.msu.edu/rcr>.

GradPlan will be used to track your training, but it is highly recommended that you print out a copy of any documentation you receive that verifies that you have completed the module.

The SLS Requirements are as follows:

#### **Year One:**

To be covered in LLT 861

- CITI Modules See <http://ora.msu.edu/RCR-ORA-tracked>. Be sure to use your MSU net ID for the login.
  - Introduction to the Responsible Conduct of Research
  - Authorship
  - Plagiarism
  - Research Misconduct
- Minimum of 2 hours of discussion during class time (LLT 861)
- Tracked in SABA automatically.

#### **Year Two:**

CITI Modules (Three must be completed)

- Choose at least one
  - Collaborative Research ·
  - Conflicts of Interest ·
- Choose at least one
  - Data Management ·
  - Financial Responsibility ·
- Choose one from the following or from ones not chosen above.
  - Mentoring ·

- Peer Review Human Research Protection/ IRB Certification (in <http://Train.ORA.msu.edu>)
- Rigor and Reproducibility Course (in production)

**Year Three and Every Year Thereafter:**

- Complete 2 RCR workshops offered by Graduate School (<https://grad.msu.edu/rcr>)

## **IV. Guidance Committee and Advisor**

The Program Director will serve as the initial advisor for all incoming students. The Director will be responsible for working with each student to determine which courses he or she is to take during the first year of the program.

By the end of the first semester, two advisors will be assigned to each student (with input from the student). The advisors will serve as the student's advisors until a Dissertation Committee is formed. The advisors are not necessarily the readers for the QRPs.

By the end of the first year of study, a student will select a Dissertation/Guidance Committee. This committee must have at least four members, at least two of whom are SLS core faculty members. One member will serve as Chairperson of this committee and shall be selected from those who are part of the SLS core faculty. The student should determine whom she or he wants as Chair of this committee and make sure that that individual agrees. When asking faculty to serve on a Dissertation/Guidance Committee, students should have an idea of the type of research they want to conduct so that faculty members can evaluate the appropriateness of their participation and/or leadership on the committee. Once the committee has agreed, it is the student's responsibility to enter the committee membership into their GradPlan. Faculty will have the opportunity to formalize their agreement to participate through the Form Tracking Utility. Changes to the Committee do require committee and Program Director approval.

It is the student's responsibility to schedule a committee meeting to obtain approval of the remainder of the courses for his/her program of study. Committee and coursework changes should be discussed with the student's Chairperson and submitted through GradPlan when appropriate. Please see the GradPlan section on page 24 for more information about who is responsible for what stage of a completed GradPlan.

It is to the student's advantage that this committee be established as soon as is reasonably appropriate so that the members can suitably advise the student about courses that will be relevant to his/her dissertation research. Delaying the selection process could result in a student believing he or she has finished (or nearly finished) coursework and then finding out that the committee feels additional courses are needed.

No QRP can be submitted until after the formation and initial meeting of a student's guidance committee.

A Dissertation/Guidance committee must be in place no later than the end of a student's final semester of coursework.

The Dissertation/Guidance Committee responsibilities include:

- Advising the student about the requirements of the program
- Advising the student about future coursework in light of his/her dissertation topic
- Supervising and guiding the student in the preparation of a dissertation proposal
- Supervising the preparation of the dissertation
- Conducting and evaluating the finished product and the student's dissertation defense

In most instances, the Guidance Committee will also be the same as the Dissertation Committee. Changes to a student's committee by the student requires committee and Program Director approval and must be submitted through GradPlan.

Changes in committees for any reason (including a committee member's departure from the university or an inability to work with a committee member) must be discussed with the Program Director (see also section IX on conflict resolution).

See also the Graduate School document *Guidelines for Student Advising and Research Mentoring* (<https://grad.msu.edu/fsresources/FacultyAdvisors>).

It is anticipated that students will complete all degree requirements within four to five years of entering the program. If a student is not able to complete a degree within eight years, a request for an extension must be filed. In such cases, the following steps are to be taken:

1. The student should meet with the Committee Chair and come up with a plan for completion that meets the needs of the student and approval of all faculty on the committee.
2. The student should write a letter requesting the extension (include PID). The letter should clarify the reason(s) for the extension and propose a request for a new degree completion date.
3. The Committee Chair should endorse the request, affirming the viability of the plan proposed by the student. Any other relevant details or explanations should be included (e.g., a change in committee makeup).
4. The Graduate Program Director should endorse the request, expressing confidence in the proposed plan. This can come in the form of an email with the Advisor copied and the student letter attached.

## V. Dissertation

The SLS Ph.D. is a research degree. Students are expected to conduct significant and original research, the culmination of which is a dissertation that makes a significant contribution to knowledge. It is anticipated that the dissertation will be of sufficient quality to be publishable. Already published research is not acceptable as part of a dissertation.

A defense consisting of two parts is required. The first is a presentation that must be open to faculty members and members of the public. The second part involves an examination by the committee members followed by questions from the general audience. The committee members make the final decision as to the acceptability of the dissertation.

