

# The Department of English GRADUATE STUDENT HANDBOOK

2022-2023

This handbook is available online (<https://www.english.uga.edu/graduate-student-handbook>). Program requirements and policies may be revised with graduate program faculty approval, and revised electronic copies will be posted on the department's graduate program website.

Current students should print a hard copy or save a digital copy of this handbook upon first matriculation into the graduate program and keep it for the duration of graduate study. These are the policies that will apply while you are enrolled; program changes made after your matriculation date will generally not apply to you.

Any questions about program requirements should be directed to Dr. Cynthia Turner Camp, Graduate Coordinator ([ctcamp@uga.edu](mailto:ctcamp@uga.edu)).

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## I. General Introduction

The English Department graduate program operates by several guiding principles. Above all, we stress the importance of teaching and research, two activities we regard as inextricably related. We seek to prepare our students to enter the profession as both teachers and scholars; most students who want a chance to teach are able to do so, as teaching assistants or as tutors in the writing center, before completing their degrees. Students are expected and encouraged to participate actively in the program, to contribute to the first-year curriculum, and to play an important role in the life of the department.

Graduate students should rely on their Major Professor and Advisory Committee (and on the English Graduate Office and Graduate Coordinator) for timely advice and suggestions about their Programs of Study, course schedules, preparation for examinations, theses, and dissertations. But one fundamental principle must be stressed above all others:

Students are responsible for their own academic progress and welfare. They must understand the rules and regulations that govern the graduate program, follow established procedures, take appropriate steps, and meet required deadlines.

The Graduate School posts an up-to-date schedule of deadlines for submitting academic forms (e.g., Advisory Committee, Program of Study, Admission to Candidacy, Application for Graduation, Thesis and Dissertation Approval Forms) for meeting academic requirements (i.e. the removal of Incompletes), and for scheduling exams and defenses in time for graduation. Students should consult this site regularly and stay in touch with his/her Major Professor to ensure meeting all degree requirements on time: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/> . Forms can be found here: <http://grad.uga.edu/index.php/current-students/forms/> .

This handbook provides a ready source of information concerning the rules, regulations, and procedures of the English Department graduate program. It should be read along with the current Graduate Bulletin (<https://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>) and the Graduate School website (<http://www.grad.uga.edu/>).

Current students should consult the table of contents to find the relevant sections, read those sections carefully, and use the appropriate degree program checklists (see appendices) to ensure that correct steps are taken and appropriate deadlines are met as one moves towards graduation. If you have any doubts or questions about information in this manual, or if you want to suggest additional material for inclusion, consult the Graduate Coordinator.

In the event that this handbook disagrees with the Graduate Bulletin, please consider the Bulletin as the final authority on Graduate School policies and regulations. However, do call such discrepancies to the Graduate Coordinator's attention. It is the right of individual departments to establish standards, rules, and regulations in addition to those in the Graduate Bulletin, as long as Graduate School policies are not contradicted. The Graduate School has

carefully reviewed this handbook and has not found any instances of disagreement with its own policies.

## II. The Ph.D. Program: Requirements and Policies

The Department of English at the University of Georgia offers two graduate-level degrees: A Doctor of Philosophy (Ph.D.) and a Master of Arts (M.A.). Our faculty and course offerings represent a wide range of critical and creative expertise, including studies in literary, language, genre, and craft studies.

The Ph.D. program fosters rigorous, independent scholarship and innovative creative work, based on solid course offerings and attentive faculty advising.

The Ph.D. program assumes the same academic standards and program requirements for both critical and creative writing applicants and students.

### II.A. Admission Requirements and Processes

To qualify for admission into the Ph.D. program, an applicant should have a Master's degree in English or a Master's of Fine Arts and a high grade-point average, as well as positive letters of recommendation and other evidence of scholarly achievement. Exceptionally qualified applicants may be admitted directly into the doctoral program without the M.A. or M.F.A.

All applicants to the Ph.D. program are encouraged to indicate their area(s) of interest; applicants seeking the degree with an intent to specialize with a creative dissertation must specifically articulate that intention in their application materials. All applications to the Ph.D. program are reviewed by the Graduate Committee; applicants to the Ph.D. program with creative dissertation are also reviewed by the Creative Writing Program Faculty.

For more specific information on the admissions process, please consult our website: <http://www.english.uga.edu/prospective-students>.

### II.B. Advisor (Major Professor) and Advisory Committee

#### II.B.1. Advisor (Major Professor)

The Graduate Coordinator serves as the initial advisor to new students in the program. By October 1, incoming students shall be assigned a Faculty Advisor. This Faculty Advisor will help the student acclimate to the program and to discuss course options, but it is expected that the student will soon identify a Major Professor, as head of the student's Advisory Committee, to replace this appointed Faculty Advisor. To the point: **At any time during the student's first two years, but certainly by the end of that time**, the student should identify and contact a member of the graduate faculty to be designated as his or her Major Professor. This assignment exists only as long as it remains mutually satisfactory and may be changed by either the student or the Major Professor after consultation with the Graduate Coordinator.

