



LLILAS

TERESA LOZANO LONG INSTITUTE OF LATIN AMERICAN STUDIES

THE UNIVERSITY OF TEXAS AT AUSTIN, SRH UNIT 1, 2300 RED RIVER ST, STOP D08000, AUSTIN, TEXAS 78712-1428
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THE UNIVERSITY OF TEXAS AT AUSTIN

Teresa Lozano Long Institute of Latin American Studies

2025–2026

Doctor of Philosophy
Master of Arts

Dual Degrees:

Business Administration (MBA/MA)
Community and Regional Planning (MSCRP/MA)
Communication Studies
Journalism (MA/MA)
Radio-Television-Film (MA/MA)
Communication Studies (MA/MA)
Law (JD/MA)
Public Affairs (MPAff/MA)
Global Policy Studies (MGPS/MA)
Information Studies (MS/MA)
Social Work (MSSW/MA)

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WELCOME, BIENVENIDXS, BEM-VINDXS!

The faculty and staff at the [Teresa Lozano Long Institute of Latin American Studies \(LLILAS\)](#) welcomes you as a graduate student. We are pleased that you have selected The University of Texas at Austin to pursue your master's or doctoral degree and look forward to working with you throughout your academic career at UT.

Graduate work in our preeminent program in Latin American Studies provides outstanding interdisciplinary preparation for students planning a career grounded in the production of distinctive knowledge on a specific topic situated in Latin America, from an interdisciplinary perspective.

The mission of the Teresa Lozano Long Institute of Latin American Studies (LLILAS) at The University of Texas at Austin seeks to improve knowledge and understanding of Latin America through education, research, and exchange. LLILAS programs serve UT students enrolled in related courses, UT faculty members specializing in Latin America, UT academic support units with major involvement in the region, civic, nonprofit, and business associations with activities in Latin America, academic leaders and institutions from Latin America with collaborative agreements with LLILAS, governmental and multilateral agencies dedicated to social and economic betterment in Latin America, and the general public in Texas and the United States whose world outlook includes Latin America.

The [Benson Latin American Collection](#) is the most complete library of its kind in the United States, containing more than 800,000 volumes of printed material in addition to manuscripts, maps, newspapers, and microfilms. Of special interest are the 20,000 reels of microfilm copies of archival material sourced in Mexico, Spain, England, and Washington DC. Other campus libraries, including the Perry-Castañeda Library, the Fine Arts Library, the Walter Geology Library, and the Architecture and Planning Library, contain additional Latin American material. Students also have access to a variety of electronic journals, books, and bibliographic tools through the University Libraries [website](#).

LLILAS Core (Shared) Faculty

There are currently [8 shared](#) (also known as “core” faculty) members who have a 50% appointment with LLILAS. These shared faculty also engage in service activities and student mentorship at LLILAS.

LLILAS Faculty Associates

There are [~65 faculty members](#) (tenured, tenure-track faculty, lecturers, or other UT researchers) who focus at least 25% of their teaching and research activities on Latin American and Caribbean issues. LLILAS Faculty Associates are eligible for the institute's faculty funding competitions and to serve on governance committees.

LLILAS Faculty Affiliates

Around [150 additional](#) tenured and tenure-track faculty, lecturers, and UT researchers work on Latin American issues or work in collaboration with Latin American institutions, but spend less than 25% of their time on these topics. LLILAS Faculty Affiliates are eligible for the institute's faculty funding competitions, excluding Faculty Research Leave, Faculty-Led Research Initiatives, and Mellon Travel funds.

IMPORTANT CONTACTS AND DIRECTORY

Institute Contacts

LLILAS Director: [Dr. Adela Pineda](#)

LLILAS Graduate Adviser: [Dr. Lina del Castillo](#)

LLILAS Graduate Administrator: To Be Determined, llilas.gra@austin.utexas.edu

LLILAS Graduate Program Steering Committee: <https://liberalarts.utexas.edu/llilas/student-programs/graduate-program/>

LLILAS faculty: <https://liberalarts.utexas.edu/llilas/faculty/index.php>

College of Liberal Arts

Dean of the College of Liberal Arts: [Dr. Ann Huff Stevens](#)

Associate Dean for Research and Graduate Studies: [Dr. Robert Crosnoe](#)

LLILAS Staff Contacts: <https://liberalarts.utexas.edu/llilas/staff.html>

COLA Career Services: <https://liberalarts.utexas.edu/career-services/>

University Contacts

UT Graduate School Dean: <https://gradschool.utexas.edu/>

UT Graduate Admissions: <https://gradschool.utexas.edu/admissions/contact>

Resources

LLILAS Grad Student website: <https://liberalarts.utexas.edu/llilas/student-programs/graduate-program/>

Grad Student page: <https://liberalarts.utexas.edu/llilas/student-programs/student-directory/>

Policies

This handbook contains some general remarks concerning University, Graduate School, LLILAS procedures. For complete information, consult the following publications:

- The Graduate School Catalog: <https://catalog.utexas.edu/graduate/>
- University of Texas Course Schedule: <http://www.utexas.edu/student/registrar/schedules/>
- General Information Catalog: <http://www.utexas.edu/student/registrar/catalogs/>
- The Graduate School Website: <https://gradschool.utexas.edu/>
- The Graduate School "Key Dates" Calendar: <https://gradschool.utexas.edu/academics/policies/key-dates>
- Graduate Student Employment Information: <https://gradschool.utexas.edu/funding/student-employment>

Students are responsible for familiarizing themselves with all University of Texas policies governing academic and non-academic conduct. The complete policy library may be found: <https://www.utsystem.edu/sites/policy-library>.

INTRODUCTION

This handbook provides key information on the procedures for completing the Masters and Doctoral Program of Work in Latin American Studies. This will assist students in preparing for various aspects of their degree and in submitting required documents within established guidelines and in a timely manner.

Student Responsibilities

It is each student's responsibility to be familiar with the degree requirements set forth in the official publications of the Office of Graduate Studies and the LLILAS. Requirements for graduate degrees may be altered in successive the [Graduate Catalogs](#), but a student is bound only by the requirements of the current catalog at the time they were admitted to graduate study. A student who chooses to fulfill the requirements of a subsequent catalog must fulfill all of those requirements.

Email

Every graduate student should establish a University of Texas email account as soon as possible. This is the fastest and most efficient method of communication between LLILAS and students, and will be the primary means by which the students are notified of upcoming events, scholarships, meetings, etc. Students can set up a UT email address by clicking "Create an Account" on the University of Texas ITS website dedicated to UT mail: <https://get.utmail.utexas.edu/>.

Listserv

All new students are added to the graduate program listserv: las-grad@utlists.utexas.edu. Doctoral students are also added to las-phd@utlists.utexas.edu. The listserv is a primary means of communication between the LLILAS and graduate students. The Graduate Administrator/Coordinator and Graduate Adviser will frequently send important notifications as well as items of general interest.

To reach both the Graduate Administrator and Graduate Adviser, email llilas.gra@austin.utexas.edu.

REQUIREMENTS FOR THE M.A. DEGREE

Degree Requirements

The Latin American Studies Master's Program is interdisciplinary and very flexible. In consultation with the graduate advisor and faculty advisers, students should design their program of study to incorporate basic theory and methodology courses relevant to their academic interests.

Students must choose a major (15 semester hours of coursework) and a minor (9 semester hours). Major and minor fields may be:

(a) any disciplinary areas that offer Latin American or relevant methodological content coursework, such as Anthropology, Community and Regional Planning, Economics, Geography, Government, History, Sociology, Public Policy, Literature/Culture, Art History, etc.;

(b) any interdisciplinary areas with content relevant to the student's academic interests such as African and African Diaspora Studies, Mexican American and Latina/o Studies, Native American and Indigenous Studies, Religious Studies, Women's and Gender Studies, etc.;

(c) general themes such as violence, feminism, the environment, media, LGBTQ studies, etc.; or

(d) methodologies such as Statistics, Geographical Information Systems, Information Technologies, qualitative methods, etc.

Students may also organize their coursework to fulfill the requirements for one of the [Portfolio Programs](#) offered by the Graduate School. Typical portfolios that some Latin American Studies Master's students complete may include: [Digital Studies](#), [Native American and Indigenous Studies](#), and [Women's and Gender Studies](#).

Most plans require the completion of at least 33 semester hours of coursework. The only required courses for the LAS MA program are the Proseminar ([Latin American Studies 384](#)) and the thesis ([Latin American Studies 698A](#) and [Latin American Studies 698B](#)) or the primary and secondary report courses ([Latin American Studies 397R](#) and [398R](#)). Dual degree programs may require a different number of hours (see additional information regarding dual degrees, below).

During the first year after admission, students will work to select two supervising professors to serve in their thesis committee. The committee chair or faculty supervisor must be a member of the [Latin American Studies Graduate Studies Committee](#). The second member or reader can be a faculty member from any other unit within The University of Texas at Austin.

LLILAS offers two MA degree plans: Plan A, thesis option, 30-33 semester hours of credit, and Plan B, two reports in lieu of thesis option, 33 semester hours of credit.

Plan A: Thesis Option:

- 15 semester hours of Latin American coursework in the major discipline
- 9 semester hours in the minor discipline
- 6-hour thesis (LAS 698A and 698B) written in the major discipline
- 3-hour elective (optional)
- 30-33 hours total, including optional elective

Plan A requirements may be found here: <https://liberalarts.utexas.edu/lilas/student-programs/graduate-program/ma/requirements.html>.

Plan B: Two Reports in Lieu of Thesis:

- 18 hours: a 6-hour minimum of Latin American content coursework in each of three disciplines, 12 hours maximum in each discipline
- 9 hours distributed among the three disciplines
- 6 hours report courses (LAS 397R and LAS 398R) to be written in two of the three disciplines
- 33 hours total

Plan B requirements may be found here: <https://liberalarts.utexas.edu/lilas/student-programs/graduate-program/ma/requirements.html>.

It is not necessary to choose a plan immediately. However, a choice should be made as soon as possible to avoid taking courses that will not count toward the degree. Courses in methodology may be included with the approval of the LLILAS graduate adviser. Students must meet the departmental prerequisites for all coursework. All courses to be counted toward the degree must have Latin American content. This requirement may be met by courses with actual Latin American content or by more general courses that permit the student to do coursework on Latin American topics. No form is needed to count a course for Latin American content.

It is possible to take two (6 hours total) upper-division undergraduate courses (university levels 320 – 379) and count them toward the degree. This requires approval from the Graduate Adviser. All forms for degree planning may be found here: <https://liberalarts.utexas.edu/lilas/student-programs/graduate-program/resources-forms.html>.