### **Proposal**

All proposals (and dissertations) are expected to conform to APA (Publication Manual of the American Psychological Association, 5<sup>th</sup> Edition) guidelines. The proposal is to be submitted to each committee member. During the academic year, committee members have two weeks in which to read the proposal. The Chair will determine if all committee members find the proposal acceptable. If so, a formal meeting will take place with the student in order to further refine the research project. If the proposal is rejected, the student may rewrite the proposal (or write a new proposal) within one semester and submit it to the committee. If the committee rejects this proposal, the student is not able to continue in the program (see section IX on conflict resolution). A dissertation proposal is to be successfully defended within one year after passing qualifying research paper (QRP) 2. Once the committee has approved the proposal, the Dissertation Proposal Approval form (Appendix C) should be submitted to the graduate secretary and kept in the student's academic file.

The proposal (generally no more than 30 pages in length, excluding references, tables, figures, appendices) includes:

- A statement of the theoretical problem to be investigated (including the research questions and hypotheses)
- A literature review in which the questions are situated
- A statement of the predicted results and the theoretical significance
- Methodology and means of analysis
- A tentative bibliography
- A tentative outline of the dissertation and a tentative timeline for completion.

Consult with the Chair of your committee for further guidelines or restrictions.

No proposals will be defended during summers (May 15-August 15) and only on rare occasions will dissertation defenses occur during the summer. Thus, students are to plan accordingly. Students who want to graduate in the summer should plan on defending their dissertation no later than the preceding May 15th and should plan on defending their proposal no later than May 1st one year earlier.

It is imperative that any original data that is to be collected receive approval of the Human Research Protection Program's Institutional Review Boards (IRBs) before beginning data collection (<http://hrpp.msu.edu/>). The Graduate School requires IRB permission, and failure to gain prior approval can mean that your dissertation (even a final version) will not be accepted by MSU.

The dissertation is to be submitted to the Dissertation Committee (generally the same as the Guidance Committee) at least **four** weeks prior to a scheduled defense. The dissertation defense is open to the public. In order to complete your graduation requirements, your dissertation must be accepted not only by your committee but also successfully submitted and ACCEPTED via ProQuest. *Do not wait until the last day of your stay at MSU; you may find that your dissertation needs some major reformatting.* Please note that your research advisor cannot advise you on formatting. Be sure to check the Graduate School website regarding deadlines for filing the dissertation.

All students must be enrolled for at least one credit during the semester in which they are defending their dissertation. This includes summer semester.

There are times when graduate students may wish to conduct research abroad, perhaps for their dissertation. If this is the case:

- Check with the MSU Travel Clinic! They will let you know of any health risks or immunizations (<http://www.travelclinic.msu.edu/>)
- Check the International Studies and Programs website for issues related to safety around the world (<http://www.isp.msu.edu/information-resources/international-travel/>)
- Apply for assistance with travel funding via the Graduate School. If the Graduate School provides funding, they will also provide a MEDEX emergency card
- Students traveling abroad should visit the "Travel Smart" website (<http://grad.msu.edu/travel>) before their trip. When students appointed as TAs or RAs travel outside the U.S. to conduct required thesis or dissertation research or to collaborate with investigators conducting research abroad, the department or research grant supporting the work will be required to pay for all needed vaccinations and or medications (e.g., anti-malarials) as determined by the MSU Travel Clinic. Students may include those costs in applications for funds from the Research Enhancement or Travel Grant programs administered by the Graduate School.

## **Submission**

MSU **only accepts** electronic theses and dissertations submitted via ProQuest. The instructions for electronic submissions are available from <http://grad.msu.edu/etd/>. When submitting an electronic thesis or dissertation to ProQuest, a student has the option to open the document to searches using Google, Google Scholar and Google Books. The option to block such searches continues to be available.

The new publishing agreement for thesis/dissertations with ProQuest now provides an "Open Access Publishing Option" as an alternative to the traditional publishing option available to our students. The Open Access option gives ProQuest the authorization to make the electronic

version of the document accessible to all via the internet, including the selling of the document by commercial retailers and the accessibility to the work via search engines. A student selecting the Open Access option will not be eligible to receive royalties. For more information visit: <http://www.proquest.com/products-services/dissertations/>

In addition to the main body of a thesis or dissertation, the Graduate School now permits the submission of supplementary materials to ProQuest. These supplemental materials will not be reviewed by the Graduate School for formatting requirements, but they must be acceptable by ProQuest and comply with ProQuest's criteria and storage limits. All supplementary materials need the written approval of the thesis/dissertation committee chair.

The MSU Library may accept supplementary materials approved by the thesis/dissertation committee chair per their collection criteria. The Graduate School does not review these materials for formatting requirements. Questions about submission of these materials to the MSU Library should be directed to the Assistant Director for Digital Information, currently Shawn Nicholson ([nicho147@mail.lib.msu.edu](mailto:nicho147@mail.lib.msu.edu)).

In addition to a conventional disciplinary abstract, a lay audience abstract is to be included. The formatting requirements for this additional abstract are identical to those for the conventional abstract

### **Approval for Graduation**

The student must complete all program, college, and university requirements to receive the degree. An application for graduation can be obtained from the Registrar's website (<https://reg.msu.edu/StuForms/GradApp/GradApp.aspx>) and is to be submitted to the Registrar's Office by the first week of the semester students expect to complete their degree requirements. Students completing requirements during summer should apply for approval by the first week of spring semester.

