

Spanish MA Graduate Handbook

School of International Letters and Cultures

(Updated Summer 2024)

Academic Standards and Other Policies

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Academic Standards and Other Policies

FOREWORD

The Spanish Graduate Handbook provides Spanish graduate students the information necessary for their compliance with the degree requirements of the M.A. program, and articulates the academic standards, policies, and procedures that govern them. It should be used in conjunction with the existing Arizona State University Graduate Policies and Procedures. Since it is the students' responsibility to comply with all university, school, and faculty requirements and to become informed of their nature and application, it is in their best interest to be thoroughly familiar with this handbook. When questions do surface, the graduate student should consult his/her advisor and/or the Spanish Graduate Advisor

Arizona State University is an affirmative action/equal employment opportunity institution and does not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, Vietnam-era veteran status, special disabled veteran status, or any other unlawful discriminatory grounds in its programs or employment.

Tempe, May 2015

Academic Standards and Other Policies

ASU Graduate Policies and Procedures

Please visit the Graduate College's [Graduate Policies and Procedures](#) handbook.

Spanish M.A. Admission Requirements

Please visit the [Spanish MA](#) degree search page for Admission Requirements.

Satisfactory Academic Progress <https://students.asu.edu/policies/satisfactory-academic-progress>

To remain eligible for federal financial aid, students must make satisfactory academic progress (SAP) as a student, meaning you need to make good enough grades, and successfully complete enough classes in a timely manner to demonstrate that you are successfully working toward your degree. ASU measures SAP yearly after the spring semester using three metrics:

- GPA – All students must meet a minimum cumulative GPA 3.0 (note this program requires you maintain a GPA of 3.6).
- Pace Rate – Students must pass at least 67% of their total attempted ASU credit hours in their degree program. Passed credits do not include courses with grades of E, EU or W. Audited courses, ungraded courses, remedial no-credit courses and courses with grade of Z are excluded from this measurement.
- Maximum Credit Hour – Students must not exceed the maximum attempted credit hour limit for the degree program.

Scholarship/Fellowships/Awards

For Scholarship/Fellowships/Awards, please visit the [SILC Website](#) as well as the [ASU Graduate College Website](#), and [The College of Liberal Arts and Sciences](#).

Other resources: [Graduate and Professional Student Association](#) (GPSA), [Institute for the Humanities Research-ASU](#), [ACMRS Academic Programs Awards and Grants](#).

Entrepreneurship + Innovation

Do you have an idea for a product or service that could solve a problem, fill a need or enhance people's lives? [Entrepreneurship + Innovation](#) at Arizona State University connects you to the information, resources and people that can help you turn your ideas into reality.

Coursework

Students will register for all coursework online through their My ASU page. Graduate-level courses are those numbered 500 or higher. Details regarding registration and course drop/add procedures are provided in the [Registration and Tuition Payment Guide](#).

Provisional Status

Students who have been admitted on provisional status must 1) make up the deficiency identified in their offer letter and, 2) earn a grade of B+ or better in all coursework taken in that status. A lower grade will result in recommendation for dismissal from the program. P (Pass) and Y (Satisfactory) grades will not be accepted for courses taken under provisional status.

Discrimination complaints (Title IX) <https://www.asu.edu/titleIX/>

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

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Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

Retention

All students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by this degree program. If a student fails to satisfy the requirements of their degree program, and/or benchmarks below, the student may be dismissed from their program based on the unit's recommendation to the Graduate College.

- M.A. students are required to maintain a 3.6 GPA. Students who at any time fall below these averages will be considered on probation for the following semester. If, during that semester, they do not meet minimal requirements, we will recommend to the Graduate College dean that the student be dismissed from the program.
- Grades of C and below do not meet the requirements of a graduate degree.
- Satisfy all requirements of the graduate degree program.
- Successfully pass the culminating experience.

Incompletes

Please visit the [ASU Student Services Manual \(SSM\)](#) for the incomplete grade policy.

Review and Dismissal

After the first year, all students will be reviewed annually. Students whose progress is found deficient will be informed by their respective Graduate Representative and will be placed on probation to correct deficiencies. If deficiencies are not corrected, the student will be recommended for dismissal to the Graduate College.

Reading and Conference

Reading and Conference courses should not duplicate courses that are available in the catalog or by Special Topic. The Graduate Advisor of Spanish Graduate Studies is responsible for authorizing such work. Appropriate forms are available in the departmental office. Please visit the ASU Catalog for the [Classification of Courses](#).

Internships

The internship course for Spanish is SPA 584/684/784. Although students may not use internship credit as a substitution for courses required by the program, internship courses may be used on the iPOS as part of the total hours for the degree. One (1) credit hour may be awarded per 50 hours of internship work with prior approval. For more information on internships visit the [ASU Career and Professional Development Services](#).

