

2008-09 Graduate Student Guide

Department of Near Eastern Languages and Cultures

Indiana University Bloomington

The NELC Graduate Student Guide is intended to serve as a supplement to the University Graduate School Bulletin and the IU Code of Student Rights, Responsibilities and Conduct. These last two are the ultimate authority on IU rules and regulations and override any NELC-specific rules or policies that are not consistent with them. Further, they provide extensive and detailed information on the topics covered in the NELC Graduate Student Guide. All graduate students should familiarize themselves with these materials and consult them as needed.

University Graduate School Online Bulletin: <http://www.indiana.edu/~bulletin/iub/grad/>
IU Code of Student Rights, Responsibilities and Conduct: <http://dsa.indiana.edu/Code/>

Department Contact Information

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Fax: (812) 855-7841

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Web: <http://www.indiana.edu/~nelc>

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Emergency Contact Numbers

Indiana University Police Department

1469 East 17th St., Bloomington, IN 47408

Phone: (812) 855-4111 -- for emergencies dial 911

Web: <http://www.indiana.edu/~iupd/>

Email: iupd@indiana.edu

International Services

Franklin Hall 306

601 Kirkwood Ave. Bloomington, IN 47405

Phone: (812) 855-9086

Web: <http://www.indiana.edu/~intlsv/>

Email: intlsv@indiana.edu

For information regarding international student issues go

to: http://www.indiana.edu/~intlsv/Content/About_OIS/Emergency_Contact/

IU Health Center

Indiana University Health Center

600 North Jordan Ave. Bloomington, IN 47405

Phone: (812) 855-4011

Web: <http://www.indiana.edu/~health/>

Email: health@indiana.edu

For a detailed list of contact numbers for various health related services, please visit:

<http://www.indiana.edu/~health/contactus.shtml>

Counseling and Psychological Services (CAPS)

600 N. Jordan Ave., 4th floor, IU Health Center

Phone: (812) 855-5711

Web: <http://www.indiana.edu/~caps>

NELC Department Administrative Staff

Department Chairman

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Middle Eastern and Islamic Studies

Web: <http://www.indiana.edu/~meis>

The Middle Eastern and Islamic Studies Outreach Program (MEISP) is the Near Eastern Languages and Cultures Department's partner in its mission of supporting and encouraging academic and social interest in the Middle East. MEISP encourages research and dialogue on the Middle East and other Muslim societies around the world, and promotes collaboration among students, faculty of disciplines ranging from history and political science to linguistics and folklore, and community members.

MEIS Director

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Outreach Coordinator

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NELC Student Association

Web: <http://www.indiana.edu/~nelc/resources.shtml>

The NELC Student Association provides students of the Near Eastern Languages and Cultures Department a forum to share research among one another, as well as organizational and financial resources to host respected lecturers in the field of Near Eastern languages, culture, and politics. In addition, we promote awareness of Near Eastern culture to the IU campus and in the greater Bloomington community.

2008-2009 Officers

Walter Lorenz	- President
Alyssa Spartz	- Vice President
Phillip Dorrol	- Treasurer
Scott Coggeshall	- Secretary
Steven Miller	- Social Chair

Other Campus Organizations

Office of the Bursar
Franklin Hall 011
601 E. Kirkwood Ave. Bloomington, IN 47405

Phone: (812) 855-2636

Web: <http://bursar.indiana.edu>

Email: bursar@indiana.edu

Office of the Registrar

Franklin Hall 100
601 E. Kirkwood Ave. Bloomington, IN 47405

Phone: (812) 855-0121

Web: <http://registrar.indiana.edu/>

Email: registrar@indiana.edu

Office of Student Financial Assistance

Franklin Hall 208
601 E. Kirkwood Ave. Bloomington, IN 47405

Phone: (812) 855-0321

Web: <http://www.indiana.edu/~sfa/>

Email: <http://www.indiana.edu/~sfa/office/contact.php>

Graduate and Professional Students Organization

Web: <http://www.indiana.edu/~gpso/>

Graduate Employees Organization

Web: <http://www.indiana.edu/~geo>

Muslim Student Union

Web: <http://www.indiana.edu/~msuweb/>

A list of country- and region-specific student associations can be found at:

Web: http://www.indiana.edu/~intlerv/Content/International_Center/Student_Groups/

General Academic Information

Academic Progress

Students are expected to maintain adequate academic progress, based on their program, work and teaching obligations. Failure to do so or to maintain an adequate GPA can result in loss of funding, academic probation, and eventual expulsion from the program.