### **Graduation**

The target date for the **FINAL APPROVAL** of an electronic Thesis or Dissertation to the Graduate School for graduating the semester of that submission is FIVE working days prior to the first day of classes for the next semester (see future target dates below). **Be aware that a submission via ProQuest does not mean that the document has been ACCEPTED.** The review process is interactive and final approval can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions.

**Electronic Submission's Approval Target Dates for 2017-2018 (see <http://grad.msu.edu/etd/> for detailed information on steps to be taken):**

*Fall 2017 – December 20, 2017*

*Spring 2018 – May 9, 2018*

*Summer 2018 – August 21, 2018*

**Graduation on the semester of the electronic submission is only guaranteed if the document is APPROVED on or before the target date for that semester.**

**Graduate Advanced Degree Ceremonies will be on Friday of finals week at 3:30pm in the Breslin Center. You should arrive one hour early to put on gowns and be properly ordered for the procession.**

### **Exit Survey**

A short online exit survey for all students graduating with a Plan A or Plan B masters or with a Doctoral degree was introduced May 9<sup>th</sup> of 2011. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from <http://grad.msu.edu/etd/>

### **Instructions for students:**

- Access the following website:
- Doctoral Students: <https://www.egr.msu.edu/doctoral/survey/>
- Enter your MSU NetID (Login Name) and Password
- Complete all the items on the survey. When finished, click **Submit**.

If you cannot open this survey, please contact Katey Smagur by email at [smagurka@msu.edu](mailto:smagurka@msu.edu), and include your name, student ID #, degree level (PhD, MA/MS) and semester of graduation. You will then be notified when you are able to complete the survey.

## VI. Forms To Be Filed

SLS Forms	Complete By Date
SLS Qualifying Research Paper Intent (Appendix B)	Submission date in ( ) <b>January 15 (4/15), June 15 (9/15), October 15 (1/15)</b>
SLS Selection of Guidance Committee (GradPlan)	ASAP End of 3 <sup>rd</sup> semester
SLS Change in Guidance Committee Membership (GradPlan)	When necessary
SLS Dissertation Proposal Approval (Appendix C)	Following Proposal Defense

## VII. Policies on Academic Performance

In order to be considered a student in good standing, the following standards must be met:

- Students must enroll for a minimum of 6 credits each Fall and Spring semester (unless all requirements have been met).
- Students must maintain a cumulative GPA of 3.50
- Only courses with grades of at least 3.00 will count toward satisfaction of any requirement
- Any of the required examinations (pre-dissertation or dissertation defenses) can be repeated only once and must be completed the semester following initial failure. After the second failure, students are dismissed from the program

Each Spring Semester, the Director of the program will meet with all Guidance Committee Chairs/Advisors to discuss the performance of all students. At the meeting each Guidance Committee Chair/Advisor will submit a brief report on a student's progress. Each student's entire file will be considered. The file includes grade reports, the Graduate Committee report, and any other official documents relating to academic work. Each student will be evaluated on a number of factors: 1) Grade point average (GPA), 2) number of deferred grades, 3) progress toward degree completion, 4) course load, and 5) additional activities related to his/her academic work. The student will receive a written report outlining the results of the meeting. A student will be placed on probation following an "unsatisfactory" in any of the five categories. If the following semester, a student still has an "unsatisfactory" evaluation in the category "progress", she or he will not be allowed to continue in the program.



- **GPA**
  - Below 3.5      unsatisfactory
  - 3.5 – 3.8      satisfactory
  - Above 3.8      highly satisfactory
  
- **Deferred grades** (highly discouraged by the program unless extenuating circumstances exist)
  - More than two in previous two semesters      unsatisfactory
  - Any not removed in more than 12 months      unsatisfactory
  - No current deferred grades      satisfactory
  - No deferred grade in program      highly satisfactory

**According to university policies, required work must be completed and a grade reported within 6 months with the option of a single six-month extension.** If the required work is not completed within the time limit, the DF (deferred) will become U (unfinished) and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. This rule does not apply to graduate thesis or dissertation work. (*Academic Programs 2007-2009. pg. 90*)

- **Progress**

Below are guidelines for “satisfactory” performance. Anything taking less time is “highly satisfactory,” anything taking more time is “unsatisfactory”. The numbers in parenthesis “( )” represent the number of semesters for those holding assistantships (not fellowships) or for those entering without an M.A. in a related field. Extenuating circumstances will always be considered.

	# of semesters (excluding summers)	
○ Coursework and qualifying research papers	6-7	(8-9)
○ Dissertation proposal <i>(no more than one year following completion of QRP 2)</i>	7	(8)
○ Dissertation completion & defense	8	(10)

- **Course-load**

- Full Time      6-9 credits

Full time status is defined as a *minimum of 1 credit* for the following two categories:

- Successfully completed all comprehensive examinations and are actively engaged in dissertation research, or
- Are doing department-approved off-campus fieldwork related to dissertation preparation.

**Being enrolled in fewer than 6 credits is unsatisfactory unless arrangements have been made with the SLS Program Director. Students are not encouraged to take more than 9 credits.**

- **Additional activities**

Participation in unit activities is expected. These include attendance at lectures, conference practice talks of other students, pre-professional activities (e.g., workshops sponsored by the unit).