Leave of Absence

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Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. If a student cannot meet this requirement, they must request a leave of absence, which can be done as a petition through the Interactive Plan of Study. Once submitted, the petition must be approved by the academic unit and Graduate College before the anticipated semester of non-registration. Students may request up to two semesters of non-registration during their graduate program.

Academic Integrity

The highest standards of [academic integrity](#) and compliance with the university's [Student Code of Conduct](#) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university. Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

Withdrawal

Voluntary withdrawal from ASU: If a student wishes to withdraw from his/her graduate degree program and the university, they must complete the [Voluntary Withdrawal Form](#). Students must separately complete the appropriate forms with the University Registrar to withdraw from their courses. International students should contact the [International Student and Scholars Center \(ISSC\)](#) before submitting a Voluntary Withdrawal form, as it most likely will affect their visa status.

Voluntary withdrawal from a graduate degree program: If a student wishes to transition from one graduate degree program to another graduate degree program, the student should complete the Voluntary Withdrawal form. The student should not take this action until they have been admitted to the other graduate degree program.

Other types of withdrawal: There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at the [University Registrar's Office](#).

International Students

Students who need assistance with visas, immigration status, or other immigration questions should contact the [International Student and Scholars Center \(ISSC\)](#).

Health and Wellness

ASU offers many health and wellness resources for our students. Please visit [ASU Health Services](#) for information on counseling, public safety, and Sun Devil Fitness. Additional resources for wellbeing can be found here: [Graduate Wellness Resources](#) and [10 Best Practices in Graduate Student Wellbeing](#).

Educational Outreach and Student Services

Please visit ASU Educational Outreach and Student Services for a variety of resources, such as Student Advocacy and Assistance, Counseling, Financial [Aid Resources for Students with Families](#), Community Resources (Food, Clothing, Shelter), and others <https://eoss.asu.edu/resources/basic-needs>.

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Disability Resources

ASU strives to offer students with disabilities support and access, for all programs and academic opportunities. It also ensures that qualified individuals with disabilities are not subjected to discrimination, harassment or retaliation because of their disabilities in regard to academic pursuits, job application procedures, hiring, and other terms and conditions of employment. It is the policy of ASU to provide reasonable accommodations to qualified individuals with disabilities. SILC encourages qualified individuals to contact the SAILS office for classroom accommodations (<https://eoss.asu.edu/accessibility>) as well as to the Office of Human Resources (<https://cfo.asu.edu/workplace-accommodations>) for workplace accommodations.

Interactive Plan of Study (iPOS)

Graduate students will file their Masters Plan of Study using secure online process called the Interactive Plan of Study (iPOS). This electronic process will guide you through a step-by-step process and present a list of eligible courses to choose from. A number of edits are built in to ensure that students have met university requirements prior to submitting their iPOS. Students must submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program. Students will be able to login to review the status at any point along the way.

Graduation Process

Apply to Graduate: <https://students.asu.edu/registration/graduation-apply>

Graduation Deadlines: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>

Transfer Credits

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College office, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted.

Grade Appeals/Grievances

A. The aggrieved student must first undergo the informal procedure of conferring with the instructor, stating any evidence and reasons for questioning that the grade received was not given in good faith. The instructor is obliged to review the matter, explain the grading procedure used and show how the grade in question was determined. If the instructor is a graduate assistant and this interview does not resolve the difficulty, the student may then take the problem to the faculty member in charge of the course (regular faculty member or director of the course sequence).

B. If the grading dispute is not resolved in step A, the student may appeal to the department chair or other appropriate chair of the area within the department (if any). The department chair may confer with the instructor to handle the problem. Step B applies only in departmentalized colleges or schools.

C. If these discussions are not adequate to settle the matter to the complainant's satisfaction, the student may then confer with the dean of the college or school concerned (or the dean-designate) who will review the case. If unresolved, the dean or designate may refer the case to the college or school academic

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grievance hearing committee to review the case formally. In most instances, however, the grievance procedure does not go beyond this level.

University Resources

[ASU Libraries](#), [Graduate Student Writing Centers](#), [Graduate & Professional Student Association](#), [Provost's Office](#), [Career Services](#), [Campus Parking](#), [Student Business Services](#), [Sun Devil Student ID Card](#), [IT Help Office](#), [Memorial Union](#), [Campus Dining](#), [Student Banking](#), and [Student Organizations](#)

Master's in Spanish



Specializations

The Spanish Program in SILC offers Master of Arts Degrees in two specializations:

- Literature and Culture
- Linguistics

Plan of Study

Candidates must complete at least 30 semester hours of 500-level graduate work with a SPA heading.