Fulltime Enrollment

Fulltime enrollment is normally considered to be 8 credit hours per semester. The maximum a graduate can register for is 16 credit hours. Most students register for between 8 and 12 credits per semester and most finish their M.A. degree in two or three years.

IU-funded students with fee remissions must use all the credit hours provided by their fee remission. They may register for N810 Ph.D. dissertation credit, with the permission of the DGS. Normally the fee remission is for 12 credits per semester and, for full-year appointments, 6 credits in the summer.

Ph.D. students who have completed their 90 required credit hours and their course requirements may register for G901, with the DGS's approval, for the required continuing registration.

IU-funded Ph.D. students who have a fee remission and have completed their 90 credit hours must register for at least 6 credit hours (see the Graduate Bulletin for details). The permission of the NELC chair is required for NELC students to take Incompletes.

Ethical and Professional Conduct

Rights and Responsibilities

NELC graduate students are expected to conform to the highest standards of ethical and professional conduct. This means:

- 1) Treating fellow students, IU staff and faculty with courtesy and respect
- 2) Attending all classes and other required meetings, appointments, etc.
- 3) Completing all coursework, assignments, examinations and papers on time

Academic Honesty

It is required that all assigned academic work be done on your own (except in cases of group assignments). This means providing references for any aspect of your work that is not your own, whether as verbatim quotations or paraphrases. Students should check with their instructors to get precise information on what form of annotation or reference is required, and if they have any questions concerning what sorts of information require references.

On the above matters, students should familiarize themselves with the [IU Code of Students Rights, Responsibilities and Conduct](#).

Application and Admission

M.A. Admission Requirements

Deadlines for Financial Aid and Assistantships

To be considered for admission, International applicants must submit all required materials to the Graduate School, as well as the department, by **December 15th** of the preceding year. The deadline for domestic applicants is **January 15th**.

To be considered for financial aid, Associate Instructorships, etc., all the above materials must be submitted to the NELC office by March 1st of the preceding academic year.

The FLAS application deadline through the Center for Global Change and African Studies is February 1st.

TOEFL and GRE

International students (non US-citizens and non greencard holders) are required to submit the TOEFL score only. US applicants are required to submit the GRE score only. In accordance with the Graduate School requirements, NELC requires that the students have a minimum of **213** on the Computer-Based TOEFL; a minimum of **550** on the paper TOEFL exam; and a minimum of **79** on the internet-based TOEFL. English Language study at IU does not the place of the national TOEFL exam.

EXCEPTIONS

- International applicants who have a bachelor's degree from an American institution in the US should normally submit GRE scores only. Consult the DGS or Department Chairman for more information.
- US citizens who have been educated abroad (e.g. dual nationals from the Arab world) and have their bachelor's degree from a non-US, non-English language institution, should normally submit TOEFL scores only. Consult DGS or Department Chairman.

Advising and Registration

M.A. students normally are advised by the DGS.

Ph.D. students are assigned an individual Ph.D. advisor. An advisor will normally be assigned in consultation with the DGS when a student first enters the Ph.D. program. In exceptional circumstances it is possible to change advisors. The Ph.D. advisor is responsible for the student's academic program, Ph.D. exam fields and committee, and Ph.D. research committee. The DGS is responsible for checking that the student fulfills all the language and any other NELC and Graduate School requirements.

Fall 2008 Advising Dates

Incoming students will meet with the DGS for advising the week before classes begin, prior to their registration date. Advising appointments are set up through the NELC office. Continuing students are required to meet with the DGS once per semester for advising prior to registration. The NELC department will contact you concerning your advising appointment and registration date.

Incoming graduate student advising is on **Tuesday, August 26th** and **Wednesday, August 27th**; registration for incoming graduate students is on **Thursday, August 28th**.

Continuing students who have any advising problems should contact the NELC office to set up an appointment with the DGS for **Thursday, August 21st**.

Ph.D. students should see their individual advisor before meeting with the DGS.

Placement Examinations

For Fall 2008, the Arabic placement exam will be conducted **Monday, August 25th**.

Other language placement exams (for example, for placement in Hebrew, Persian, and Turkish) are normally handled by other units. The NELC office can direct you to the appropriate contacts.

Registration Dates and Fees for Fall 2008

Please see the [Office of the Bursar's website](#) for the most up-to-date information on fee schedule.

A complete list of registration dates and policies for upcoming semesters can be found at: <http://www.indiana.edu/~registra/offcalen.shtml>

Fall Semester Registration: Important Dates

Early Registration for **continuing graduate students starts March 31st, 2008**.