An additional activity is defined and evaluated as follows:

- Any activity within the preceding year, such as paper accepted for publication or conference presentation at a refereed conference, is considered “highly satisfactory”
- Any activity while a student is enrolled in the program (but not in the past year) is “satisfactory”

N.B.) A student may view his/her academic records (see GSRR 3.2.3) by asking the Graduate Secretary. The file, however, may not be removed from the Graduate Secretary’s office.

*A student has the right to challenge the accuracy of information in his/her academic file.*

## **VIII. Academic and Ethical Integrity**

Preparation for entry into the academic world involves an understanding of ethical practices. The SLS program takes this requirement seriously and students may be dismissed from the program for violations. For additional information, please refer to [https://www.msu.edu/~acadgov/documents/ISGACapproved2\\_24\\_09final\\_polished\\_editedversion3\\_3\\_09.pdf](https://www.msu.edu/~acadgov/documents/ISGACapproved2_24_09final_polished_editedversion3_3_09.pdf) and <https://msu.edu/unit/ombud/academic-integrity/index.html>

Students are expected to abide by the Guidelines for Integrity in Research and Creative Activities (see <https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf>).

Two notable kinds of academic dishonesty are *falsification of data* and *plagiarism*.

**Falsification of data** includes changing or making up data and presenting these data as though they were the result of an experiment, questionnaire, or fieldwork collection project.

**Plagiarism** is the use of another’s work, ideas, or writings (including things found on the internet) without proper attribution. If you are in doubt as to when you need to cite a source, and the form your citation should take, you can check the Harvard guide *Writing with sources* (<http://usingsources.fas.harvard.edu/home>).

Michigan State University’s various policies on academic honesty state:

“If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.” (*Academic Programs 2007-2009. pg. 92*)

“In instances where a failing grade in a course is given only for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances. (*Academic Programs 2007-2009. pg. 93*)”

“A student who receives a penalty grade based upon a charge of academic dishonesty, even if not referred for disciplinary action, may seek a hearing according to the procedures in this Article. In such a hearing, the burden of proof shall rest upon the instructor whose prior assignment of the penalty grade will constitute a charge of academic dishonesty. The hearing board shall proceed in compliance with applicable academic legislation on the integrity of scholarship, grades, and professional standards, and the procedural and appeal provisions of this document shall apply.” (Refer to *Academic Freedom for Students at Michigan State University* article 6 [<http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university/article-6-academic-hearing-board-structures>].)

You can find additional information about academic dishonesty, including official MSU policies, at: <http://www.rio.msu.edu> and <http://grad.msu.edu/researchintegrity/>. Any graduate student in the SLS program at MSU who is discovered to have plagiarized or falsified data will be dismissed from the program. Also, a relevant article is: The Roots of Research Misconduct” (<http://www.nature.com/naturejobs/science/articles/10.1038/nj7409-121a>).

A student may not submit the same paper for two different courses. According to MSU policy: “Unless authorized by their instructors, students are expected to do their own, original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty.” Check with your professors if there is any question.

Within the SLS program, the procedures for dealing with academic dishonesty are as follows:

- Any suspected instance of a violation of academic integrity by a graduate student will be reported to the SLS Program Director before any action is taken
- If it is established that a violation has in fact occurred, and if it is the first violation, the student will be given a written warning. In this warning it will also be stipulated that any further violations of academic integrity may result in dismissal from the program

Students conducting research with human subjects will need approval from the University Committee on Research Involving Human Subjects for dissertation work or if they wish to publicly present their results. Failure to complete this form prior to research or any evidence of forgery or backdating will be viewed as academic dishonesty and could result in dismissal from the program. Details on the application process can be found at: <http://hrpp.msu.edu/>.

All students in the College of Arts and Letters will need to follow the training protocol described on the College website: <http://www.cal.msu.edu/faculty/office-research-administration/responsible-conduct-research>.

The number of cases of scientific misconduct due apparently to unintentional plagiarism continues to be substantial. To avoid any unintentional difficulties, students are encouraged to check manuscripts for unintentional plagiarism before submission for a class, QRP, or dissertation. "Ithenticate", an anti-plagiarism software, is available on Desire 2 Learn (<https://d2l.msu.edu/>) as part of the "Turn-It-In" package. Ithenticate is set up so that faculty, postdocs, and graduate students can check their manuscripts for unintentional plagiarism before submitting them. Read more at: <http://tech.msu.edu/ithenticate/>

### **Authorship**

Issues related to authorship will be covered in RCR training. The following MSU website provides further information: <http://vprgs.msu.edu/michigan-state-university-guidelines-authorship>.

## **IX. Student Conduct and Conflict Resolution**

When a conflict with a faculty member arises, a student should first try to resolve the issue with that faculty member. When that is not possible, the student should consult with the SLS Program Director, who may meet with one or both of the parties involved. Conflicts that remain will be reported to the Associate Dean for Graduate Studies.

The Office of the Ombudsman can also be consulted. Please visit their website for more information on Ombudsman services: <https://www.msu.edu/unit/ombud/grievance-procedures/index.html>. Specific information about how to file a request for an academic grievance hearing can be found at: <https://www.msu.edu/~ombud/grievance-procedures/index.html>

You should also visit: <https://grad.msu.edu/sites/default/files/content/gsr/GSRR.pdf> for further information on Graduate Student Rights and Responsibilities (GSRR).