Masters Foreign Language Requirement

Under all of the Master of Arts degree plans, the student must develop a proficiency in Spanish, Portuguese, or an indigenous language of Latin America. Examinations are held each academic year, and the student may repeat them until proficiency is indicated. Students who enter with a knowledge of Spanish are strongly encouraged to study Portuguese – usually in a special section, *Accelerated Portuguese for Spanish Speakers*. If students do not satisfy the proficiency requirement through a proficiency test, they must be registered for either Spanish or Portuguese language instruction until they pass the test. Student who are residents or citizens of Latin American countries are exempt from this examination.

Example Program Plan for the MA

<u>First Semester</u> 1. Major course 2. Major course 3. Minor course discipline 1	<u>Second semester</u> 1. Major course 2. Major course 3. Minor course discipline 1
<u>Third Semester</u> 1. Major course 2. Minor course discipline 1 3. Thesis 698A	<u>Fourth Semester</u> 1. Optional Elective 2. Thesis 698B
Before graduation, students must have satisfied the requirement for language proficiency.	

Supervising Committee and the M.A. Report/Thesis Option

The supervising committee for a student's M.A. thesis or report consists of the student's faculty supervisor and a second member, both of whom are normally members of a [Graduate Studies Committee \(GSC\)](#). The supervisor must be a member of the LLILAS GSC. In some cases, a third member may be included on the committee.

The choice between the master's thesis and master's report should be made in consultation with the supervising committee. The Graduate Catalog [distinguishes the report from the thesis](#) on the basis of the nature of the research, but a variety of other factors may also affect the choice, including sub-discipline, career plans, publication plans, and coursework requirements.

Thesis/Report Writing and Registration

Students must register for thesis A (LAS 698A) and thesis B (LAS 698B), worth 3 credits each. They should be enrolled in thesis B hours during the last semester of coursework in which they expect to receive their degrees. Enrollment permission forms may be found here: <https://liberalarts.utexas.edu/llilas/student-programs/graduate-program/resources-forms.html>.

There is no thesis colloquium. However, the topic of the thesis must be approved by the supervisor/faculty adviser before enrolling in the LAS 698A course. The final outcome of the LAS 698A thesis class must include an MA prospectus of 5-7 pages long (excluding bibliography) approved by the first and second reader.

The thesis guidelines from the University of Texas may be found here: <https://gradschool.utexas.edu/academics/theses-and-dissertations>. The thesis format must be in accordance with the Graduate School [requirements](#) and must also be approved by the two thesis committee members. The Latin American Studies thesis recommended length should be approximately 50 pages of text, or approximately 12,500 words.

Master's students who wish to write a thesis or report in a language other than English must consult with their faculty adviser(s) and the graduate adviser before submitting a formal [petition](#) to the Graduate School.

Time Limit for Completion of the Degree

All requirements for the M.A. degree must be completed by the end of the second year in the program. See below regarding [Graduate School Time Limits](#).

MA Graduation Directions

1. Complete all degree requirements
2. Confirm Committee Members
 - Any changes to the MA committee must be finalized by the Graduate School a minimum of 30 days prior to the date of submission of the final draft of the thesis.
 - All members must sign the MA committee approval form. Signatures on the signature sheet can be electronic.

3. Apply to Graduate

At the beginning of the semester, apply to graduate by completing the online MA Graduation Application form. The Graduate School's [Deadlines & Submission Instructions page](#) has links at the top of the page for students, with a link to this form, with deadlines, submission information, and a checklist for the process. Applications are generally due by mid-April (Spring) and mid-November (Fall), and these are hard deadlines.

More information about MA candidacy may be found: <https://gradschool.utexas.edu/academics/theses-and-dissertations/masters-candidacy>. Students should consult the Graduate School's ["Key Dates" calendar](#) regarding all relevant milestones for applying for graduation, defending, and submitting final materials.

Thesis Review

- Submit the final draft of the thesis, reviewed for technical and grammatical correctness by the chair/supervisor, to each of committee member at least 4 weeks prior to the [Graduate School's deadline](#) for submission.
- The thesis should be finalized prior to the posted end of semester due date.
- All details to submit the thesis can found on the [Deadlines & Submission Instructions](#) page.
- The required paperwork (including the [Master's committee approval form](#), Statement on Research with Human Subjects form, any requests to delay publication) must be submitted to the Graduate School by the posted Graduate School deadline.

Graduation Ceremonies

The Graduate School's graduation ceremony for graduate students (Convocation) is held at the end of the Spring semester. If students are unable to complete and upload the thesis and submit the signature sheet and other required paperwork, they cannot walk at this graduation ceremony.

Read about graduation and the Convocation ceremony [here](#). Academic regalia is required to walk at graduation and may be ordered from the [University Co-op](#).

LLILAS holds a graduation ceremony for graduate students at the end of the spring semester. Information about this ceremony will be communicated by the Graduate Administrator/Coordinator and Graduate Adviser. Guests are welcome at this event.

DUAL DEGREE PROGRAMS

LLILAS cooperates with several professional degree programs at UT in dual degree programs. See: <https://liberalarts.utexas.edu/llilas/student-programs/graduate-program/ma/dual-degrees.html>. The dual degree programs are structured so that students can earn the two individual master's degrees simultaneously. Dual degree programs broaden the academic experience and enhance career preparation by providing an opportunity to pursue two complementary master's degrees.

The dual degree programs normally require three years to complete, except for the dual degree program with the School of Law, which requires four years.

Admission to the Dual Degree Program

Both the Latin American Studies Admissions Committee and the corresponding committee of the professional program must accept a student for admission into any of the dual degree programs. Applicants must indicate interest in the dual degree program in writing to both admissions offices.

Please refer to our [Admissions Information](#) and to each respective department information about applying to the dual degree programs.

LLILAS offers dual degree Master's programs in the following:

- A. Business Administration (MBA/MA)
- B. Community and Regional Planning (MSCRP/MA)
- C. Communication Studies
 - a. Journalism (MA/MA)
 - b. Radio-Television-Film (MA/MA)
 - c. Communication Studies (MA/MA)

- D. Law (JD/MA)
- E. Public Affairs (MPAff/MA)
- F. Global Policy Studies (MGPS/MA)
- G. Information Studies (MS/MA)
- H. Social Work (MSSW/MA)

Both the Latin American Studies Admissions Committee and the corresponding committee of the professional program must accept a student for admission into any of the dual degree programs. Please refer to our [Admissions Information page](#) and to each respective department for information about applying to the dual degree programs.

A. MA Dual Degree Program with Business Administration

The Latin American Studies/Business Administration dual degree (major code 659000) is of interest to Latin American Studies graduate students wanting to pursue a career in business. The Graduate School of Business at the University of Texas is considered one of the best in the United States. Graduates of this program are well-qualified for business positions that involve Latin America. The program combines advanced business studies with interdisciplinary area studies and language, responding to an increased need in both public and private sectors for business specialists with a thorough understanding of Latin American politics and cultures.

The dual degree program is structured so that students can earn the two individual master's degrees (Master of Arts in Latin American Studies and Master of Business Administration) simultaneously in approximately six semesters, or three academic years. For admission, the GRE and GMAT are typically both required. The Graduate Business School can offer some flexibility in the GMAT requirement.

Please contact the Graduate School of Business if you are interested in substituting GRE scores for the GMAT Scores.

Students spend their first year in the program taking Latin American Studies courses. The second year is dedicated to graduate business core courses and approved electives. The final year of coursework is a combination from both departments.

Degree Requirements

Students must complete either 30 or 33 credit-hours in Latin American Studies, depending on the plan selected (Plan A or B), including one core course.

Plan A: Thesis Option:

- 15 hours major
- 9 hours minor
- 6 hours thesis (LAS 698A and LAS 698B) written on a business topic
- 30 hours total

Plan B: Report Option:

- 30 hours of Latin American content courses selected from three disciplines, no fewer than 6 hours taken in any one discipline
- 3-hour report (LAS 398R) taken in the last semester of study, written on a business topic
- 33 hours total

Additional information from the [McCombs School of Business](#)

B. MA Dual Degree Program with Community and Regional Planning

The joint program in Latin American Studies and Community and Regional Planning (major code 659801) is designed to provide students with the fundamental technical and conceptual skills necessary to effectively address planning issues, while also studying the cultural, socio-economic and geographic challenges and opportunities characteristic of the region. Qualified students will learn the skills necessary for working in local development and planning in Latin America, whether through the public, private, or nonprofit sector to address development issues that lie at the forefront of contemporary policy concerns in Latin America.

The dual degree program is structured so that students can earn two individual master's degrees (Master of Arts in Latin American Studies and Master of Science in Community and Regional Planning) simultaneously in approximately six semesters, or three academic years.

Degree Requirements

Students must complete either 30 or 33 credit-hours in Latin American Studies, depending on the plan selected (Plan A or B), including one core course and 30 credit-hours in Community and Regional Planning, plus 6 hours of elective courses with Latin American content approved by the dual degree program advisers for a 66-69 total credit-hours.

Plan A: Thesis Option:

- 15 hours major Latin American content
 - 9 hours minor Latin American content
 - 60-hour thesis (LAS 698A and LAS 698B) on a Latin American/CRP topic
 - 30 hours total
-
- Plan B: Report Option:
 - 30 hours of LAS coursework selected from three disciplines
 - no fewer than 6 hours must be taken in each discipline
 - 3-hour report, (LAS 398R), taken in the last semester of study
 - 33 hours total

Community and Regional Planning:

- 24 hours of core courses
- 6 hours of electives in CRP courses, including internship
- 30 hours total hours of elective courses with Latin American content approved by the joint program advisers.

Additional information from [Community and Regional Planning](#)

C. MA Dual Degree Program with Communications

The Latin American Studies dual degree programs with the College of Communication provide students with the opportunity to pursue graduate work in the disciplines of Communications and Latin American Studies. It enables students to study the interrelationships between the theories and processes of communication and issues pertinent to a precise and disciplined understanding of the societies and cultures of Latin America, their histories, and current policies. The program is designed to meet the need for specialists with a combined competence in multidisciplinary area studies and one of the disciplines in the College of Communication:

- Journalism (major code 624210)
- Radio-Television-Film (major code 624330)
- Communication Studies (major code 624120)

Degree requirements

Latin American Studies:

- 18 hours (24 hours for Report Option) drawn from 2 or 3 disciplines (Anthropology, Art History, Economics, Geography, Government, History, Music, Portuguese or Spanish language or literature, or Sociology), including one core course no fewer than 6 hours in any one discipline (all courses must have Latin American content)
- 6 hours of electives that may include courses offered by the College of Communication that have Latin American content to be approved by the LLILAS graduate adviser
- 6 hours of thesis (LAS 698A and LAS 698B) on a Latin American topic co-supervised by a faculty member from Latin American Studies and a faculty member from the College of Communication
- 3-hour report (LAS 398R) on a Latin American topic supervised by a faculty member from Latin American Studies and a faculty member from the College of Communication.