- NO access fee will be charged during your initial registration session.

Registration for **new graduate students is on August 28th, 2008 only**.

- NO access fee will be charged during your initial registration session.

All students, whether new or continuing, will be assessed a late registration fee if they register on or after **Friday, August 29th, 2008**.

- Late registration will result in the assessment of a \$59 late fee.
- A \$10 fee is added to this fee for each additional week after the 1st week of classes.

Fall Semester Schedule Adjustment after Registration (Drop/Add)

- NO access fee will be assessed for schedule changes processed within two business days after your initial registration.
- An Drop/Add access fee of \$8 is assessed when you choose to make schedule adjustments after two business days have elapsed since your initial registration. The fee is assessed each day (12:00 a.m. - 11:59 p.m.) of drop/add activity.
- Students can make changes to their schedule till **September 8th, 2008** online through OneStart, subject to the aforementioned fees.
- After **September 8th, 2008**, all schedule changes have to be made using the Drop/Add slips available from the Graduate School offices in Kirkwood Hall 014.

M.A. Program

M.A. Degree Requirements:

1. Credit Hours/Coursework

Students must take a total of **36 credits hours of coursework** in the NELC department, to be approved by the Director of Graduate Studies. This includes NELC course, courses cross-listed with NELC, and other courses approved for a student's program by the DGS on an individual basis. Courses will be chosen to provide a coherent academic program, fulfill the language requirements, and prepare the student for the M.A. field examinations.

18 credit hours of the required coursework must involve one of the major NELC languages, and 6 must involve the use of the minor NELC language.

If the student chooses a European research language instead of the minor NELC language, there is no credit hour requirement (see below under Major and Minor Language Requirements).

As per Graduate School regulations, **up to 8 credit hours** may be approved for transfer toward the M.A. degree from another institution, with the permission of the DGS and dean.

International Students must register for a **minimum of 8 credits per semester** to be considered Full Time. However, if the student holds an assistantship position or an AI appointment, he or she may register for a **minimum of 6 credits** to be considered full time.

2. Major and Minor Language Requirements

NELC languages include **Arabic, Hebrew, Persian and Turkish**. Other languages may be substituted on an individual basis, if they are deemed pertinent to the student's course of study by the DGS. A student must choose one of the languages as his/her major language and one as the minor language (but see below for exceptions involving selection of a non-NELC language as the minor language).

Major Language

A student must take a minimum of **18 credit hours of coursework using the major language**. This includes courses in the language sequence, supplementary language courses (such as Multimedia Arabic and Conversational Arabic), and advanced text courses such as N690 Research in Classical Arabic Texts.

For the major language, the student must take up to the third year level, i.e. Advanced I & II for languages with an advanced course sequence. He/she must take the established equivalents for other languages.

Modern and Biblical Hebrew courses can mix and match; for example, Elementary & Intermediate Modern Hebrew plus Elementary Biblical Hebrew would combine to satisfy the three year requirement for a major language of Hebrew (see DGS for details).

Students with a major language of Arabic must take Advanced Arabic I and II.

Students can get credit for Elementary and Intermediate Arabic; but they **cannot** add them together to fulfill the three year requirement. The 3-year requirement **must** include Advanced Arabic.

Students may opt to use their language as part of their work for a non-language course to count toward their language credit hours, with the permission of the instructor and of the DGS.

Minor Language

This requirement can be filled in two ways: either through a second NELC language or through a European research language.

NELC Language: At least 6 credit hours at the Intermediate Level or above.

Hebrew can mix and match; e.g., Elementary Modern Hebrew plus Elementary Biblical Hebrew would equal two years.

For Arabic, the two year/Intermediate level requirement may be fulfilled by taking Elementary Arabic I & II plus Intermediate Arabic I & II. Supplementary courses such as Conversational Arabic, Arabic Composition, Multimedia Arabic, Arabic Grammar, etc. do not count toward the Intermediate/6-credit requirement.

European Research Language: Normally, French or German is selected as a relevant European research language. Other languages may be approved by the DGS on an individual basis. As per Graduate Bulletin General Requirements, this may be fulfilled through IU administered exams or courses—for example German G491 and G492, German for Graduate Reading. The graduate language reading courses DO NOT count toward the 36 credit hours required for the M.A.. (However, if you take a 300-level course instead, check with the DGS about credit).