**Graduate Student Academic Grievance Hearing Procedures:** See Appendix D.

## **X. Work-Related Policies**

For concerns relating to possible SLS funding support, please refer to *Section II, Financial Support*

Students with research assistantships (RAs) will be assigned to a faculty member (or group of faculty members) who will serve as their supervisor. Half-time research assistantships require an average of 20 hours per week for the 18 weeks of the semester (10 hours if a quarter-time appointment).

Information and materials needed to perform one's RA duties will be provided by the supervising faculty member(s) to RAs in a timely manner.

Limited teaching assistantships (TAs) are available through the SLS program and through other units. The employing unit will provide TAs with information regarding the MSU-GEU contract (<https://www.hr.msu.edu/documents/contracts/GEU2015-2019.pdf>).

For those with TAs, there are online workshops about teaching (<https://grad.msu.edu/tap/orientations>). You are encouraged to work your way through these modules.

SLS students are housed in the B-wing of Wells, with research rooms nearby. To the extent possible, each SLS GA will be provided with an individual desk and computer. Unfortunately, there may be times when sharing of space and computers will be necessary.

## **XI. University Resources**

There are numerous resources on campus that relate to the goals of the SLS program and that might be of relevance to SLS students. The list below is intended only as suggestive; there are undoubtedly many other relevant resources available.

### **English Language Center**

The English Language Center (ELC) provides English language instruction to international students. The English Language Center offers teaching assistantships to qualified students in the SLS program. In addition, the ELC sponsors a number of "brown bag" discussions, in-service sessions, and lectures. These are open to everyone, regardless of whether or not he or she holds a teaching assistantship.

### **CeLTA/CLEAR (Center for Language Teaching Advancement and Center for Language Education and Research)**

CeLTA ([celta.msu.edu](http://celta.msu.edu)) was formed in 2008 to support language teaching and learning at MSU and to provide outreach to the community through the Community Language School ([cls.celta.msu.edu](http://cls.celta.msu.edu)). In 1996, Michigan State University, with funds from the Department of

Education, became host to the Center for Language Education and Research (CLEAR), a National Foreign Language Resource Center (NFLRC). The goal of this center is to build bridges in research, materials development, and teacher training across all languages.

Given the mission of collaboration across languages in all areas of foreign/second language education, CLEAR and CeLTA fund a number of projects in which specific links will be made between and among language settings, and between theory and practice.

### **Cognitive Science Program**

The Cognitive Science Program is designed to help understand the nature of the mind through working in various media and concentrating on various themes (i.e., Perception and Action, Language and Communication, Learning and Memory, Cognitive Neuroscience). For more information, please visit their website (<http://www.cogsci.msu.edu/graduate.html>).

Among other things, the Cognitive Science Program sponsors a Distinguished Speaker Series. Please check their website for a list of speakers – linked to from the current academic year menu on their homepage.

## **XII. Varia**

### **Travel support**

To the extent possible, the SLS program will provide some funding for conference travel to students who are presenting papers. There are other sources of support for conference presentations (e.g., the College of Arts & Letters, the Graduate School) <https://grad.msu.edu/travel> that are available on a competitive basis. The office of International Studies and Programs (ISP) also provides support for international travel. Please use the following link to determine meal per diem rates based on the city of the conference: <http://www.ctrl.msu.edu/COTravel/PlanYourTrip.aspx>. The College of Arts and letters also has specific guideline to follow when submitting travel funding requests. All documents must be attached to your original request. Guidelines can be found at: <http://www.cal.msu.edu/students/graduate/current-graduate-students/grad-funding/>

### **SLS conference travel guidelines**

1. All requests for funding should be submitted two times a year—Sept. 1 and January 2 (or the first working date if the university is closed on either of these dates). September 1 will be for conferences in fall and January 1 for conferences in spring and summer. You may not know if your paper is accepted by the date that requests are due, but please submit requests for all conferences that you think you might present at.
2. We hope to be able to fund two trips per year (i.e., fall, spring, or summer) with the following limits: a) international paper \$400, b) international poster \$300, c) domestic paper \$250, and d) domestic poster \$150. Only one international trip will be funded per year at the

\$400/\$300 level. If there were to be a second international conference, it will be funded at the rate of \$250 if additional funds are available.

Depending on finances, the Program will fund, where possible, additional conferences, but this will not be known until after the January 1 requests have been made so that we can determine how much funding remains.

Travel funding will be disbursed in the form of an electronic fellowship. Fellowships are deposited directly into your Student Account. It is your responsibility to ensure that the funds appear and are withdrawn as necessary. Be mindful that Student Accounts work in the form of expenses and credits, and so if there are outstanding expenses you must pay to the university, the fellowship will be subtracted from these outstanding expenses. Fellowships also have the potential to impact any financial aid you may be awarded.

The travel funding request form can be found in Appendix E and is to be completed and returned by the due dates to the Graduate Secretary in room B331 Wells Hall. If you are late with your submission, we will not be able to include you in our calculations for available funding and you will only be provided funding if there are remaining funds, even if you have not had any prior funding.