Thesis option: 30 hours total

Report option: 33 hours total

* Consult with each department in the [Moody College of Communication](#) , [Journalism](#), [Radio-TV-Film](#), or [Communication Studies](#).

D. MA Dual Degree Program with Law

The Latin American Studies/Law dual program (major code 760560) is designed for those students who wish to study law and Latin American issues in an integrated and interdisciplinary manner. Students who expect to be involved in government service or legal practices with a Latin American focus could benefit from this program.

A student must apply for admission to the [JD program of the Law School](#), the [Graduate Admissions Center](#), and the Teresa Lozano Long Institute of Latin American Studies. The GRE and LSAT are required.

Students admitted to the dual program must complete the standard first-year coursework at the School of Law during the first year of the program. This must be done before taking any courses relating to the dual program. The dual degree program is structured so that students can earn two individual degrees (Master of Arts in Latin American Studies and Juris Doctor) simultaneously in approximately eight semesters, or four academic years.

Degree Requirements

The Latin American studies language requirement must be met during the semester Latin American content coursework is undertaken, normally the second year of study.

Latin American Studies:

- 24 hours of Latin American content coursework, including one core course, divided among three disciplines
- no fewer than 6 hours taken in any one discipline
- no fewer than 6 hours in courses on Latin American topics or that have-direct and obvious relevance to Latin America must be taken at the Law School
- 6-hour thesis (LAS 698A and LAS 698B) supervised by a faculty member from Latin American Studies and a faculty member from the School of Law
- 30 hours total

Law School:

All Law School requirements applicable to students in the standard JD program must be satisfied. Seventy-two hours are required for graduation. As a general rule, no courses taken in satisfaction of the master's degree requirements other than offerings in the Law School itself may be credited toward the JD degree. Students must check with the Law School on their eligibility to take the bar examination. No language coursework or courses pertaining to Latin American Studies (or other coursework beyond the standard first-year coursework of the JD program) may be taken in the first year of Law School.

E. MA Dual Degree Program with LBJ School of Public Affairs

The Latin American Studies/Public Affairs (major code 660000) dual degree program combines advanced policy studies with interdisciplinary area studies, responding to an increasing need in both the public and private sectors for policy specialists with a thorough understanding of Latin American politics, cultures, geography, and history.

The dual degree program is structured so that students can earn two individual master's degrees (Master of Arts in Latin American Studies and Master of Public Affairs) simultaneously in approximately six semesters, or three academic years.

Degree Requirements

Students must complete a minimum of 33 semester hours in Latin American Studies, including one core course, a master's report, and a minimum of 36 semester hours in public affairs, including a summer internship for a total of 69 hours. The first year of study is in the LBJ School of Public Affairs; thereafter, courses can be taken in both Latin American Studies and Public Affairs.

The Latin American Studies language requirement must be met during the semester Latin American content coursework is undertaken, normally the second year of study.

Latin American Studies:

- 15 hours of coursework with a Latin American public policy orientation
 - 15 hours of Latin American content seminars
 - 3-hour report (LAS 398R) on a Latin American topic supervised by a faculty member from Latin American Studies and a faculty member from the LBJ School
 - 33 hours total
 - Public Affairs:
 - 27 LBJ core hours
 - 6 hours Policy Research Project
 - 9 LBJ elective hours
 - Summer internship in or related to Latin America
- Additional information from the [LBJ School](#)

F. MA Dual Degree Program with Global Policy Studies in the LBJ School of Public Affairs

The Latin American Studies/Global Policy Studies dual degree program (major code 647320) combines advanced studies of globalization with a focus on the politics, economy, and culture of Latin America. Graduates should possess substantial career flexibility and attractiveness to prospective employers in government, private industry and nonprofit sector.

The dual degree program is structured so that students can earn two individual master's degrees (Master of Arts in Latin American Studies and Master of Global Policy Studies) simultaneously in approximately six semesters, or three academic years.

Degree Requirements

Students must complete a minimum of 33 semester hours in Latin American studies, including one core course, a master's report, and a minimum of 37 semester hours in public affairs, including a summer internship, for a total of 70 hours. The first year of study is in the LBJ School of Public Affairs; thereafter, courses can be taken in both Latin American Studies and Public Affairs.

- 15 hours of coursework with Latin American Studies content
 - 15 hours of Latin American policy content
 - 3-hour report (LAS398R) on a Latin American topic supervised by a faculty member from Latin American Studies and a faculty member from the Global Policy Studies program at the LBJ School
 - 33 hours total
 - Global Policy Studies:
 - 22 hours of required Global Policy core courses
 - 15 hours MGPS specialization
 - Summer internship in an office where activity is related to the dual degree program
- Additional information from the [LBJ School on the Dual-Degree Program](#)

G. MA Dual Degree Program with Information Studies in the School of Information (iSchool)

The Latin American Studies/Information Studies dual degree program (major code 653100) offers students the opportunity to combine specialized study to understand people and their interactions with information, such as how people utilize information, how we can improve access to information, ways in which information is organized and stored, and the relationships between information and identity. This degree program also offers the students the knowledge and understanding of Latin America, its characteristics and how they manifest, through education, research, and exchange.

The dual degree program is structured so that students can earn two individual master's degrees (Master of Arts in Latin American Studies and Master of Science in Information Studies) simultaneously in

approximately six semesters, or three academic years.

Degree Requirements

The Latin American Studies language requirement must be met during the first semester enrolled.

Latin American Studies:

- 15 hours of Latin American coursework in the major discipline, including one core course
- 9 hours of Latin American coursework in the minor discipline
- 6 hours of thesis (LAS 698A and LAS 698B) supervised by a faculty member from Latin American Studies and a faculty member from the iSchool
- 30 hours total

iSchool:

- 30 credits composed of the following requirements for each discipline;
- 1 iSchool core courses totaling 3 credits: [INF 380E Perspectives on Information](#)
- 27 credits of elective coursework in the iSchool;
Additional information from the [iSchool](#).

H. MA Dual Degree Program with Social Work

The Teresa Lozano Long Institute of Latin American Studies (LLILAS) and the School of Social Work have established a dual degree program at the graduate level (major code 691500), the first of its kind in the United States. The dual degree will address the gap in services for U.S. Latinas/os and Latin American immigrants. Graduates of the three-year program will earn the Master of Science in Social Work (MSSW) and the Master of Arts (MA) in Latin American Studies.

Graduates of the dual degree program will combine clinical social work skills with cultural and linguistic competency suited to diverse Latina/o and Latin American immigrant populations in the U.S. and abroad. This competency will encompass studies of issues facing Latin Americans and Latina/o populations, including immigrants and indigenous groups, with attention to the political, economic, social, and cultural factors affecting their lives.

Degree Requirements

Dual-degree students must complete 30 credit hours in Latin American Studies and 51 credit hours in Social Work. Students will be able to complete both degrees during a period of three academic years, approximately one year less than it would take to complete the two degrees individually. In addition, students must meet a language requirement (Spanish or Portuguese) and complete research and internship requirements in a Latin American country.

Latin American Studies Plan A:

Thesis Option:

- 15 hours major Latin American content
- 9 hours minor Latin American content
- 6 hours of thesis (LAS 698A and LAS 698B) written on a Latin American/Social Work topic
- 30 hours total

Plan B: Report Option:

- 27 hours of LAS coursework selected from three disciplines
- No fewer than 6 hours must be taken in each discipline
- 3-hour report (LAS 398R) taken in the last semester of study
- 30 hours total

The thesis/report must be read and approved by a supervising professor and a second reader. One reader will represent Latin American Studies and the other will represent Social Work. Students should register for thesis or report hours under the LAS course listing. Once the departmental affiliation of the first reader is

determined, the second reader, affiliated with the other department, can be selected.

Social Work

Students pursuing this degree may choose either the [Clinical](#) or the [Community and Administrative Leadership](#) (CAL) concentration in social work.

Additional information from the [School of Social Work](#)

REQUIREMENTS FOR THE LATIN AMERICAN STUDIES PH.D. DEGREE

The doctoral program in Latin American Studies is dedicated to providing flexible yet rigorous training for a select number of excellent students whose proposed doctoral program requires an interdisciplinary approach. Our doctoral students combine interdisciplinary training with a focus on practical applications, acquiring not only specialist knowledge of their chosen subject, but also a range of skills and expertise in problem solving and connecting ideas. Upon completion of the degree, students frequently enter academic and non-academic professions in which they apply theoretical and methodological knowledge to real-world problems. See information regarding UT doctoral degree guidelines here: <https://catalog.utexas.edu/graduate/degree-requirements/doctor-of-philosophy/>.

Doctoral students must complete at least 30 semester hours of coursework beyond the master's degree program, excluding hours in the dissertation courses ([Latin American Studies 399W](#), [Latin American Studies 699W](#), and/or [Latin American Studies 699W](#)). The only required course for the LAS Doctoral program is the Proseminar ([Latin American Studies 384](#)). Upon approval of the Graduate Adviser, the [LAS 384](#) requirement may be waived only for those students that satisfactorily completed this requirement as part of their MA program in Latin American Studies at UT Austin.

Admission to the Ph.D. Program requires completion of an M.A. thesis or report (or equivalent degree) in Latin American Studies or a closely related field (to be determined by the admissions committee).

Degree Requirements

The Program of Work for the Doctor of Latin American Studies (Ph.D.) degree consists of a minimum of thirty (30) semester hours of advanced coursework, including dissertation hours. All the completed coursework that is included in a degree program at the time of admission to candidacy for a doctoral degree must have been taken within the preceding six years. All doctoral work is subject to review by the graduate dean.

Doctoral Foreign Language Requirement

Students are expected to develop a high level of competence in reading and speaking in Spanish, Portuguese, or an indigenous language. They must also attain reading-level competence in another language appropriate to the program of study and approved by the dissertation committee and Graduate Advisor. This must occur before admission to candidacy. Reading in a language other than Spanish or Portuguese, appropriate for the program, may be required.

