DEGREE PLAN REQUIREMENTS FORM – Part A

This form must be submitted prior to completing 15 credit hours of work toward the degree. Students who do not submit this form will have a registration hold placed on their account. Please type or print clearly in blue or black ink.

STUDENT INFORMATION
NSHE ID: ___________________________
FIRST NAME: ________________________
REBELMAIL: _________________________
ADMIT TERM & YEAR: __________________

DEPARTMENT / PROGRAM OF STUDY: ___________________________
LAST NAME: ________________________
PHONE: _____________________________
DEGREE EMPHASIS (if applicable): ____________________________

REQUIRED COURSES - List all required courses and number of credits for each course (excluding electives, etc.).

<table>
<thead>
<tr>
<th>PREFIX &amp; NUMBER</th>
<th># OF CREDITS</th>
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# OF TOTAL REQUIRED COURSES CREDITS (sum of credits listed above): ___________________________

# OF ELECTIVE & OTHER CREDITS (electives, concentration requirements, culminating exp., etc.):

TOTAL # OF REQUIRED CREDITS FOR DEGREE (sum of two lines above): ___________________________

BA to PhD track?  ☐ No  ☐ Yes

If yes, # of total credits toward masters: ___________________________

TRANSFER CREDITS
Are you requesting inclusion of graduate credits transferred from another regionally accredited institution?
☐ No  ☐ Yes - If yes, you must submit Part B of this form.

CULMINATING EXPERIENCE
☐ Thesis
☐ Examination
☐ Other (please specify): ___________________________

☐ Dissertation
☐ Capstone
☐ Professional Paper
☐ Portfolio

REQUIRED GRADUATE COLLEGE FORMS (Check all that apply)
☒ Proposed Degree Program
☐ Appointment of Advisory Committee
☐ Prospectus Approval & Abstract
☐ Other (please specify): ___________________________

☐ Advancement to Doctoral Candidacy
☐ Oral Defense Results
☐ Final Examination Results

GRADUATE CATALOG & POLICIES
☐ I have read and understand all degree program requirements as outlined in my department’s section of the UNLV Graduate Catalog (http://catalog.unlv.edu).
☐ I have read and understand the academic policy sections of the UNLV Graduate Catalog.
☐ I have read and understand the graduation guidelines and policies on the Graduate College website.

STUDENT SIGNATURE — By signing below, I certify all information included on this form (and Part B if applicable) to be accurate.

__________________________________________  DATE
STUDENT SIGNATURE

APPROVAL SIGNATURES - By signing below, I approve of this form (and Part B if applicable).

ADVISORY COMMITTEE CHAIR
DATE
GRADUATE COORDINATOR
DATE

DEPARTMENT CHAIR
DATE
DEAN, ACAD. COLLEGE
DATE

GRADUATE COLLEGE USE ONLY

DEAN, GRADUATE COLLEGE
DATE

* Please consult the Forms page of the Graduate College website (http://graduate.unlv.nevada.edu/forms) to determine if this signature is required for your program.
Department of Foreign Languages
M.A. in Spanish
Guidelines for Written Examination Option

Statement in Graduate Catalog

Students will take a written Master’s Examination. In consultation with the graduate coordinator, students will choose for their examination three of the following six areas of concentration: Peninsular culture, Latin American culture, linguistics, Peninsular literature, Latin American literature, and translation theory. Once these areas are chosen they may not be changed, nor may the option be changed. The exam will be based on the courses taken as well as on a supplementary list of readings for each area available in the department. The exam will include three ninety-minute sections drafted by the examination committee. Grammatical accuracy will also be a graded component of the exam. After passing all three parts of the written exam, students will take an oral examination covering these chosen areas. Students who do not pass any part(s) of the exam will be allowed to retake the failed part(s) only once. Students who do not pass all three parts and the oral examination the second time will be separated from the program.

Additional Policy Statements

• The six areas from which a student may choose are outlined as follows:
  1) Latin-American Culture
  2. Peninsular Culture
  3) Linguistics
  4. Latin-American Literature
  5. Peninsular Literature
  6) Translation theory

• Exams will be written in Spanish with the exception of linguistics or translation. Students must write the remaining two sections in Spanish.