Incoming students should check during their first semester about the dates of the European language exams and about the graduate reading courses in these languages, to see when they are offered and when they need to register. The 492 courses are the ones that fulfill the requirement, so, depending upon your background in the language, you may or may not need to take the 491 course. See the appropriate language department.

Foreign Language graduate reading courses, such a German N492, CANNOT be counted towards EITHER the 36 hours for the M.A. or for the 90 hours for the Ph.D.

3. M.A. Written Examination

The NELC M.A. examinations consist of 3 two-hour exams: One in the major NELC language, and two in academic fields approved by the DGS. At least two faculty members should give the exams and three must read. In the event there are only two readers available, the DGS will assign the third reader. The exams should be taken in the final semester of a graduate student's coursework or shortly thereafter, in accordance with the Graduate School rules.

Scheduling

M.A. exams are conducted 3 times per year, normally in the 3rd week of August, 4th week of November, and 3rd week of April. The student must take all three exam fields during one two-day scheduled exam time. The 2007-2008 examination dates are:

Friday – Saturday, August 22th – 23rd, 2008

Friday – Saturday, December 5th – 6th, 2008

Friday – Saturday, April 17th – 18th, 2009

Before the Exams

M.A. students must finalize and get approval for their M.A. exam fields and exam committee from the DGS the semester BEFORE they plan to take the exams. This means approval is received during the fall semester for spring or summer exams, or during the spring semester for fall exams. Students failing their course requirements will **not** be approved to sit their M.A. exams.

MA exam form must be filled and signed by the professors who accept to write exams for the student. The form must be accompanied by a reading list prepared by the examiner. Both the student and examiner should keep a copy of the form and the reading list on file.

The examiner may give the student exam study questions at his or her discretion.

Each student is responsible for checking with the NELC office the week prior to the exams to make sure the examiners have turned in the exam questions to the NELC office. The rooms and proctors are arranged by the NELC staff.

The NELC office should make 3 copies of each exam. The original should be put into the student's office file; the copies must be distributed to the 3 examiners.

Policy on Computer Testing

Due to a lack of appropriate computer facilities, the NELC M.A. exams must be hand written unless special arrangements are made through the DGS and/or NELC office.

Exam Assessment

Answer booklets must be photocopied and the original placed in the candidate's file. The photocopied exam booklet is sent to the examiner with a note requesting grading in two weeks.

Each examiner grades his/her own exam on a scale of High Pass, Pass or Fail. The other examiners should read their students' other exams, if possible. If not, the exams will be reviewed by the DGS and the Department Chairman. In case of disagreement as to the student's grade, the case will be referred to the Department Chairman or DGS.

Retake Policy

A student may retake a failed M.A. exam once.

At the time of the M.A. exam the student must pick up an Application for Advanced Degree Form from the Graduate school (Kirkwood 111), fill it in and submit it to the Graduate School. The Graduate School will then send NELC a Recommendation for Advanced Degree form, which the DGS will fill out and submit once the exams and all other degree requirements are complete. The degree is normally conferred in the following month.

4. Optional M.A. Thesis

A student may take 6 credit hours of N710 and N720 M.A. Dissertation (out of the 36 credit hours of coursework required) to write an M.A. thesis. The DGS will help interested students find an appropriate M.A. Thesis advisor. However, the student must still take the M.A. exams. For details about the requirements regarding the M.A. thesis, see the Graduate Bulletin.

Transition to Ph.D.

Please be aware that admission to the NELC M.A. program and its successful completion in no way implies acceptance into the department's Ph.D. program. M.A. students who are interested in continuing to study for the Ph.D. in NELC at IU, in another department at IU, or at another university should begin exploring appropriate Ph.D. programs **at the latest** in the fall semester prior to their anticipated matriculation (i.e., Fall 08 for students hoping to enter a Ph.D. program in Fall 09). Ph.D. programs are more specialized and focused than the M.A., so interested students should contact specialists at IU or elsewhere in the field they intend to pursue to determine appropriate programs

Internal Ph.D. Applications

NELC M.A. students wishing to apply for the NELC Ph.D. program should do so in the spring semester before the fall semester of their anticipated Ph.D. program matriculation. The student should first consult with a faculty member who is willing to serve as his/her Ph.D. advisor.

For an internal Ph.D. application, the student should submit:

- 1.) IU video transcript
- 2.) Two letters of recommendation, normally from NELC or IU faculty, including one member who agrees to serve as the student's Ph.D. advisor
- 3.) A letter of application that includes a statement of purpose consisting of 1-2 typed pages. This should explain the student's field of specialization for the Ph.D., how training up to this point has prepared him or her for advanced study, what program of study he or she has in mind for the Ph.D., and future career plans. The student should also specify the faculty members with whom he or she plans to work.