Brief Timeline of the LLILAS Doctoral Program

- Year 1: Begin coursework, complete fall Proseminar course, select committee chair, start forming dissertation committee, work on language proficiency, and conduct pre-dissertation fieldwork during summer.
- Year 2: Complete coursework, confirm three members of the dissertation committee, begin initial reading lists for qualifying exams, work on language proficiency, and conduct pre-dissertation fieldwork during summer.
- Year 3: Complete written and oral qualifying exams by the end of the fall semester, and successfully defend research proposal by the end of the spring semester. Apply for candidacy and begin field research (the timing of this requirement should be in conversation with the adviser)
- Year 4: Enter candidacy status if not already completed (also called all but dissertation – ABD status) and begin dissertation fieldwork. Enroll in Independent Study and Research (ISR status) if working abroad.
- Year 5 & Year 6: Write and defend dissertation by the end of the spring semester.

Course of study: PhD Years 1 and 2

The first two years of the doctoral program are typically dedicated to coursework. Doctoral students must choose a major (15 semester hours of coursework), a first minor (nine semester hours), and a second minor (six hours) using [this form](#).

Major and minor fields may be:

- a). any disciplinary areas that offer Latin American or relevant methodological content coursework, such as Anthropology, Community and Regional Planning, Economics, Geography, Government, History, Sociology, Public Policy, Literature/Culture, Art History, etc.;
- b). any interdisciplinary areas with content relevant to the student's academic interests such as African and African Diaspora Studies, Mexican American and Latina/o Studies, Native American and Indigenous Studies, Religious Studies, Women's and Gender Studies, etc.;
- c). general themes such as violence, feminism, the environment, media, LGBTQ studies, etc.; or
- d). methodologies such as Statistics, Geographical Information Systems, Information Technologies, qualitative methods, etc.

Students may also organize their coursework to fulfill the requirements for one or more of [the Portfolio Programs](#) offered by the Graduate School. Typical Portfolio Programs that some Latin American Studies doctoral students complete include: [African and African Diaspora Studies](#), [Cultural Studies](#), [Digital Studies](#), [Native American and Indigenous Studies](#), and [Women's and Gender Studies](#).

During the first year after admission, students will work to select one or two supervising professor(s) from within the Latin American Studies Graduate Studies Committee membership for their dissertation committee. The supervising professor(s) will serve as chair(s) of the dissertation committee and will be responsible for coordinating the program of study with the student and the Teresa Lozano Long Institute of Latin American Studies graduate adviser. The supervising professor must be from the academic area about which the work is being written. Coursework and other requirements for the degree are decided upon jointly by the student, the dissertation committee chair, and the Graduate Adviser.

Following the first two semesters, students should enroll in LAS 382, conference course, to reflect their qualifying exam and dissertation preparation work. Faculty signoff is necessary to enroll in LAS 382. See further directions regarding completing this form and submitting to the LLILAS Graduate Coordinator/Administrator. Following admission to candidacy, students should enroll in dissertation hours 399W, 699W, or 999W (unless they are in ISR status) until they graduate.

Example Program Plan for the PhD

<u>First Semester</u>	<u>Second semester</u>
1. Major course 2. Major course 3. Minor course discipline 1	1. Major course 2. Major course 3. Minor course discipline 1
<u>Third Semester</u>	<u>Fourth Semester</u>
1. Major course 2. Minor course discipline 1 3. Minor course discipline 2	3. Minor course discipline 2 4. Elective/reading course/qualifying exam prep 5. Elective/reading course/qualifying exam prep
Before advancing to doctoral candidacy, student must have satisfied the requirement for language proficiency.	
<u>Fifth Semester</u>	<u>Sixth Semester</u>

Qualifying exam and dissertation proposal preparation Enroll in LAS 382	Qualifying exam and dissertation proposal preparation Enroll in LAS 382
<u>Seventh Semester</u> Dissertation hours or ISR LAS 399W (3 hours), 699W (6 hours), or 999W (9 hours)	<u>Eighth Semester</u> Dissertation hours or ISR LAS 399W (3 hours), 699W (6 hours), or 999W (9 hours) <i>Student must be registered in dissertation hours in all long (fall/spring) semesters until graduation</i>

Candidacy Requirements: Qualifying Examinations and Prospectus Defense

Students are required to take comprehensive examinations and to defend their dissertation prospectus by the end of the third year in residence. Students are admitted to candidacy upon completion of all coursework, passage of written and oral examinations, and completion of their language requirement. If for some reason the foreign language requirement is not completed and will be met while the student is conducting doctoral research and after advancing to candidacy, a letter to this effect must be written by the supervisor and submitted to the Graduate Administrator/Coordinator. See Appendix A for directions on the Qualifying Exams and Prospectus Defense process.

A. The Qualifying Exams: The Qualifying Exams consist of a written and oral examination in which the students must demonstrate competence in their areas of specialization, both theoretical and geographic or substantive. The format of the examination, and the reading list(s) upon which they are based, must be agreed by the examination committee in consultation with the student. The supervisor of the examination committee is responsible for notifying the Graduate Administrator/Coordinator at least one month prior to the exam date. They will consult the committee members regarding the exam outcome. The chair of the committee should communicate successful completion of the qualifying exams to the student and the program.

B. Dissertation research proposal: (i.e., the dissertation prospectus). A [dissertation committee of at least four professors](#) will be selected by the student and their faculty adviser before being approved by the Graduate Adviser and the Graduate School. This is required to complete the process of advancing to candidacy. Three of those members (including the dissertation chair) must be members of the [Latin American Studies Graduate Studies Committee](#). The fourth member should be from a unit outside of Latin American Studies and could be either a faculty at UT-Austin or elsewhere (i.e., pending approval of dissertation chair and graduate adviser). See below regarding the Dissertation Supervising Committee.

The prospectus must be submitted and be approved no later than one semester after the student has successfully passed the comprehensive exams. The selection of a dissertation topic and the preparation of a draft prospectus will be made in consultation with the supervisor and the rest of the examination committee. Doctoral students in Latin American studies must prepare a dissertation prospectus of an interdisciplinary nature.

The dissertation prospectus will include both a research proposal and a substantive review of the relevant scholarly literature. A draft of the prospectus will be circulated to all committee members for their comments. After these comments have been addressed by the student, the student will present the prospectus orally in a public forum. This presentation will be followed by a committee meeting in which the student and the committee members will discuss the prospectus in detail. The chair of the examination committee, typically the supervisor, is responsible for notifying the Graduate Administrator/Coordinator of the successful defense of the prospectus.

More information regarding the doctoral examination and prospectus defense process can be found as an appendix to this handbook.

Admission to Candidacy, Research, and Dissertation Writing

Admission to candidacy for the Ph.D. is processed by the Graduate School.

<https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy>. Follow all directions on that page in order to formally apply for candidacy following successful completion of the written and oral exams. All coursework included on the Program of Work filed with the application for candidacy must have been taken within the six years prior to the application. Students concerned about the date of their coursework should consult with the Graduate Adviser before applying for candidacy. Once the student has advanced to candidacy, the remaining of the doctoral program is centered on the preparation of the dissertation. The dissertation format must be in accordance with the Graduate School [requirements](#) and must also be approved by all members of the dissertation committee. Doctoral students who wish to write a dissertation in a language other than English (only allowed in rare circumstances) must consult with their faculty adviser(s) and the Graduate Adviser before submitting a formal [petition](#) to the Graduate School.

Doctoral candidates are required to provide documentation of having taken the university's [Copyright Tutorial](#) and passing the test. The tutorial may be taken any time before turning in the dissertation, but students are advised to take it early in candidacy as it is designed to educate the student on frequently-changing copyright laws. See: <https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy/copyright-tutorial>.

Students may not register for the dissertation courses (LAS 399W, LAS 699W and LAS 999W) until they are officially admitted to candidacy. Students should be aware that some University and external awards require that a recipient be formally admitted to candidacy or may favor doctoral candidates over other applicants. All students admitted to PhD Candidacy must enroll each long semester of the academic year until completion of the degree.

Dissertation Supervising Committee

The dissertation committee is formalized at the time of admission to candidacy. Every proposed committee must have at least four members, including at least one member whose teaching and research are principally outside the institute. See: <https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy>.

At least three committee members, including the dissertation supervisor, must be members of the [Latin American Studies GSC](#). Non-faculty scholars, or faculty from universities other than UT Austin whose expertise would be valuable for the student's topic, may serve on the dissertation committee and serve as a co-supervisor, but they may not serve as supervisor.

If a student wishes to request appointment of an off-campus scholar as a member of the dissertation committee, please see directions for such requests here: <https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy>. The university will not pay travel expenses or provide any other recompense for committee service.

Committee changes: Any changes or updates to the committee can be made only by submission of the [Petition for a Change in Doctoral Committee](#) to the Graduate School and with the agreement of all committee members. Any changes to the committee must be finalized by the Graduate School **a minimum of 30 days** prior to the date of the dissertation defense.

See: <https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy>

The Dissertation and Final Oral Examination (Dissertation Defense)

To defend the dissertation and graduate, students must be registered for at least 3 dissertation hours in the current semester (fall, spring, or summer).

A dissertation is required of every candidate for the Ph.D. The dissertation must be an original contribution to scholarship and the result of independent investigation in Latin American Studies. It must be accepted unanimously by the dissertation committee. It normally requires fieldwork of at least a year's duration. The Dissertation Committee directs the student during the completion of the dissertation. The dissertation guidelines from the University of Texas may be found here: <https://gradschool.utexas.edu/academics/theses-and-dissertations>.

The request must be filed in the Graduate School with the abstract, signature and title pages for a format check at least **2 weeks** in advance of the defense. This time is necessary for the Graduate School to process the request and to mail the defense report materials, a copy of the abstract and an invitation to the defense to all committee members and graduate program.

At least 4 committee members, including the faculty adviser/supervisor, must be physically present at the defense (via Zoom is acceptable) and **all members must sign the signature page of the dissertation**. Signatures on the signature sheet can be electronic.

Dissertation Defense Timeline

- Students should schedule the date of the defense ([oral examination](#)) at least one month prior to the deadline for submitting the dissertation to the Graduate School. Final dates to schedule defenses are always posted here: <https://gradschool.utexas.edu/academics/policies/key-dates>.
- Students should submit their dissertation to their committee at least one full month before the planned date of defense. This will give time to make any revisions required by the committee.
- Keep in mind that many students plan to defend at the end of the semester. It is in the student's best interest to defend before the rush, if at all possible.

All the details to set the time and date for the dissertation defense can be found on the [Deadlines & Submission Instructions](#) page. This page also has a link to the Request for Final Oral form.

The dissertation is retained by the University Libraries. Information about format requirements is available from the Office of Graduate Studies.

Dissertations must be made available to the public. A list of ways to do so is available from the Office of Graduate Studies. The student may request permission from the Graduate Dean to temporarily delay making the dissertation available to the public in order to protect patent or other rights. This request must be supported by a written recommendation from the dissertation supervisor. The Graduate Dean makes the final decision regarding delayed publication.