Required core course for the degree: SPA 540 History of Spanish Language (3 credit hours).

Required is a portfolio as culminating experience. Three faculty members are required for the supervisory committee for the culminating experience. Portfolios may contain two article-length essays from separate periods (25 pages each) or one long essay or project (45- 50 pages).

For specific course requirements, students should consult statements on their respective programs.

Not required are the following: A foreign language exam, a master's comprehensive exam, a SPA 599 Thesis as culminating experience.

All students need to file an official Plan of Study (iPOS) following the requirements of the graduate programs in SILC. Students need to work with their Supervisory Committee Chair and submit the iPOS to the Graduate College no later than the very beginning of the third semester.

On the plan of study (iPOS) obtained from the Graduate College, the student lists the courses taken with the grades obtained, as well as the courses s/he is in the process of taking, or expects to take. Changes in the Plan of Study may be made later if necessary, but it is required to prepare a clear and robust iPOS filed together with the name of the Chair of the Supervisory Committee and the names of the other members of the Supervisory Committee. Once the plan of study has been completed, it must be checked and signed by the Chair of the Supervisory Committee and by the Graduate Advisor of the Spanish Graduate Program. The student's individual Plan of Study will be determined in consultation with the student's Chair/Advisor, subject to approval by his/her Supervisory Committee, the Graduate Advisor of the Spanish Graduate Program, and finally the Dean of the Graduate College.

Time Limitations

All work done toward the Master's degree program must be completed within six consecutive years.

M.A. Supervisory Committee

The purpose of the Supervisory Committee is to assist the student in planning a program that fits his/her own needs and interests; to supervise the student's yearly academic progress; and to guide the development of the research proposal and portfolio. The committee members will normally be chosen from the faculty with whom the student has taken or will take course work in the program and subject areas chosen.

The Chair of the Supervisory Committee must be a member of the ASU Spanish Graduate Faculty. The Chair of the Supervisory Committee serves as primary advisor to the student. It is the student's

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responsibility to identify his/her mentor-director in accord with the area and specific topic of the research interest. The Graduate Advisor of the Spanish Graduate Program, besides being a member or chair of some supervisory committees, will be a member ex officio of all supervisory committees.

If the student's research warrants it, the student's Supervisory Committee may request permission from the Spanish graduate committee to include a member from outside the approved list of Spanish Graduate Faculty (within or outside of ASU). This member will be proposed by the Chair of the Supervisory Committee or by the student. The Chair of the supervisory committee will make official contact on behalf of the program and will establish the parameters of his/her collaboration on the Supervisory Committee. The program cannot assume any expenses incurred by having an external member of the committee.

Graduate students need to work closely with the chair of their Supervisory Committee. The formation of such committee should be done no later than the beginning of the third semester when the student is required to submit his/her iPOS.

Change of M.A. Supervisory Committee

It is understood that, for valid professional reasons expressed in writing to the Spanish Graduate Advisor, a student may request a change in the membership of his/her Supervisory Committee. This change shall be submitted through the iPOS system. Changes are usually requested due to a change in research topic or a prolonged research sabbatical on the part of a faculty member, etc.

The student should first discuss the change directly with the faculty member involved and the Chair of his/her supervisory committee, who will also inform the Graduate Advisor of the Spanish Graduate Program in writing of his/her opinion. If the parties directly involved do not agree, the Graduate Advisor of the Spanish Graduate Program will submit the matter to the Spanish Doctoral Committee for its resolution. The committee change request must be approved by the Graduate College.

MA in Spanish (Literature and Culture)

This specialization includes a minimum of 30 semester hours of graduate level work as approved by the student's Supervisory Committee. The program must include: SPA 540 (History of the Spanish Language) in addition to 27 semester hours of SPA content courses in Literature and Culture. Teaching assistants need to take SPA 596 (Spanish Language Methodologies), which counts towards the 30 semester hours.

There are two areas (Peninsular and Spanish American Literature and Culture) and four periods in which the student may choose to specialize:

- Peninsular (to 1700)
- Peninsular (from 1700-)
- Spanish American (to 1880, including Mexican American/Chicano/a)
- Spanish American (from 1880 to Present, including Mexican American/Chicano/a)

For the purpose of the preparation of the Plan of Study, it is important to take into consideration not only that all courses must be under the SPA prefix but also that they are content courses, i.e. in Spanish Literature or Culture.

