

# Know Your Rights

## Guide for Grad Students

The following is a guide to self-advocacy. Graduate Students have a right to equitable treatment and to safe learning and working environments. The AIME committee is dedicated to providing the necessary tools for marginalized and vulnerable members of the Department of English.

Please know that the University's Nondiscrimination and Anti-harassment Policy prohibits discrimination (including harassment) on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. Title IX prohibits sex-based discrimination, harassment, stalking, domestic violence, and sexual assault.

If you believe your harassment is linked due to any of the categories described above, you should contact the Office of Institutional Equity (OIE) [oiie@u.arizona.edu](mailto:oiie@u.arizona.edu); by phone 621-9449 or email: [oiie@u.arizona.edu](mailto:oiie@u.arizona.edu).

### Step 1: Documenting Harrasment

Students should first take a moment to write down the incident(s):

- Describe what occurred
- Explain who was involved, including witnesses
- Note the date and time
- Try to stick to the facts

### Step 2: First Contact

The first person a grad student or GAT usually contacts is their Program Director

What if I do not feel comfortable contacting my PD?

### Step 3: Other Contacts

Students should feel comfortable contacting people in and outside their program. This why there are other contact options for seeking help and support.

Grad Students may contact their department chair. Begin with an email describing the situation. Provide a few initial details and explanation of why their PD is not a possible point of contact at this moment.

Do I have to contact other people?

### Step 4: Contacting the Grad College

Students should consider contacting the Grad College.

After setting up a meeting with either your PD or Department Chair, please take time to send an email with your concerns to the Graduate College.

<https://grad.arizona.edu/policies/academic-policies/grievance-policy>

Complaint Process

## CONCERNS ABOUT COMP/EXAM & DISSERTATION COMMITTEES

Graduate students have a right to investigate and request a change to who sits on their committees.

Can graduate students have comprehensive/exam and dissertation committee members from outside of their program?

Answer: Yes.

- The examining committee must consist of a minimum of four members.
- The dissertation committee must consist a minimum of three members
- The chair of each committee (Major Advisor) and the other 2 or 3 additional members must be current tenured, or tenure track faculty members, or approved tenure equivalent.
- Two or more committee members may be from outside English.
- Under special circumstances, the 4th member of either the committee may from outside the university and considered a special member who is approved by the Dean of the Graduate College.
- Most graduate programs want the chair of each committee and one other committee member to be from the major (typically the program), while the other two can be either from the minor or another area where the student has taken classes in.

Is the student required to have a minor in order to have members from outside of the department or program serve on their committees?

Answer: All PhD students must have a minor. More below.

- All study plans, which are completed before the comps/exams, must have at least 9 units in the minor.
- For most of English, that minor is English, so the student uses any 9 units in that field.
- Students may take courses outside of English. For example, 2 courses may be taken outside of English and the student may establish these courses as part of their unofficial minor outside of English.
- Given that minor requirements differ for each program, students are encouraged to investigate the required units for minors outside the major.

#### Helpful Links

RCTE: <https://english.arizona.edu/rcte/forms-handbooks>

Literature: <https://english.arizona.edu/maphd-english/requirements>

Second Language Acquisition & Teaching (SLAT): <https://slat.arizona.edu/home/ah-d-in-slat>

Forms & Handbooks | English: <https://english.arizona.edu/rcte/forms-handbooks>

General Comp Exams Information : <https://grad.arizona.edu/graduate-requirements/doctor-philosophy/comprehensive-exam-committee>

General Dissertation Committee & Final Oral Defense: <https://grad.arizona.edu/graduate-requirements/doctor-philosophy/dissertation-committee>

Contact AIME  
[english\\_aime@list.arizona.edu](mailto:english_aime@list.arizona.edu)