Students may arrange for registration of copyright, at their own expense, by making arrangements directly with the copyright office at: <https://www.copyright.gov/registration/>.

Doctoral Graduation Directions

Apply to Graduate

At the beginning of the semester, apply to graduate by completing the online Doctoral Degree Candidate form. The Graduate School's [Deadlines and Forms page](#) has links at the top of the page for doctoral students, with a link to this form, with deadlines, dissertation submission information, and a checklist for the process. Applications are generally due by mid-April (Spring) and mid-November (Fall), and these are hard deadlines. Students should consult the Graduate School's "[Key Dates](#)" calendar regarding all relevant milestones for applying for graduation, defending, and submitting final materials.

See "Committee changes" above regarding requests to changes to the committee at the time of graduation.

Graduation Ceremonies

The Graduate School's graduation ceremony for graduate students (Convocation) is held at the end of the Spring semester. If students are unable to complete and upload the thesis and submit the signature sheet and other required paperwork, they cannot walk at this graduation ceremony.

Read about graduation and the Convocation ceremony [here](#). Academic regalia is required to walk at graduation and may be ordered from the [University Co-op](#).

LLILAS holds a graduation ceremony for graduate students at the end of the spring semester. Information

about this ceremony will be communicated by the Graduate Administrator/Coordinator and Graduate Adviser. Guests are welcome at this event.

Time Limit for Completion of the Degree

The doctoral program and the student's progress are reviewed by the Steering Committee if the degree has not been completed within two years from the date of admission to candidacy, and yearly thereafter. Extension requests are based on discussion with the dissertation supervisor and a vote of the Steering Committee. The Steering Committee reports its recommendations to the Graduate Dean. The committee may recommend: (1) additional coursework, (2) other additional requirements, (3) extending candidacy for one or two semesters, or (4) termination of candidacy.

GRADUATE PROGRAM GENERAL REQUIREMENTS

Core Course

All students admitted into the MA, Dual MA and PhD LLILAS program are required to the one core course (LAS 384 Proseminar: Current Issues in Latin America) during the first fall semester of the program.

Credit/No Credit Courses

No more than 20% of the courses counted towards the degree may be taken on a credit/no credit basis. A student who wishes to take a course or courses for Credit/No Credit must contact the Academic Faculty member, the Academic Adviser and the Graduate Administrator/Coordinator.

Evaluation of Student Progress

The work of each student is evaluated by the Steering Committee (pending Graduate School approval) annually in order to assess whether they are making adequate progress to their degree. The progress of individual students, particularly if conditions have been imposed for their continued participation in the program, may be reviewed by the Steering Committee more frequently.

Procedure for Evaluation: The Steering Committee reviews the progress of all students annually, in conjunction with their faculty adviser. The student will be informed of their progress annually, in writing, by the Graduate Adviser. A copy of the letter will be placed in the student's electronic file, overseen by the LLILAS Graduate Office.

The types of recommendations for students are as follows:

- be continued in their program
- be placed in remediation status (The procedure for being removed from remediation is set forth in the remediation letter)
- be terminated from the program.

ADVISING POLICIES AND PROCEDURES

Advising and Registration

Before each semester's registration period, students must schedule a meeting with their Faculty Adviser as well as the Graduate Adviser regarding upcoming coursework. An advising bar is placed on all students' registration each semester and remains in effect until advising is completed. Only when a student has reached candidacy are they no longer required to complete advising each semester.

When the approved program of work form has been submitted electronically to the Graduate Administrator/Coordinator, the registration bar will be lifted students may register. Instructions on how to register can be found in the current Course Schedule or online at <http://www.utexas.edu/student/registrar/schedules/>.

Conference Course (LAS 382)

The topic, goals and requirements of a conference course must be agreed upon by the student and faculty

member at the time of registration. A [completed conference course registration form](#) must be submitted to the Graduate Administrator/Coordinator, prior to the beginning of the semester, signed by the faculty supervisor and the graduate adviser.

The conference course in LAS functions as the equivalent of qualifying exam preparation hours. The conference course must have a faculty instructor and plan of study.

Steps for registration:

1. MEET with the faculty adviser to discuss the courses you wish to register for the upcoming semester and consult the Graduate Course Schedule for the particular semester.
2. SCHEDULE an advising appointment with the Graduate Adviser to review and approve courses. Bring the LLILAS Graduate Student Advising form. Make sure to include the “unique number” (5-digit code) for the course you wish to take. Sign-ups or advising meetings with the Graduate Adviser and Graduate Program Administrator/Coordinator will be sent out at least 2 weeks before registration begins.
3. If signing up for an Individual Instruction Course, fill out the form from <https://liberalarts.utexas.edu/llilas/student-programs/graduate-program/resources-forms.html>. Restriction to register for the course will be lifted once documents are received by the LLILAS Graduate Coordinator/Administrator. Forms must be submitted prior to the beginning of the semester. The following courses are considered individual instruction:
 - LAS 382 (Upper Division Undergraduate Courses/Independent Study),
 - LAS 397R and 398R (Professional Report),
 - LAS 698 (thesis A & B).
4. ACCESS the [Registration Information Sheet](#) which will list enrollment times, advising information, financial and non-financial holds. Students can also access this via [MyUT](#).
5. REGISTER: <https://registrar.utexas.edu/students/registration>
6. PAY the tuition bill. If students have a zero balance: **they must still confirm registration!**
You must see: ****Your Registration is complete and your courses are secured. ****

Note: Register on time! Students are subject to [substantial fees \(\\$25 – \\$200\)](#) for late registration.

STUDENT FUNDING

Fellowships

Recruitment Fellowships: Recruitment fellowships are prestigious awards funded by the Graduate School to attract top-quality graduate students to The University of Texas at Austin. Graduate advisers and admissions committees have the vital role of identifying and nominating eligible applicants. More information can be found [here](#).

Continuing Fellowships: Graduate School continuing fellowships are intended to support students who are currently enrolled in a graduate program at The University of Texas at Austin.

For a student to be considered for one of these fellowships, their graduate adviser must submit a nomination to the Graduate School. Faculty review committees evaluate the applications based on major accomplishments since entering Graduate School, a well-defined program of research, a strong personal statement and letters of recommendation. Dates of each competition are posted. More info [here](#).

Dean's Prestigious Fellowship Supplement: <https://gradschool.utexas.edu/finances/fellowships/deans-supplement>. These awards are for students who will hold large (typically \$15,000 or more), competitive, prestigious external fellowships that recognize the student's academic achievements. The award is \$1,000 and may entitle the student to pay tuition at in-state rates during the coming academic year.

Decentralized Fellowships: Decentralized fellowships are administered by the Graduate School but are defined—and awardees are selected—by the program. Graduate advisers and the Graduate Program Steering Committee have the vital role of identifying and nominating eligible students. Decentralized fellowships come as recruitment and continuing fellowships. Both types of fellowships consist out of a stipend, tuition payment and a one- time payment (to be used for health insurance).

Centralized fellowships: LLILAS offers several departmental scholarships. All admissions applicants are considered for these scholarships and are subject to available funds.

Professional Development Awards

Graduate School Professional Development Awards <https://gradschool.utexas.edu/finances/travel-awards/professional-development-awards> provide support for students to attend major professional meetings at which they present an original paper based on their research. The Graduate School allocates travel funds to each program at the beginning of each academic year. The Graduate Adviser and Graduate Administrator/Coordinator send out announcements regarding the availability of GS PDA Awards. Students can nominate themselves for these awards which are submitted by LLILAS and approved and administered by the Graduate School.

There are opportunities for Professional Development travel awards through LLILAS. Directions on applying may be found here: <https://liberalarts.utexas.edu/llilas/student-programs/graduate-program/graduate-funding.html>. Students must apply for fall and spring/summer funding by the posted deadlines. Late applications will not be considered.

Due to limited funding, priority will be given to doctoral students who will be considered for at least one award of \$1,000 maximum per academic year. Additional funding will be allocated to exceptionally well-prepared Masters students. The intention of the LLILAS's professional development funding is to provide support for students who have been accepted to and are presenting at a major professional meeting.

Campus Visit Awards

Students offered a fellowship who are still deciding whether to attend the university may be eligible to receive a campus visit award to help offset the cost of [visiting the Forty Acres](#).

STUDENT EMPLOYMENT

Financial assistance through LLILAS is available in the form of teaching assistantships, assistant instructorships and graduate research assistantships. Assistantships are available on a competitive basis and are dependent on available funding. Reappointment is contingent upon satisfactory performance in the previous semester.

Appointment as a teaching assistant or assistant instructor may involve assisting in grading and lecture presentation, or discussion sessions. The specific duties will be determined by the supervising faculty member based on your background and level of expertise. See conditions for student employment: <https://gradschool.utexas.edu/finances/student-employment/conditions>.

Complete Teaching Assistant Guidelines here: <https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=9-2020>.

To be employed as a teaching assistant, assistant instructor or graduate research assistant, graduate students at The University of Texas at Austin must:

- Be making satisfactory progress toward a graduate degree without existing conditional admission requirements;
- Remain registered for at least nine semester hours of coursework in long semesters. Enrollment in three semester hours of coursework is required for students holding summer appointments);
- Maintain at least a 3.0 grade-point average; and
- Must not have more than two grades of X, I, NC, D, or F in any combination.
- International students must pass or have a waiver for the International Teaching Assistant exam from the International office. More info available at <https://global.utexas.edu/english-language-center/resources/international-teaching-assistants>.

Students seeking an appointment as an assistant instructor must also meet the following requirements: <https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=9-2010>:

- Possess a master's degree or an equivalent level of achievement in professional accomplishment and graduate study (30 hours, including 18 hours of credit in the subject to be taught); and
- Have credit for 398T plus one semester of employment as a teaching assistant; or
- Have one year of teaching experience at an accredited college or school. (A letter of verification from the former employer must be submitted to the Graduate School.)
- Assistant instructors are employed to meet instructional needs at the undergraduate level, primarily in lower-division areas. Approval for an assistant to teach an upper- division course
 - may be requested by petition to the Associate Dean of the Graduate School and must be approved before the assistant is assigned to the upper-division course.

Students may also be offered a Graduate Research Assistant position with a particular project and/or Core LLILAS faculty member.

Complete GRA Guidelines here: <https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=9-2030>.

20/30 Hour Limit

Assignments in a student job title at the university, including academic as well as non-academic positions, [may not exceed 20 hours per week](#) during the first two long semesters (fall/spring) of graduate study at UT Austin, and no more than 30 hours per week during the subsequent semesters, including [summer](#).