The choice of Major Professor rests largely with the student, as it depends to a considerable extent on the student's dissertation subject. As students progress toward the degree, they should actively search for potential subjects for a dissertation and should take the initiative in proposing subjects to faculty members teaching graduate courses. To serve as a Major Professor, a faculty member must be a member of the Graduate Program Faculty and should also be proficient in the field within which the student wants to write a thesis or dissertation.

### **II.B.2. Advisory Committee**

In consultation with the Major Professor (see above, II.B.1), the student should (during the student's first two years, but certainly by the end of that time) form an Advisory Committee comprised of at least two additional, graduate program faculty members beyond the Major Professor. This committee will, as the name suggests, advise the student in course selections, plan of study, and in most instances serve as the Examination Committee for the student's Comprehensive Examination. Note that the Advisory Committee may be reformed after the Comprehensive Examination to form a new Dissertation Advisory Committee.

The Advisory Committee shall consist of the Major Advisor and at least two other members, all three of whom must be members of the Graduate Program Faculty proficient in areas of concentration the student has chosen for study. The Advisory Committee formally endorses the final Program of Study at the conclusion of the student's course work and has, therefore, responsibility with the Graduate Coordinator for recommending any additional course work deemed appropriate to the student's areas of concentration and dissertation.

Additional faculty members who are not on the Graduate Faculty may serve on Advisory Committee members as long as a majority of the committee members have Graduate Faculty status .

Students are responsible for seeking out input from the temporary advisor, the official advisor ("Major Professor"), the advisory committee members, and other faculty members and/or the Graduate Coordinator about what classes to take (see IV: Registration Procedures).

All students must complete the Advisory Committee form (form G130), available online through GradStatus, the UGA Graduate School's online form portal: <https://gradstatus.uga.edu/>. This form must be completed and filed before a student can take the comprehensive examinations. All Graduate School forms can be accessed at <http://grad.uga.edu/index.php/current-students/forms/>.

### **II.C. Program Course Requirements**

The Department of English offers a doctoral program that allows students to enter after the completion of either the bachelor's degree or the master's degree.



### II.C.1. Credit Hour Requirements

Students with a bachelor's degree will take a minimum of **36 credit hours** of course work exclusive of research hours before admission to candidacy, and at least 3 hours of doctoral research (ENGL 9300 or 9000) in each of three terms following admission to candidacy. These students are considered to be in the "extended" or 45-hour (36 + 9) Ph.D. program.

Students with the M.A. will take a minimum of **30 credit hours of course work**, of which 3 hours may be dissertation research hours (9300), before admission to candidacy, and at least 10 hours following admission to candidacy. These students are considered to be in the 36-hour Ph.D. program. The department allows students to select courses and areas for examination, while a system of advising seeks to ensure that each student will develop a coordinated Program of Study.

Note: These doctoral course requirements are minimums only. The Department of English expects doctoral students to continue enrolling in graduate seminars that are pertinent to their dissertation research, or to anticipated areas of teaching, after admission to candidacy. It is assumed that students will work in close consultation with their Major Professor and Advisory Committee members to plot out a research agenda and a schedule of courses that would best support that agenda.

The Teaching Practicum (ENGL 6911) counts toward the course requirements.

Students whose work is interdisciplinary in nature should seek appropriate graduate courses in departments other than English whose bodies of knowledge are essential to their scholarship and intellectual growth. Two such courses (outside of the department) can count toward the required number of course hours; however, please note that courses taken specifically to fulfill the Research Skills Requirement [see II.D.] do not count toward required number of course hours (see II.C.1.).

### II.C.2. Seminar (ENGL 8XXX) Requirements

Seminars (courses numbered at the 8000-level) should be regarded as the center of any graduate program of study. Because their enrollment limits are lower than those of their 6000-level counterparts, they enable faculty to work more closely with students on ongoing written projects, and they encourage more active class participation from graduate students. Seminar topics also tend to be narrower, allowing much more depth of attention. In general, although they do not come with prerequisites, they should be regarded as more representative than 6000-level courses of the kind of work expected of graduate students and incipient teacher-scholars. We therefore encourage all students to take as many seminars as they possibly can, in as diverse a generic, methodological, and historical range as possible. The minimum requirement should be regarded as just that, and certainly not as an indication of what is desirable or even acceptable for a graduate degree.

Students are expected to take **at least three 8000-level seminars**. There are no specifically

required courses in the Ph.D. program; the Graduate Coordinator or the student's Advisory Committee may recommend courses that would give more depth to the dissertation or round out a special area of concentration.

Note: Directed readings do not count toward the seminar requirement.

### **II.C.3. Course Requirements Specific to Creative Dissertation Students**

Creative Dissertation students are required to take at least one Creative Writing course a year, either ENGL 6800 or 8800. (Repetition is allowed but students are encouraged to study with at least three different creative writing professors. Students are strongly encouraged to take multi-genre workshops: e.g., poetry and prose, or fiction and non-fiction.) Additionally, students are required to take directed reading or dissertation hours with one's advisor after the completion of course work. It is recommended that students take at least one 6800 (Topics in Creative Writing), if it is offered during the student's residency. It is also recommended that students take available Seminars and Topics courses offered in the English Department in Twentieth-Century American and British Literature and Theory.