### **Participant Funding Support**

Because a large amount of SLS research requires the use of ‘human subjects’, the SLS program makes limited support available to pay participants in research projects. Requests are made twice a year (see Appendix F). Whenever possible, funds up to \$350 for QRP research and up to \$700 for dissertation research are made available.

### **External Research Funding**

Students are encouraged to apply for external funding for their research. The College of Arts and Letters has set aside funding (\$500) for students who apply for large external grant (i.e., those that will be sufficient to cover at least one semester’s worth of funding for the student).

### **Summer Teaching**

Limited summer teaching possibilities are available. Applications for these positions are generally solicited in the preceding Fall.

### **Communications**

#### ***Email***

The most efficient way of communicating with faculty and with fellow students is through email. All graduate students are required to obtain an MSU email address as soon as possible after registration. If you have not received information about how to get an email address, you should go to <https://netid.msu.edu/>. Please make sure that you either check your MSU email account daily – at least – or have your MSU email forwarded to an account that you check daily. Instructors will often send emails to an entire class and these will be sent to your MSU account.

#### ***Mailboxes***

All SLS students have mailboxes in Wells Hall. Please contact Ryan Hasselbach or Jennifer Nelson to obtain the key to the mailroom. The mailing address for SLS students is:

[*Student's Name*]  
Second Language Studies  
Michigan State University  
619 Red Cedar Road  
B331 Wells Hall  
East Lansing, MI 48824

### **Lab Space**

There is dedicated SLS research space. Information is available about the labs and the contact person for each lab is identified there (<http://sls.msu.edu/research/labs/>).

### **Meeting Space**

There are numerous conference rooms in Wells Hall that can be booked for meetings. Please contact the office staff in B331 to reserve a room.

### **Summer Courses**

Normally, there are very few summer courses offered at MSU that students can use toward the completion of their degree. In some cases, students may take courses at other universities or summer institutes. If you decide to do this, you must *talk to your advisor beforehand* in order to ensure that the courses will count toward your degree. Remember that you can transfer no more than 9 credits into the SLS program.

### **Conferences and Organizations**

Professional development is an important part of graduate training. Several SLA and applied linguistics conferences are held throughout the year at various locations. Even if you are not presenting a paper, you are encouraged to attend these conferences, particularly if they are nearby. There are two important annual conferences that SLS students should attend and at which they should present (when possible): the Second Language Research Forum (SLRF) and the American Association for Applied Linguistics (AAAL).

#### **Second Language Research Forum (SLRF)**

This conference moves from university to university and is usually held in the fall of each year. This is the main conference in the U.S. devoted to second language acquisition. There are others in other places in the world (e.g., EuroSLA in Europe). The SLS program director or your advisor will help you locate other conferences should you be interested.

#### **American Association for Applied Linguistics (AAAL)**

This conference is held each year, generally in the spring. Abstracts are due in the summer. Check the AAAL website (<http://www.aaal.org>) for further information.

### **Other Conferences and Opportunities**

Information on other conferences is available on the SLS web site (<http://sls.msu.edu>).



There are periodic workshops relating to issues of professional development. In addition, please refer to the PREP program for graduate students' professional development (<https://grad.msu.edu/prep>).

### **GradPlan**

GradPlan was developed for Ph.D. students to lay out their Ph.D. program of study and make notes on all the requirements as they are completed (<https://grad.msu.edu/etd/grad-plan>). Your advisor and the SLS graduate secretary can help you work through your program.

It is the web-interactive system for Ph.D. students to create and store their Ph.D. Degree Plans and subsequent graduate program activities. Link to the log-in page: <https://gradplan.msu.edu> Final acceptance of the dissertation by the Graduate School and the final degree certification by the department, college and Office of the Registrar are all set up for final approval and stored electronically in GradPlan. The following is the stakeholder responsibilities for GradPlan operations:

**Only accessible to staff:** Graduate Secretary/Graduate Program Director enter the following info:

- Committee members
- RCR information
- Placement information once student has graduated
- Completion date of comprehensive exam
- Date defense exam was successfully completed
- Request comp exam extension (if applicable)
- Request program extension (if applicable)
- Approve\Deny language requirement (not required for SLS program)

**Only accessible to the student:** Student enters the following info:

- Committee members
- Ph.D. degree plan courses (should auto-populate)
- Tentative dissertation subject
- Subject of comprehensive exam
- Information regarding use of human or animal subjects
- Information about using hazardous substances in research
- Additional notes regarding research (if applicable)
- Language requirement (not required for SLS program)
- Specialization or Certification information (if applicable)
- Additional notes regarding other requirements (if applicable)
- IRB # (if applicable) (Added after plan is official)
- Dissertation title for official transcript (Added after plan is official)

Graduate School signs off if student has successfully submitted dissertation. If all department requirements are met, the graduate secretary and GPD signs off on the student's GradPlan.