The following exceptions apply: up to 40 hours per week during:

- Spring Break (5 weekdays, plus the Saturday and Sunday before and after);
- Summer (day after May graduation through day before August classes start, but no more than an average of 30 hours per week between 6/1 and 8/31; and
- Winter Break (day after December graduation through day before January classes start.

- Fellowship recipients are not permitted to hold employment.

International student must request approval from [Texas Global](#) for employment over 20 hours per week and for additional employment guidelines and restrictions.

Resident Tuition Entitlement – Eligibility on the Basis of Student Employment

Students who work for a publicly supported Texas institution of higher education are eligible for an in-state tuition waiver under certain conditions. See <https://gradschool.utexas.edu/finances/student-employment/resident-tuition-entitlement>:

- The student must be employed at least one-half time (20 hours per week); and
- The beginning employment date must be on or before the 12th class day of a long semester or the fourth-class day of a summer term and the ending employment date must be no earlier than the last official class day; and
- The job must be related to the student's degree program.
- Must be an eligible payroll job title.

Resident Tuition Entitlement – Eligibility on the Basis of a Competitive Scholarship

Nonresidents may be eligible for the waiver if they have been awarded competitive academic scholarships of \$1,000 or more for the academic year or the summer session of enrollment. They must have competed with other students (including Texas residents) for the academic scholarship, and the scholarship must have been awarded by an officially recognized scholarship committee of The University of Texas at Austin.

Tuition Reduction Benefit

See: <https://gradschool.utexas.edu/finances/student-employment/academic-employment/tuition-reduction-benefit>. Students employed as teaching assistants (TAs), assistant instructors (AIs), and graduate research assistants (GRAs) are eligible for a tax-exempt Tuition Reduction Benefit related to their student academic employment.

The assistance amount varies based on the number of hours of the appointment and the availability of funding, and the benefit is not always available to GRAs. Check with the LLILAS Graduate Adviser and Administrator for more information.

UNIVERSITY POLICIES AND GUIDELINES

Students are responsible for familiarizing themselves with all University of Texas policies governing academic and non-academic conduct. The complete policy library may be found: <https://www.utsystem.edu/sites/policy-library>.

In order to address frequently asked questions, a few select policies are outlined and linked below:

Academic Policies

- Full-time student status
- Grades & Credit
- Leaves of Absence
- Transfer Credit
- Key Dates
- Grievances

Registration Policies

- Adding & Dropping Courses
- Registration Procedures

Late Registration
Withdrawals
International Independent Study & Research
International Travel Policies

[Title IX Policies: Sexual Harassment, Misconduct, Discrimination, and Consensual Relationships](#)

Academic Integrity

As a graduate student at The University of Texas at Austin, it is important that you conduct yourself and your studies in a manner that aligns with the University's [Honor Code](#) and its standard of [academic integrity](#).

In addition, students must comply with university policy as defined here and in the Graduate and General Information [catalogs](#), the [Handbook of Operating Procedures](#), and elsewhere.

A fundamental principle for any educational institution, academic integrity is highly valued and seriously regarded at The University of Texas at Austin. More specifically, you and other students are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. This is a fundamental expectation that is further reinforced by the University's Honor Code. At a minimum, you should complete any assignments, exams, and other scholastic endeavors with the utmost honesty, which requires students:

- Acknowledge the contributions of other sources to your scholastic efforts;
- Complete your assignments independently unless expressly authorized to seek or obtain Assistance in preparing them;
- Follow instructions for assignments and exams, and observe the standards of your academic discipline; and
- Avoid engaging in any form of academic dishonesty on behalf of yourself or another student.

For the official policies on academic integrity and scholastic dishonesty, please refer to [Chapter 11 of the Institutional Rules on Student Services and Activities](#).

Continuous Registration

See: <https://gradschool.utexas.edu/academics/policies/continuous-registration>

During the last semester as a graduate student, the student must apply for graduation with the Graduate School, in addition to completing other Departmental required steps. The student must file for graduation by submitting a Master's or Doctoral Graduation Application Form with the Office of Graduate Studies of The University. This is important, because failure to file for graduation properly can lead to the student's removal from the graduation list. The Graduate Program Administrator/Coordinator will inform the student of deadlines ahead of time during the semester the student plans to graduate.

More information about [Deadlines and Submission Instructions](#).

Consequences of Academic Dishonesty

You may see or hear of other students engaging in some form of academic dishonesty. If so, do not assume that this misconduct is tolerated. Such violations are, in fact, regarded very seriously, often resulting in severe consequences. Consequences for engaging in Academic Dishonesty include:

- A Graduate Related Sanction
- A Punitive Sanction (Academic Integrity, Probation, Suspension etc.)
- An Educational Sanction (Complete reflective assignment, attend a workshop, mentoring opportunity etc.)

- Engaging in dishonest behavior is simply not worth the risks of jeopardizing your academic career and gambling with your future!

The value of a University of Texas degree is also inherently connected to the prestige of this institution and its academic units - colleges and schools, departments and individual degree programs. So, the accrued costs of any damage to their earned reputations can adversely affect you and other students who someday will compete for jobs and/or admission into graduate programs or professional schools.

Altogether, these and other concerns reinforce and assure the University's serious interest in confronting academic dishonesty and holding students accountable for any such violations.

J-Bar (advising holds) for New International Students

See: <https://global.utexas.edu/english-language-center/resources/j-hold>.

Some international students may have a departmental condition placed on their admission to the graduate program, which requires that they complete an English Skills Screening within their first semester of coursework at The University of Texas. A J-bar is placed on certain international students' records to require them to go through English screening. This is done by ESL Services in the International Office. This screening is performed anytime that the International Office is open for new international students check in.

Based on the results of the screening and the recommendations of the International Office, the student may be required to complete the appropriate ESL course(s) related to academic communication and writing offered by the Graduate School. These courses are considered prerequisites and do not count toward the doctoral degree. **If requirements for additional English coursework are not fulfilled, the J-bar will appear again for the following semester.**

Full-Time Student Status & Course Load

Nine semester hours of work constitute the minimum requirement for full-time status in long-session semesters; during the twelve-week summer session (or in any combination of six- or nine-week terms) three semester hours of work constitute the minimum requirement.

The maximum course load for a graduate student is fifteen semester hours in a long-session semester, twelve semester hours in a twelve-week summer session, or six semester hours in a first or second term of the summer session. A heavier course load must have the recommendation of the Graduate Adviser and approval of the Graduate Dean. Please see the LLILAS Graduate Office if you plan to enroll for more than 15 semester hours in a long session semester or 12 semester hours in the twelve-week summer session.

Research with Human Participants/Animal Research

See: <https://research.utexas.edu/ors/human-subjects>

All students who propose to conduct research involving human subjects must submit a research proposal to the Departmental IRB representative. In many cases, the same proposal will be forwarded to the Institutional Review Board of the University. This must be done prior to onset of fieldwork, including preliminary or exploratory research. Failure to comply with this requirement may result in denial of degree.

Restricted Regions Travel

See: <https://global.utexas.edu/risk/travel/restricted-regions/request>

All students who propose to conduct travel to a restricted region for any travel representing the university including conduction research internationally and presenting at conferences must submit an exception to

travel to a Restricted Region for regions with heightened safety risk to the International Oversight Committee (IOC) prior to travel. See: <https://global.utexas.edu/risk/travel/restricted-regions/request>

Official Verification of Degrees

The [Office of the Registrar](#) is responsible for official [verification of degrees](#) awarded.

The registrar mails diplomas about six weeks after graduation. The diploma will bear your name, graduation date and degree earned, along with the university's seal and signatures. Make sure your address is up to date in [UT Direct](#).

Key Dates

Key dates for graduate students can be found [here](#). Refer to the [Academic Calendar](#) and [Course Schedule](#) produced by the [Office of the Registrar](#) for official registration and payment deadline information.

Time Limits

See: <https://catalog.utexas.edu/graduate/degree-requirements/time-limits/>

Master's Degree

All requirements for a master's degree must be completed within one six-year period. Work over six years old may be reinstated only with the permission of the Graduate Dean, upon recommendation of the Graduate Studies Committee.

Doctoral Degree

All completed work that is included in a doctoral student's degree program at the time of admission to candidacy must have been taken within the previous six years (exclusive of a maximum of three years of United States military service). Work over six years old may be reinstated upon recommendation of the Graduate Studies Committee. The Graduate Studies Committee will review the program of every student and the committee may recommend additional coursework, further examinations, or termination of candidacy. In addition, the program is subject to review by the Graduate Dean.

Changes in Requirements

Requirements for the M.A. and the Ph.D. can sometimes change. According to the Graduate School Catalog, students are bound by the requirements of the catalog in effect at the time of their first registration, but they may choose to fulfill the requirements of a subsequent catalog. Students who do not fulfill the degree requirements within six years of first enrollment in the Graduate School are bound by the requirements of a subsequent catalog. Such students may choose any catalog in effect in any year in which they are enrolled in the Graduate School within the six-year limit (see below regarding degree time limits). These rules also apply to requirements imposed by the Institute.

Grievance Procedures

Every effort should be made to resolve [academic, nonacademic, and employment grievances](#) informally between the student and the faculty/staff member most directly involved or, such efforts failing, by the Graduate Administrator/Coordinator, Graduate Adviser, and/or the Institute Director. Students may seek assistance from the Ombudsperson who will serve as a neutral third party: www.utexas.edu/student/ombuds.

When serious issues cannot be resolved informally, the graduate student may have recourse to the formal grievance procedure that can be found in the [General Information Catalogue](#) (academic, non-academic, employment, and other disputes). It should be noted that the precise procedure to be followed in adjudicating given grievance will depend upon the particular circumstances surrounding the case. Refer to the Handbook

of Operating Procedures, policy 1.C.2 at www.utexas.edu/policies/hopppm/.

Instances of Violence, Misconduct, Harassment, or Discrimination in any form should be reported: <https://www.utexas.edu/campus-life/report-misconduct>. All employees of the University of Texas are [Mandatory Reporters](#). See Title IX information further in this handbook.

Residency

Please refer to the Office of Graduate Admissions website for details regarding residency at: <http://www.utexas.edu/student/admissions/residency/>

Transfer of Graduate Credit

See: <https://gradschool.utexas.edu/academics/policies/transfer-credit>

Adding & Dropping Courses

Procedures for dropping and adding courses are outlined in the Course Schedule. Students may not drop a course after the final examination period has begun. See the Graduate Adviser or Graduate Program Administrator/Coordinator if you have questions about dropping and adding courses. For more information: <https://gradschool.utexas.edu/academics/policies/adding-and-dropping- courses>

Incomplete, or X Grades

The grade symbol “X” is a temporary incomplete grade reported in cases in which a student has not completed all the assignments in a course before its conclusion. Upon completion of the required work, the “X” may be converted into a final grade by the instructor, with the approval of the Graduate Dean's office. This must be accomplished before the end of the next long semester. An “X” will change to a permanent incomplete “I” grade after this time period. A student with more than two grades of X, I, NC, D, or F in any combination on their record may not hold a teaching assistantship.