The deadline for internal Ph.D. applications for Spring 2009 will likely be in mid-February 2009, to begin Ph.D. studies in Fall 2010.

Internal admits to the Ph.D. program are expected to have successfully completed their M.A. exams and all other M.A. requirements before their matriculation into the Ph.D. program in the fall semester.

Ph.D. Program

For details regarding internal application procedures from the NELC M.A. program—see above, under *M.A. Program*.

Ph.D. Degree Requirements

IU Graduate School requirements and rules: see the Graduate Bulletin for details.

NELC Coursework Requirements

IU requires 90 credit hours of course work for the PhD. This includes a total 75 credit hours of qualified graduate coursework (including up to 30 hours of M.A. coursework) in NELC and related departments approved by the student's Ph.D. advisor and the NELC DGS and an additional 15 credit hours, which may be in actual graduate coursework or in dissertation research credits (N810).

Note that the Graduate language reading courses in French, German, Spanish, etc. **do not count** toward the credit hours required for the M.A. and Ph.D. The student's curriculum should focus on a major disciplinary field and two minor NELC fields for the Ph.D. examinations.

Credit Hour Requirements for Students with Fee Remissions

IU-funded Ph.D. students with fee remissions must use all the credit hours provided by their fee remission. They may register for N810 Ph.D. dissertation credit, with the permission of the DGS, towards credits for their graduate coursework. Normally the fee remissions are 12 credit hours per semester and, for full year appointments, 6 summer credits. Students should consult with the DGS to make sure all available credit hours are used. Students who have a fee remission but have completed their 90 hours and course requirements must register for at least 6 credit hours per semester (instead of G901). See Graduate Bulletin for additional details.

Continuing Registration

Students who have completed their Ph.D. coursework are required to register each fall and spring semester until the completion of their Ph.D. degree. Ph.D. students who have completed their 90 required credit hours, their language requirements and Ph.D. preliminary examinations may register for 1 credit of G901 each semester.

Outside Ph.D. Minor

Ph.D. students are required to complete at least one outside minor in a field related to their Ph.D. program. The rules for these are determined by the individual department. See the Graduate Bulletin for additional details.

Language Requirements

3 languages are required (in addition to English): A major NELC language, a minor NELC language, and a European research language.

Major NELC Language

A minimum of 12 credit hours beyond the 18 required for the M.A. for students continuing from the NELC M.A. program, or a minimum of 12 credit hours above the third-year level for incoming Ph.D. students, in courses approved by the DGS.

Minor NELC Language

A minimum of 6 credits at the third-year level or above in courses approved by the DGS.

□**Note:** Biblical and Modern Hebrew at the elementary and intermediate levels can be combined to satisfy the three-year requirement with the approval of the DGS.

European Research Language

The European research language is normally French or German, although others may be selected with the approval of the student's Ph.D. advisor and the DGS. As per the Graduate Bulletin general requirements, students may only take IU administered exams or courses. These graduate language reading courses, such as French F491 & F491, do not count toward the 90 credit hours required for the M.A. or Ph.D. degree.

The choice of languages must be pertinent to the student's graduate curriculum and approved by the student's Ph.D. advisor and the NELC DGS.

Ph.D. Advisor, Ph.D. Advisory Committee, and Dissertation Research Committee

PhD Advisory Committee

In the first year of Ph.D. study, the DGS will assign the student a Ph.D. advisor within NELC. This advisor is responsible for the student's academic program and for helping the student form a Ph.D. advisory committee, which consists of the Ph.D. advisor, 2 other NELC faculty and a representative from each of the student's Outside Ph.D. Minor fields. [There may be considerable overlap in these, due to the many NELC faculty joint appointments]. The 3 NELC faculty members are those that set the Ph.D. qualifying exams.

Dissertation Research Committee

The Dissertation Research Committee is appointed after the completion of the qualifying examinations. It may be same as the Ph.D. Advisory committee or not. The Ph.D. advisor assists the student in determining his/her Ph.D. research topic, writing his/her Dissertation Proposal, and selecting a Dissertation Research Committee. The committee must include the director (normally the Ph.D. advisor), two members of the NELC faculty, and a representative from each Outside Ph.D. Minor department.

Ph.D. Qualifying Examinations

NELC requires written and oral qualifying exams for the Ph.D. These should be taken when the student has finished all of his/her coursework and language requirements. Students must register to take the Ph.D. qualifying exams with the DGS and arrange the exam fields and reading lists at least one semester prior to taking them.