**NOTE: all sections in your plan ABOVE the Graduate School Sign off should be completed BEFORE you submit your dissertation to ProQuest.**

## **Appendix A**

### **Check List**

## Checklist

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Taken</b>
<b>LLT 860</b>	Introduction to Second Language Acquisition	
<b>LLT 861</b>	Advanced topics in Second Language Acquisition	
<b>LLT 862</b>	Advanced research in Second Language Acquisition	
<b>LLT 863</b>	The Second Language Acquisition of Morphosyntax	
<b>LLT 864</b>	Second Language Psycholinguistics	
<b>LLT 872</b>	Research Methods for Language Teaching and Foreign/Second Language Learning	
<b>LLT 873</b>	Quantitative Research in Second Language Studies	
<b>LLT 874</b>	Qualitative Research in Second Language Studies	
<b>LLT 807</b>	Language Teach Methods	
<b>LLT 808</b>	Assessment for Language Teaching and Research	
<b>Elective 1</b>		
<b>Elective 2</b>		
<b>Elective 3</b>		
<b>Elective 4</b>		
<b>Elective 5</b>		
<b>Dissertation Credits (LLT999)</b>	24 and no more than 36	

**Appendix B:**  
**Qualifying Research Paper Intent**

**Second Language Studies Ph.D. Program**  
Michigan State University

**Qualifying Research Paper Intent**

**Submit electronically to Patti Spinner at [spinnerp@msu.edu](mailto:spinnerp@msu.edu) three months before actual submission of QRP (i.e., 10/15 for 1/15 submission; 1/15 for 4/15 submission, 6/15 for 9/15 submission).**

Please indicate if this is QRP 1 or 2:      \_\_\_\_\_ QRP 1      \_\_\_\_\_ QRP 2

Student Name: \_\_\_\_\_

Date of QRP submission:

January 15, 20\_\_\_\_  
April 15, 20\_\_\_\_  
September 15, 20\_\_\_\_

Readers:

1. _____	_____	_____
(print name)	(signature approval)	date
2. _____	_____	_____
(print name)	(signature approval)	date

Title of paper:

\_\_\_\_\_  
\_\_\_\_\_

Brief description of paper:

**Approved:**

Guidance Committee Chair: \_\_\_\_\_

print name	signature	date
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**Appendix C:**  
**Dissertation Proposal Approval Form**

## Appendix C:

### Dissertation Proposal Approval Form

Second Language Studies Ph.D. Program

\_\_\_\_\_  
*Student's Name (Last, First)*

\_\_\_\_\_  
*Student PID number*

\_\_\_\_\_  
Title of Dissertation (may be tentative, but should accurately describe the research)

\_\_\_\_\_  
Anticipated date of completion:

IRB: Federal and university regulations require that all proposed research projects involving human subjects be reviewed and approved by the MSU Institutional Review Board (IRB).

Will your research involve human subjects:       Yes       No

If yes, when was your proposal submitted to IRB: \_\_\_\_\_

*I, the undersigned student, understand that the research cannot begin until the IRB grants its approval and I have taken the required tutorial on the IRB website.*

*month, date, year*

**Required signatures:** *(type/print name, sign and date)*

Student:			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

**Guidance Committee:**

Chair:			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Members:			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

<i>Name</i>	<i>Signature</i>	<i>Date</i>

<i>Name</i>	<i>Signature</i>	<i>Date</i>

Graduate Program Director Approval:			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

*MSU is an Affirmative Action/Equal Opportunity Institution*

**Appendix D:**  
**Graduate Student Academic Grievance Hearing Procedures**



# **Graduate Student Academic Grievance Hearing Procedures**

## **For the Second Language Studies [SLS] Program**

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others, which are equally essential to the purposes, and processes of the University. (GSRR Article 1.2)

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The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities (GSRR)* documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the SLS Program has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

### **I. JURISDICTION OF THE SLS PROGRAM HEARING BOARD:**

- A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)
- B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

### **II. COMPOSITION OF THE SLS HEARING BOARD:**

- A. The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program procedures. Hearing Board members serve one-year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.)
- B. The Chair of the Hearing Board shall be the faculty member with rank who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)
- C. The Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

### III. REFERRAL TO THE HEARING BOARD:

- A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Program Director, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)
- B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)
- D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student's dean has called for an academic disciplinary hearing, the student has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)
- E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)
- F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

### IV. PRE-HEARING PROCEDURES

- A. After receiving a graduate student's written request for a hearing, the Program Director will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)
- B. Within **5** class days, the Chair of the Hearing Board will:
  - 1. forward the request for a hearing to the respondent and ask for a written response;
  - 2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within **3** class days of this notification. In

addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c);

3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final;
  4. send the Hearing Board members a copy of the request for a hearing and the respondent's written response, and send all parties a copy of these procedures.
- C. Within **5** class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
1. accept the request, in full or in part, and promptly schedule a hearing.
  2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
  3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)
- D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.
- E. At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)
- F. At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)
- G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)
- H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)

- I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.
- K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4. and 5.4.11.)

**V. HEARING PROCEDURES:**

A. The Hearing will proceed as follows:

1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:
  - In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
  - In hearings in which a graduate student seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.
  - All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "clear and convincing evidence." (See GSRR 8.1.18.)

(See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)
2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)
3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing or, only in unusual circumstances, hear the case in his or her absence. (See GSRR 5.4.9-b.)