Leaves of Absence

Graduate students may apply for a temporary Leave of Absence (LOA) of no more than two semesters. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be sent to the Graduate Adviser with approval from the student's faculty adviser. The leave request is then forwarded to the Graduate Dean for approval. See: <https://gradschool.utexas.edu/academics/policies/leaves-of-absence>

Once a student is in candidacy, the Graduate School grants LOAs only in rare and unusual circumstances. In these cases, the form requesting an LOA must be accompanied by a letter from the Graduate Adviser to the dean of the Graduate School specifying the reasons a leave is being requested.

A leave of absence request form must be submitted to the Graduate School before the beginning of the semester for which the leave is requested. A student on leave may not make use of any University facilities, nor is the student entitled to receive advice from a member of the faculty. A LOA does not alter the time limits for degrees or course work.

A student on leave may reenter the graduate program by filing an “Application for Re admission” with the Graduate and International Admissions Center. No re-admission application fee is required.

Withdrawals

A student may withdraw (i.e. drop all of their courses) from the University through the last day of classes. In

order to withdraw for a semester or summer session, a student must file a Withdrawal Petition and Refund Request form with the Dean of Graduate Studies. This fillable form is available [here](#). Students may also reach out to the Graduate Coordinator for a copy. Please be in communication with your program if you intend to withdraw.

When a student is unable to complete a withdrawal on campus, a signed request to withdraw may be emailed to the Graduate School. All requests for withdrawal must be accompanied by an acknowledgement from the student's Graduate Adviser. A student may withdraw through the last class day of the semester.

PROGRESS TO DEGREE AND SATISFACTORY ACADEMIC PROGRESS

GPA Requirement

See: <https://gradschool.utexas.edu/academics/policies/grades-and-credit>.

Graduate students must maintain a grade point average of 3.0 or higher (B or higher). These requirements differ from the university standard of a grade of C or better. Students who receive a grade of B- or lower will meet with the Academic and Faculty member of relevance regarding a remediation plan for assistance. The Graduate Adviser and Graduate Program Administrator/Coordinator are informed of the student's remediation status and the plan for assistance. See more information on [Warning Status & Academic Dismissal](#).

Warning

If a student's cumulative graduate grade point average falls below a B average/3.0, the Dean of Graduate Studies will warn the student that their [good standing](#) is in jeopardy. During the next semester or summer session in which the student is registered, they must maintain a B average or be subject to dismissal. This warning can affect whether or not a student is eligible for TA-ships in the subsequent semester. Students are reviewed by the Graduate Studies Committee annually, and must be making satisfactory progress to continue. See: <https://catalog.utexas.edu/graduate/degree-requirements/warning-status-academic-dismissal-termination/>.

Note: A student in a warning status may drop or withdraw only with special permission of the Graduate Adviser and the Dean of Graduate Studies. A petition must be presented to the Dean of Graduate Studies from the Graduate Adviser. Withdrawals for [medical reasons](#) are handled through the Student Health Center. Please be in touch with LLILAS if you intend to withdraw.

Dismissal

Students may be dismissed by the Graduate School for failing to make [Satisfactory Academic Progress](#) as well as for academic and non-academic misconduct.

Academic Probation and Program Termination

Working towards completion of a graduate degree and defense of a dissertation is a long-term project. It is the responsibility of the Graduate Studies Steering Committee to evaluate the progress of our students towards completion of their degree. Students not in 'Good' standing (i.e., with standing of 'Concern' or 'Serious Concern') are considered to be on probation and not making adequate progress to degree.

A student with a standing of 'Concern' who does not resolve that standing under the timeline laid out in the Change of Standing report may be changed to a standing of 'Serious Concern'. The prior report is reviewed and updated by the student's adviser, the Graduate Adviser and the Graduate Administrator/Coordinator. If necessary, the actions are revised, a new timeline is established, and the new 'Serious Concern' is reviewed and approved by the GSSC. A student with a standing of 'Serious Concern' may become ineligible for departmental fellowships, grants, awards and TA/Al appointments until the issue is addressed satisfactorily.

Failure to return to 'Good' standing under the timeline specified in the Change of Standing report will cause Steering Committee to recommend to the Dean of Graduate Studies that the student be dropped from the graduate program. Note that students may be dropped even if they are maintaining an average GPA greater than 3.0.

Remediation

An array of remediation options may be recommended for students placed on academic probation. Options for remediation as determined by the Graduate Studies Committee in consultation with appropriate faculty and the Graduate Adviser.

All meetings with the students regarding remediation must be documented, to include the student's understanding of the problem and willingness to comply with the plan. Routine follow-up counseling with the student is scheduled to assess and document the student's progress and the outcome of the remediation plan. The student should be aware that some remediation plans can delay projected graduation.

SERVICES AND RESOURCES

Below is a list of useful links and resources for prospective and current students. Please note that this is not an exhaustive list. See also: [the complete list of University offices A-Z](#).

[Accounting and Cashier Services \(Bursar\)](#)

[Be Safe](#) website lists many resources and services available at your fingertips. These include but are not limited to SURE Ride, SURE Walk, Campus Text Alerts, Voices Against Violence (512-471-3515), and UTPD Resources.

[Blanton Museum of Art](#)

[Career Services in Fine Arts](#)

[Center for Access and Restorative Engagement](#)

[Center for Community Engagement](#)

[Counseling & Mental Health Center](#)

Each UT College, School, or Unit has an in-residence CARE counselor. The CARE counselor is available to help with a variety of issues, such as stress, test anxiety, racing thoughts, feeling unmotivated and anything else that might be getting in your way. See COLA's care counselor contact information here: <https://cmhc.utexas.edu/CARE-college-liberal-arts.html>. The CARE counselor is also available for consultation about student issues that arise in one's role as a TA/GRA/AI. For more information about Counseling and Mental Health Services, [click here](#).

Emergencies

www.Emergency.utexas.edu serves as a resource for communications about The University of Texas at Austin in the event that there is an emergency. It is part of the university's overall communications infrastructure for ensuring important information is available to the university community and the public in the event of a technical outage or emergency situation.

The website provides information on [emergency preparedness](#) at the university as well as additional resources for communications and information during a technical outage or university emergency. When the university's main website is unavailable, updated information will be provided here.

[Financial Aid](#)

[General Libraries Information](#)

[Graduate Catalog and Policy Library](#)

[Graduate and International Admissions Center](#)

[Graduate Student Services and Resources](#) (General: Career, Events, Housing, Graduate Students Families, Climate Surveys, Campus Services, Student Employment)

[Graduate Housing](#)

[Graduate Professional Development & Events](#)

[The Graduate School](#)

[Graduate Student Writing Support Services](#)

[Help & Services – UT Police Department](#)

From crime prevention and safety programs to providing security for special events, UTPD stands ready to assist our faculty, staff, students, and visitors. If we can't help, we probably know who can. Contact UTPD at 512-471-4441.

[Legal Services for Students](#)

[MyUT](#): All of UT's resources, all in one place. Download the official MyUT app from the App Store or Google Play.

[Office of the Registrar](#): semester schedules (including deadlines), calendars, and catalogs:
<https://registrar.utexas.edu/calendars>

[Ombuds](#)

The [University Ombuds](#) Office is available to students, faculty and staff to listen to concerns in a safe setting about life at the university and confidentially discuss interpersonal difficulties, university policies, university bureaucracy, and conflict resolution techniques. They help identify options so resolutions can be found.

[Parking & Transportation](#)

[Police Department \(UTPD\)](#)

[Recreational Sports Information](#)

[Resource Guide to Mental Health Services for Graduate Students and Programs](#)

[Services for Students with Disabilities](#)

Any student with a documented disability who requires academic accommodations should contact Services for Students with Disabilities at 471-6259 (voice) or 1-866-329-3986 (Video Phone) as soon as possible to request an official letter outlining authorized accommodations.

The [Student Emergency Services](#) office helps students and their families during difficult or emergency situations. Assistance includes outreach, advocacy, intervention, support, and referrals to relevant campus and community resources. Please note that this office does not provide counseling services.

[Texas Union Information Desk](#)

The [Title IX Office](#) is committed to supporting the University's mission to create and maintain an educational and work environment free from all forms of sexual harassment, sexual discrimination, exploitation and intimidation in which all students, faculty and staff can learn, work and thrive.

[Undocumented Students](#)

Monarch Student Program for undocumented and DACAmented students: https://linktr.ee/ut_monarch and CANVAS page: <https://utexas.instructure.com/enroll/GWGHMP>

[University Health Services](#) is committed to providing high-quality care to patients of all ages, races, ethnicities, physical abilities or attributes, religions, sexual orientations, or gender identities/expression.

[UT Global \(Formerly International Student Services\)](#)

[Veteran Student Resources](#)

[Visual Arts Center \(Art Building\)](#)

Appendix A.

GUIDELINES FOR THE PH.D. QUALIFYING EXAMINATIONS

AND PROPOSAL DEFENSE IN LATIN AMERICAN STUDIES AT UT-AUSTIN

(CREATED 2021 AND UPDATED FALL 2023)

The LLILAS qualifying exams process consists of two main portions: (1) the written examination and (2) defense of the dissertation prospectus. The written examination requires the preparation of three bibliographies prior to the written examination and a follow-up meeting of the student with all committee members to discuss the exam. The defense of the dissertation prospectus consists in the preparation of the written prospectus and the actual defense.

Prior to the initiation of the qualifying examination, the doctoral candidates must choose their three-member committee. The committee normally consists of a chair and two other members. The chair is the student's primary mentor and is foreseen to serve as supervisor of the doctoral dissertation. Co-chairing options are allowed and are limited to two supervisors. All members of the committee must be chosen from [LLILAS' Graduate Studies Committee \(GSC\)](#) membership list in consultation with the supervisor and the Graduate Adviser (see Appendix A for a current list). The list of the three proposed committee members must be submitted to the Graduate Adviser and Graduate Coordinator by the last week of the second semester of the student's second year.

1. **WRITTEN EXAMINATION**

A. BIBLIOGRAPHY

In preparation for the exam, the student will prepare three commented bibliographies for the committee. Two of these will cover topical areas and the third will be devoted to specific geographical areas. Students can be creative about this, geographic areas may not be contiguous. The two topical areas should include both theoretical and empirical readings and must be clearly differentiated from each other, although a certain amount of overlap is often inevitable. The two areas should strike a balance between achieving a broad enough scope, and sufficient focus so that the student can achieve mastery of both. Theoretical topics should not be limited to a single geographic area, instead they should be comprehensive irrespective of area.