The written exams consist of one 3-hour exam in the student's major NELC field and two 2-hour exams in his/her NELC minor fields. One faculty member can give 2 exams, but not more. [For the outside Ph.D. minors, the student should check with the individual departments to see whether or not they require an exam]. Outside minor representatives on the Ph.D. committee have the option of serving, or not, on the Ph.D. exam committee. If they do, normally, if they are not one of the examiners, they read all the exams, take part in the oral exams, and submit an assessment for each field exam at the conclusion of

the oral exam. Further, the Ph.D. Minor department, or the interdepartmental committee, may require an exam as part of the Ph.D. qualifying exam; it is up to the student to check with his minor department(s) to see whether such an exam is required. See Graduate Bulletin.

If only two professors are serving as field examiners, the DGS or chair will appoint a third member to the examination committee to read the written examinations and participate in the oral examination. All three members should read the exams, but the grade for each exam will be assigned by its examiner: Pass, High Pass or Fail. If there is a third member from the exam committee, outside major, etc., he/she will submit a brief (one-paragraph) evaluation endorsing the results.

The oral exams are to be held not less than one week and not more than 4 weeks after the written exams. The date of the Oral Exam is the one used for determining the seven-year period for currency of courses and completion of the dissertation. See Graduate Bulletin.

Ph.D. Dissertation: Continuing Enrolment, Dissertation, Research Committee Defense of the Dissertation, Submission of the Dissertation

See Graduate Bulletin for details.

Outside Ph.D. Minor in NELC

Ph.D. students in other departments may obtain a Ph.D. Minor in NELC by completing at least 12 credit hours of coursework approved by the DGS so as to form a coherent program of study. There is no examination requirement for the NELC Outside Ph.D. Minor.

Up to 12 credits may be transferred toward the NELC Outside Ph.D. Minor from other institutions, with the approval of the DGS and the Dean. However, at least 6 credit hours toward the NELC Outside Minor must be completed in the IU NELC department and approved by the DGS.

Additional Options for Graduate Study in NELC

Graduate Arabic Proficiency Certification

The Graduate Arabic Proficiency Certificate can be granted to students in other departments based on the successful (B+ or better) completion of Advanced Arabic I and II or more advanced courses. For students who have not taken Arabic courses at IU, NELC offers a proficiency test. Consult the DGS or Director of Language Instruction for specifics.

Continuing Non-Degree Students

If a person takes graduate level courses as a non-degree student, these courses may count towards his/her graduate degree if the NELC department so approves. Since the courses will already appear on the IU transcript, no transfer of any sort is required. Students who enroll as undergraduates through the school of Continuing Studies MAY NOT count their coursework towards a graduate degree.

Dual M.A. Program/Double Ph.D. Major

Please consult the rules in the Graduate Bulletin for complete details on obtaining either a double M.A. or a double Ph.D. in NELC and another IUB graduate school department.

Policies Relating to Transfer of Credits

Courses counted towards the fulfillment of the requirements of one advanced/graduate degree may not also be counted toward the requirements of another graduate degree at the same level. For more information, please see the Graduate Bulletin.

If the student has already received a master's degree, he or she may not count any of this coursework toward a second master's degree.

Procedure for Applying for a Double Graduate Major in NELC

Current graduate students in COAS departments at IU who want to pursue a double major in NELC must do the following:

Meet with the DGS of your current department to discuss the feasibility/advisability of a double degree. If you are applying for a Double Ph.D., you should discuss the matter with your Ph.D. advisor.

Meet with the DGS of NELC.

Submit a paper application form (if you use the electronic form you will automatically be charged an application fee). All IU students, including International Students, applying to another department at IU are considered domestic applicants for admissions purposes and therefore must complete a domestic paper application.

Include in the statement of purpose your reasons for pursuing a double degree, and for Ph.D. students, an indication of which NELC faculty member(s) would serve as your NELC advisor and committee members.

You may reuse your original GREs or TOEFL, etc., and original letters of recommendation, if they are still pertinent, but you should have at least one letter from an IU faculty member in your current department and one from a NELC faculty member, if you have taken NELC courses.

DEADLINE: Only applications submitted by **January 15th** are guaranteed to receive full consideration for financial aid in the coming fall semester. The NELC Department no longer has a policy of rolling admissions.

Once admitted, double Ph.D. students must fill out a double Ph.D. form, available at the NELC office, and submit it to both departments.