• Although material covered in courses taken may appear on the exam, the reading list will be emphasized.

• A student will choose faculty members by their area of specialization.

• The committee must be comprised of three different faculty members.
Department of Foreign Languages
Project Guidelines: M.A. in Spanish

Schedule for Final Project (Steps must be taken in order given below)

Before Enrollment in SPAN 797

1. Do exploratory research
2. Decide on project topic (in consultation with Spanish faculty)
3. Prepare proposal (i.e. summary or abstract) and tentative bibliography
4. Using the departmental “Project Committee Acceptance” form secure the written consent of a faculty member who will serve as project director and that of two additional faculty who will serve as readers
5. After the formal vote by the three on the project is positive, secure consent of graduate coordinator
6. Fill out appropriate Graduate College forms

Enroll in SPAN 797

1. Meet with project director to develop deadlines
2. Incorporate comments and suggestions
3. Continue research, analysis, or field work
4. Write draft of project

Enroll in SPAN 797

1. Rewrite draft
2. Make necessary revisions and adjustments following suggestions of the project director
3. Hand-in revised draft (The director may require several additional revisions or drafts)
4. The director will approve the project when it meets departmental standards. To graduate in the semester final approval must occur six weeks prior to the last day of instruction. Submission of project does not guarantee approval.
5. Circulate project to rest of committee for their comments and approval, and make additional changes
6. Oral defense
Department of Foreign Languages
Spanish M.A. Project Guidelines
-2-

Project Description

While the project for the M.A. in Spanish in the Department of Foreign Languages may take many forms, it is expected to include a written component of approximately 30-35 pages, written in Spanish. The project must include a formal bibliography and incorporate scholarly research in the field.

NOTE: All drafts of projects must conform to either the MLA style or the LSA style. It is the student's responsibility to familiarize himself/herself with whichever style s/he and the project director select. Linguistic accuracy, organization, and clarity of written expression are all components of the M.A. project in Spanish; projects lacking in these areas will not be approved.

Committee Selection

Before the semester prior to the term in which the student intends to graduate, s/he will secure the consent of one faculty member to serve as project director and two other faculty members to serve as readers for the final project. Once set, the membership of this committee cannot be changed except under extraordinary circumstances.

Prospectus

To fulfill the requirements for the final project the student will enroll in two semesters of SPAN 797, under the directorship of his/her project director. Before being allowed to enroll in SPAN 797, the student will present a project proposal. This proposal will include a two-page summary or abstract. The proposal must be approved by the three members of the student's committee and the graduate coordinator. If the proposal is approved, the student is expected to incorporate faculty suggestions and comments in the written project.

If the project is not approved, the student cannot enroll in SPAN 797. The student will be given the opportunity to re-present his/her proposal before the end of the semester OR he/she may choose the examination option and enroll in SPAN 798. If the student chooses to resubmit the proposal and it is not approved, the student will be separated from the program.
Department of Foreign Languages Spanish
M.A. Project Guidelines

Written Project

The student must meet with his/her project director to develop a series of deadlines which will enable the director to regularly review the student's progress and the student to revise the project as needed. This meeting must take place at the beginning of the semester prior to the term in which the student intends to graduate. It is the student's responsibility to meet all deadlines set by his/her committee director. Failure to do so will delay the student's graduation and may result in his/her separation from the program.

No later than six weeks prior to the last day of instruction in the term in which the student intends to graduate, the final draft of the project, previously approved by the student's project director, must be submitted to the other committee members. These committee members will, in turn, review the project and forward any comments or corrections to the committee chair, who will then pass these comments along to the student, who is expected to incorporate these suggestions into the final project. The committee must unanimously approve the completed project before the student may sit for the final examination (oral defense).

If the committee decides that the project is not acceptable for defense, the student must wait until the following semester of the academic year to resubmit the final project. A total of two attempts are allowed.

Students are required to do original work for the M.A. project. Please note the following from the Graduate Catalog (p. 33): "Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense... Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them." Students found guilty of academic dishonesty and/or plagiarism will be permanently separated from the M.A. program and will not be allowed to complete the M.A. degree.