4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)
5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)
6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.
7. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.
8. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.
9. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.
10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.
11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.
12. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

## **VI. POST-HEARING PROCEDURES**

### **A. Deliberation:**

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and

convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

B. Decision:

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board's recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within **3** class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)
2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Program that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within **5** class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within **5** class days. (See GSRR 5.5.2.2 and 5.4.12.3)

C. Written Report:

The Chair of the Hearing Board shall prepare a written report of the Hearing Board's findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within **3** class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within **5** class days following notice of the decision, or **5** class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board's report and the administrator's redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

## **VII. APPEAL OF THE HEARING BOARD DECISION:**

- A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)
- B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within **5** class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)
- C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

## **VIII. RECONSIDERATION:**

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

## **IX. FILE COPY:**

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)

Approved by Faculty (June 23, 2015)

**Appendix E:**  
**Travel Funds Request**



## Appendix E

### SLS Travel Fund Request

(Please note if you are requesting funding from the Graduate School or ISP you must still submit the official request form located at <http://grad.msu.edu/fellowships/travel.aspx>)

Name:

Title of paper/poster:

- Paper
- Poster

Conference to be presented at:

Date of conference:

Location:

Estimated cost:

Air:

Hotel:

Has your paper/poster been accepted yet?

- Yes
- No

If no, what is the expected date of notification?

Other Funding Sources (Department Name)	Contact name and E-mail address	Account #	Source Amount

**Submit by September 1<sup>st</sup> for travel in Fall semester**

**Submit by January 2<sup>nd</sup> for travel in Spring or Summer Semester**

**OR the first working day if the university is closed on either of these dates.**

**MSU TRAVEL PRE-TRIP AUTHORIZATION FORM must be completed prior to travel.  
Return completed forms to Graduate Secretary in B331 Wells Hall.**

**Appendix F:**  
**Participant Funds Request**

## APPENDIX F

### RESEARCH PARTICIPANT FUNDING REQUEST

The SLS program has limited funds to assist with payment to research participants. Before making a request for funds, you should discuss the reasonableness of your request with your advisor (whose signature must be obtained). Often it is better to talk to instructors of the classes from which you are drawing participants to see if they are willing to grant extra credit for participation; students are often more interested in extra credit than cash.

**Please note: if you are using these funds for someone to help code data, this requires hiring them for a particular service. This can be done, but the process is different. Please talk to the Pod before asking someone to assist with coding.**

It is good practice to have all participants sign the form (even if some of the participant payment exceeds what you have been allotted) so that there can be a final reconciliation of all funds (SLS' and your own).

Name:

Email:

Project Title:

Advisor/PI:

Purpose of project (QRP, Dissertation, Other):

Start Date:

End Date (if known):

Number of participants:

How much per participant:

Total amount requested:

How much time is required of each participant:

Have you received IRB approval:

Description of the project:

**Signature of advisor** \_\_\_\_\_

**Appendix G:**  
**Research Participants**  
**Hiring Student Workers Info Sheet**

## **Appendix G:**

### **Research Participants and Hiring Student Workers Info Sheet**

There are two categories for payment of those who assist in a research project: 1) research participants or 2) actual workers.

In the first case, research participants are those who provide anonymous data and who sign consent forms to allow their data to be used. These can be paid directly as research participants. Advances can be obtained for this purpose. Participants sign a receipt.

In the second case, the following instructions apply.

In order to comply with MSU and federal guidelines regarding employed labor, prospective student workers are required to be employed by the Department of Linguistics & Germanic, Slavic, Asian and African Languages (B331 Wells Hall) **before they can start working for you** (Note that this does not apply to research participants, as defined above). This means that several qualifications for employment must be met.:

- They must be eligible to work in the United States (depending on their visa status, work hours eligibility, etc.)
- They will need to have a social security number, or be in the process of obtaining one, in order to start working. Tax reporting by MSU requires a SSN for each employee.
- They must have submitted for verification, or have on file, an I9, both Section 1 **and** Section 2 completed.
- They must have completed their current I9 process within six months before, or *within 3 days after* their intended start date.

When you decide to hire a student worker, please consider what date you wish for them to start working. Once this date is set, all of the conditions listed above must be satisfied, and then the student's appointment will subsequently be processed through the MSU payroll process. **Once the hiring process is complete, and the Pod has notified you as such, then the student may begin working. Please check with the office staff if you have not heard within one week of submitting names. Remember that names do not need to be submitted for research participants.**

Student worker timesheets are to be submitted to Ryan Hasselbach ([hassel16@msu.edu](mailto:hassel16@msu.edu)) by 5:00 pm on the Monday after each pay period (see Helpful Links). Employees need to sign the timesheet, and then need to submit it to the PI (the faculty supervisor) for approval. The PI will either sign their sheet, or send a confirmation email to Ryan confirming the approval. Be mindful that international students are only allowed to work a total of 20 hours per week from all combined MSU jobs, so you might have to make special, week-by-week arrangements with your student to accommodate this reality. They can work more hours in the summer and during

periods during the academic year when class is not in session. Domestic students can work up to 40 hours per week.

If you have any questions about hiring student workers, please contact your graduate secretary, or speak with any member of the Pod.

*Helpful Links*

International Students and SSN: <https://www.ssa.gov/pubs/EN-05-10181.pdf>

OISS Student Employment page: <http://oiss.isp.msu.edu/students/employ/>

Payroll Schedule: <http://www.ctrl.msu.edu/COPayroll/payrollSchedules.aspx>

MSU Manual of Business Procedures: <http://www.ctrl.msu.edu/COMBP/mbp55EBS.aspx>