Something to bear in mind is that these are two areas in which the student wants to develop and claim expertise. They also should inform directly some aspect of the dissertation research, in order to help the student advance thinking on the project and for to market herself/himself/themselves as a scholar in those fields.

The geographic area bibliography should not just be based on a country, but should be centered on a region (e.g., Cono Sur, Andes, Centroamérica, Caribe, etc.), and/or at times, a people or group of people within that area (e.g., Indigenous Peoples of the Andes or Central America, Afro-Caribbean Peoples, etc.). The area should encompass, but should not be limited to, the dissertation topic. The point here is to develop expertise and deep knowledge related to people and place. The literature included in this geographical bibliography should not be limited to a single discipline.

The extent and specifics of the bibliographies (i.e., number of readings, books vs articles, language, etc.) are at the discretion of the exam committee members and its chair, but should be developed in tandem with the student's input. Once the focus of each of the three bibliographies is chosen and approved, the most important task that needs to be accomplished, as the student compiles the list of works to be included, is the analytical organization of the literature. This involves creating broad substantive divisions by contents, and any relevant sub-divisions, which correspond to important differences in theoretical approaches or arguments. This analytical organization of the bibliography will be most useful in the exam preparation process.

In addition to full citations of the literature selected, the documents summarizing each topic bibliography should include the following components:

- ✓ General outline: This presents the main sub-categories into which each topic and geographical region has been divided, without citations included. It should fit in one page.
- ✓ Summary: This is a brief (2-3 pages) explanation of the topic, including an intellectual justification for its particular contents and limits. It should also include reference to the major sub-categorical divisions.
- ✓ List of references: Full citations of all references included in the bibliography organized by categories.
- ✓ Proposed exam questions: Prepare two questions which you believe get to core issues at stake in the given bibliography. This can be thought of as a final exercise in synthesis. It also can help nudge committee members toward thinking along a given line for the questions they formulate. These questions will be taken by the committee as a guide for their own formulations.

At least 1 month before the exam all committee members must sign off on all three exam bibliographies by communicating their approval to the committee chair. Bibliographies should consist of no less than 30 and no more than 50 books and articles per examining list. Once the bibliography is set, there cannot be any additions or changes. Evaluation of the exam should not include literature not covered in the bibliographies.

The final bibliography must include a 1-2 page document where the student explains their choices regarding their topic of research and rationale behind each list. They must also propose at least one question for each list.

The examiners should copy the Graduate Adviser and Graduate Program Administrator / Coordinator when they send the exam prompts at an agreed upon time. Students should email their completed responses to their committee and copy the Graduate Adviser and Graduate Program Administrator / Coordinator.

B. WRITTEN PORTION OF THE EXAM

The written exams should take place during the 3rd year, preferably during the Fall semester (i.e., first semester of 3rd year). If students require a quiet writing space, they should send a request to the Graduate Program Administrator / Coordinator at least two weeks in advance. From the time examination questions are sent, the student may have up to 10 days to submit their final responses.

Students may take exams in a format that is open-book and notes on the assigned readings can be consulted. Exam essays will be responses to previously unseen questions under test conditions. The purpose of the exam is to test the student's ability to answer questions by putting forth original, synthetic, analytical thinking, while drawing on the literature in the assigned bibliography.

C. ORAL PORTION OF THE EXAM

Two to four weeks after the written exams have taken place, the doctoral candidate will meet with the members of the committee to discuss the exam responses, and answer any questions or concerns expressed by the committee. This means that the exams must be scheduled with enough time for this meeting to take place while classes are still in session. The candidate is responsible for scheduling the date and time of this meeting, checking with committee members to make sure they are available, and reserving a venue with the help of the Graduate Administrator / Coordinator, if needed.

Examination guidelines: the examinations should be evaluated based on the bibliography the student has negotiated with their committee members. The committee must reach a consensus on the following three possible outcomes of the qualifying exam are: (a) pass; (b) pass with revisions; (c) failed. In the case of pass with revisions, the student will have up to **4 weeks** to present a revised version of the written exam to the

committee, which will decide on its acceptance without the need of a second oral examination. If the student fails the first time, a new date for another exam must be scheduled in consultation with the Graduate Adviser. A second failure will result in the student being only eligible for a terminal M.A.

2. DEFENSE OF DISSERTATION PROSPECTUS

The prospectus defense should take place during the 3rd year and following a successful completion of the written and oral exams. The prospectus defense must occur no later than by the end of the semester following the completion of the written exam. Ideally, this should occur no later than the Spring semester of the student's 3rd year.

A. DISSERTATION PROSPECTUS GENERAL GUIDELINES

The dissertation prospectus should be circulated to the committee at least *four weeks before the defense*. The defense is meant to give constructive feedback on the research design, fieldwork plan, and general dissertation outline. The prospectus should be between 20-25 double spaced pages in length (~5,000-7,000 words) and contain a ~350-word abstract. It should more or less follow the outline suggested below:

- ✓ Introduction: A well-written prospectus will state the central problem and summarize the larger significance of the study, succinctly, on the first page (i.e., justification; why it is important). Work on developing a clear statement of purpose ([link](#)) that prepares the reader for the specific questions driving your research (i.e., objectives).
- ✓ Context/Background: PhD dissertations should make a significant contribution to the existing body of knowledge. Therefore, it should provide sufficient background (e.g., historical, cultural-political, economic, theoretical, etc.) to display mastery of the topic and can properly position its contribution to the field of study. With regards to theory, the proposal should both specify how it will be useful to the student, and how the research will be useful, even transformative, in relation to the existing knowledge or applications of the theory. The text should not simply state: '*my work will be guided by this or that theory.*' Instead, it should assess and critique the relevant existing theory to help frame the central research questions of the study. This section should also expand upon the central questions of the study. The section should end with some propositions, preliminary arguments, in response to key questions (i.e., thesis or hypothesis).
- ✓ Methods/Approach: The rationale behind including methods and approach in the prospectus is to provide a convincing argument describing how the tools the study will rely upon will help achieve the research goals. This portion of the prospectus must describe how the analytical approach will satisfy the project objectives. For some types of projects this entails a description of how data/information will be gathered and analyzed, while for others conducting more qualitative analyses it will require describing the sources of information (i.e., interviews, archives, media, etc.) and methods used (e.g., hermeneutics, discourse analyses, semiotics, etc.).

This section is crucial because it obliges focused and concrete thinking about what each student is setting himself/herself/themselves to do. This is also where advice from the committee is crucial in helping think through which methods will work best, how they can be justified, etc. Each analytical question should have its corresponding methodological notes. If relevant, it is also important to square off in relation to some ethical questions: What is the relationship of the student to the people/topic under study? What knowledge will result, and who might find it useful? Has there been any effort to formulate the research topic in dialogue or cooperation with the interests/needs of a specific group of "research subjects"? If there are power inequities in the research relationship (almost always there are), how does the student plan to mediate them? Are there ethical concerns (including, but clearly going beyond, those that come under the rubric of "human subjects' protocol"), etc.

- ✓ Timeline and dissertation organization: The prospectus should provide a timeline for the entire process of data/information gathering, analyses, and writing portions of the dissertation. This is another key component of the proposal that can benefit from committee member input. This section should propose a basic dissertation organization outline. This should be not only a reflection of research questions but also career goals. Is the student thinking about a career in academia or a different career path? If following an academic path, is the student likely to follow a 'book' or a 'peer reviewed journal article' field? Students must have a conversation with their supervisors about career goals as they develop the organizational structure of the dissertation.
- ✓ Broader Significance of the Research: This section can be brief and can double as a conclusion. In it, the student will need to step back and project what the longer-term trajectory of the research might be. Significance can (and probably should) come in terms of new empirical knowledge, theoretical contributions, and/or political impact.

Students should not expect to have a final version of the prospectus without going through several drafts. Supervisor(s) must play a key role in the development of the prospectus. Once the supervisor(s) has/have approved it, then the student must share it with the rest of the committee at least 4 weeks prior to the defense date.

B. PROSPECTUS DEFENSE

The doctoral candidate is responsible for scheduling the date and time of this meeting, checking with committee members to make sure they are available, and reserving a room with the Graduate Coordinator's help, if needed. The proposal defense should be scheduled for ~2 hours, and should take place while classes are in session, in order to have time to make revisions and file the necessary paperwork to advance to candidacy that same semester. During the defense, the student can take about twenty minutes to introduce the prospectus, before members of the committee make comments and ask questions. The doctoral candidate and the supervisor(s) can decide if they wish the defense to be open to the public or if it must be held privately (i.e., only the student and the committee members).

The possible outcomes of the prospectus defense are: (a) accepted; (b) accepted with revisions; and (c) rejected. If the prospectus is accepted with revisions, the committee and the student must decide on a time frame to present a revised version to the committee, which will decide on its acceptance without a second oral defense. If the initial prospectus is rejected, a new date for another oral defense must be scheduled in consultation with the Graduate Adviser. A second rejection will result in a terminal M.A.

3. ADVANCEMENT TO CANDIDACY PROCESS

After the committee is formed, visit [All My Addresses](#) to update your name, address and phone number if necessary, then complete the online [Degree Candidacy Application form](#). Students must have registered and paid tuition during the semester in which the candidacy application is submitted.

Students will be required to include a brief (60 lines or less) description of your dissertation or treatise proposal approved by your committee supervisor. This should be prepared in advance; the application will time out after 30 minutes of inactivity and you will lose any changes not yet submitted or saved.

Changes to committee membership require [special approval](#), so students should be certain the membership is complete and correct before initiating the application.

Those who wish to write a thesis, report, dissertation or treatise in a language other than English must [petition](#) to do so.

LLILAS GSC Faculty List: <https://catalog.utexas.edu/graduate/areas-of-study/liberal-arts/latin-american-studies/#text>.

Appendix B

LLILAS Report on Comprehensive Qualifying Examination

Name of Student:

UT EID:

Cohort Year:

Exam Semester/year:

Major field(s):

Preliminary dissertation title:

Track: *Please select*

Specify if other:

Assessment of depth and range of student's knowledge:

Written Exam 1	Written Exam 2 (if required)	Prospectus defense
Date:	Date:	Date:
Outcome: <i>Please select</i>	Outcome: <i>Please select</i>	Outcome: <i>Please select</i>
Check if high pass ☐	Check if high pass ☐	Check if high pass ☐

Examining Professors:

Name (Supervisor)

Signature/Date

Name

Signature/Date

Name