Core Course		
SPA 540	History of Spanish Language	3 credits
Electives		
SPA 5**, SPA 6**	To be chosen in consultation with our graduate advisor and/or committee director	27 credits
Culminating Experience		
Portfolio		

Requirements: In order to satisfy the requirements of the Masters in Literature, graduate students will submit a portfolio which should contain:

- A narrative/statement (2-4 pages) contextualizing the selected papers within the student's broader program of study and his/her development as a scholar.
- Either two 25 page or three 15 page high quality research papers that:
 - are original works.
 - contain thorough, relevant literature review; discussion of theoretical framework; description and justification of methodology.
 - substantially incorporate professor's comments and suggestions for development.
- Transcript and Plan of Study (ipos) including courses taken toward degree and MA committee membership.

MA in Spanish (Comparative Literature)

Admission Requirements

Admission requirements in general will be the same as those set by the Graduate College and the departments for their present programs. Proficiency for graduate work in the foreign language of specialization will be determined by the School of International Letters and Cultures. Students in the program will be closely advised by a three-member supervisory committee, at least one member of which will be from a section/department other than Spanish. It should be noted that the unusually full course listing which follows illustrates not only the breadth of opportunity offered by the program, but also the many kinds of intensive study possible. Many of the courses listed are in fact merely illustrative and not actual; they simply indicate the kind of course which might be taken to fulfill a given requirement. Actual planning of a plan of study will of course be done in concert with members of the supervisory committee. In addition, special needs can be met by 590 Reading and Conference. For information, see <https://silc.asu.edu/degree/graduate/ma-spanish--ma>.

Course requirements: This specialization includes a minimum of 30 semester hours of graduate level work as approved by the candidate's supervisory committee. The program should include a minimum of 9 hours of 500 level content courses in Spanish, i.e. in Literature or Culture. An independent reading list will be required and will include major figures in world literature.

Core Course (3 credits)		
SPA 540	History of Spanish Language	3 credits
Specialization courses (27 credits)		
One course in comparative literature and cultural studies, e.g.: - ENG 503 Comparative Literature, Theory, and Practice - ENG 504 Cross-Cultural Studies - ENG 603 Advanced Studies in Comparative Literature		3 credits
One course in criticism and theory, e.g.: - ENG 400 History of Literary Criticism - ENG 602 Advanced Studies in Theory and/or Criticism - ENG 604 Interdisciplinary Cultural Studies - FRE 510 Introduction to Textual Analysis - SPA 545 Concepts of Literary Criticism - SPA 598 Contemporary Critical Discourse on Latin American and Spain - SPA 691 Contemporary Critical Discourse on Latin America		3 credits
One course in theory and problems of translation, e.g.: - ENG 550 Translation - SLC 551 Global Approaches to Translation - JPN 585 Advanced Problems of Translation		3 credits
Four courses in a language other than English, exclusive of courses in translation		12 credits
Two topics courses - Periods or topics courses, appropriate to the individual course of study, e.g. SPA 564 Nineteenth Century Prose Fiction - Courses in related fields, such as Anthropology, art, film, geography, history, linguistics, philosophy, political science, religious studies, theater, sociology, women and gender, ethnic or area of study.		6 credits

MA in Spanish (Linguistics)

The Masters' degree program in Spanish with a specialization in linguistics at ASU is appropriate for students wishing to acquire a deep and broad understanding of the field in preparation for doctoral level study in Spanish linguistics and/or teach Spanish at the university or community college level. Candidates must complete a minimum of 30 semester hours of graduate level work. The core course and the 6 specialization courses should have a SPA prefix.

Admission Prerequisites

The specialization in Spanish linguistics requires students to have completed the below courses before being admitted into the program:

- SPA 400 Introduction to Hispanic Linguistics (or approved equivalent)
- SPA 417 The Sounds of Spanish (or approved equivalent)
- SPA 418 Architecture of Spanish (or approved equivalent)

Core Course (3 credits)		
SPA 540	History of Spanish Language	3 credits
Specialization Courses (18 credits)		
SPA 543	Structure of Spanish	3 credits
SPA 544	Spanish Phonology	3 credits
SPA 596	Second Language Methodologies	3 credits
SPA 546	Heritage Language Pedagogy	3 credits
SPA 515	Second Language Acquisition	3 credits
SPA 598	Topic: Sociolinguistics	3 credits
Electives (9 credits) Chosen in consultation with the student's faculty mentor, may include:		
SPA 542	Topic: Social Justice Pedagogies	3 credits
SPA 598	Topic: Language Program Administration	3 credits
SPA 598	Topic: Bilingualism	3 credits
SPA 598	Studies in the Spanish in the Southwest	3 credits
SPA 598	Topic: Spanish Applied Linguistics	3 credits
SPA 598	Topic: Research Methods for Linguists	3 credits
SPA 598	Topic: Applied Linguistics: Online Learning	3 credits
SLC 691	Topic: Heritage Language research	3 credits
SPA 691	Topic: Statistics for Linguists	3 credits

Contact Us

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