### **II.C.4. Course and Credit Hour Requirements Specific to Students on Assistantships**

Departmental guidelines stipulate that graduate students who are awarded teaching assistantships but who have no previous experience of teaching first-year writing must take a teaching apprenticeship (English 6910) before they assume teaching duties.

The Graduate School requires that TAs attend the university TA orientation, and the First-year Writing Program requires that TAs attend their program orientation.

In the Fall Semester, teaching assistants who are teaching for the first time at UGA will also take a composition-pedagogy practicum (English 6911) for credit.

Students receiving teaching assistantships are required by the University to enroll in a minimum of 12 hours of course work each semester (undergraduate courses do not count toward this minimum, including the "Reading For X" foreign language classes). Students receiving research assistantships have the same enrollment requirements, including the requirement that they enroll in 9 hours during the summer semester.

### **II.C.5. Continuous Enrollment**

The Graduate School's policy on continuous enrollment is meant to ensure that graduate students remain enrolled even when not in residence or taking courses. The policy states that "all enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per year (Fall, Spring, Summer) until the degree is attained or status as a degree-

seeking graduate student is terminated. Doctoral students who have advanced to candidacy and masters students who have satisfactorily completed all required courses will be allowed to register at a rate equivalent to the prevailing in-state tuition rate.”

### II.C.6. Transfer Credit

All requests for transfer credit must be endorsed by the Major Professor and approved by the Graduate Coordinator. The Graduate School’s policy on transfer credit can be found at <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/acceptance-of-credit-by-transfer/>. The policy is as follows:

Master's degrees. If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's Major Professor and Graduate Coordinator, and when approved by the Dean of the Graduate School. Such transfer of credit cannot exceed the following scale and must fall within the time limit of the degree:

<u>Program Credit Hours</u>	<u>Transfer up to</u>
30-39	6 credits
40-49	8 credits
50-59	10 credits
60-69	12 credits
70+	14 credits

Transfer credit cannot be used to fulfill the requirement that 12 semester hours on the program of study be open only to graduate students. No grade below B may be transferred. The courses to be transferred may not have been used in a degree program at another institution. Transfer grades are not used in calculating cumulative averages. All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School by the midpoint of the semester in which the student plans to graduate.

Doctoral degrees. If graduate credit earned at an accredited institution constitutes a logical part of the student’s program, transfer of credit may be allowed when recommended by the student’s major professor, advisory committee, graduate coordinator, and when approved by the dean of the Graduate School. Such transfer of credit cannot exceed nine (9) semester hours and must fall within the time limit of the degree. No grade below B may be transferred. The courses to be transferred may not have been used in a degree program at another institution. Transfer credit may not be used to satisfy the residency requirement. If the residency requirement has not been satisfied and the transfer course is taken during the Fall or Spring Semester, a "break" in residency will occur unless the student is also registered at UGA. Transferred courses

may not be included in the 16 hours of 8000- and 9000- level credit on the program of study. Transfer grades are not used in calculating cumulative averages. All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate. Courses taken prior to the student's admission to their degree program at The University of Georgia are eligible for transfer.

## **II.D. Research Skills Requirement**

Students in the Ph.D. program may fulfill Graduate School and departmental research skills requirements in one of three ways:

- 1) by demonstrating proficiency in a single foreign language, or
- 2) by demonstrating reading knowledge in two foreign languages, or
- 3) by demonstrating reading knowledge in one foreign language and presenting detailed evidence of methodological course work that is closely related to the student's project dissertation. Such a plan of study must involve a minimum of two courses taken at the graduate level. Details on all options to follow.

Courses taken to satisfy the Research Skills requirement may not count toward the 27 hours course work required for the Ph.D. (nor toward the 36 hours of course work required for the "extended" Ph.D. program). Note that the Research Skills requirement must be completed before the student can sit for the comprehensive examinations.

The choice as to how to fulfill the Research Skills Requirement should be made by the student in consultation with the Major Professor and, as necessary, the graduate coordinator. The expectation is that the choice will support the student's greater research plan.

The foreign languages which a student proposes to offer in fulfillment of this requirement, including Old English, must be approved by the student's Advisory Committee and the Graduate Coordinator. Programs of study outside the discipline offered in place of reading knowledge in a second foreign language must be approved by the student's Advisory Committee and by the Graduate Coordinator.

Students who have evidence of unusually strong foreign language preparation at other institutions may petition the Graduate Committee to have that work count as evidence of reading knowledge in one of the two foreign languages necessary to meet the two-language model of this requirement. The course work in question must be no more than five years old at the time of the petition. Translation exams passed at other institutions will not be considered as evidence of foreign language reading knowledge.

Please note that whatever course the student takes to fulfill this requirement *cannot* count toward the hours required for his/her program of study.

### II.D.1 Demonstrating Proficiency in a Single Foreign Language

The student can fulfill the *entire* Research Skills Requirement by demonstrating *proficiency* in a single foreign language, “proficiency” being demonstrated by earning at least a B in a graduate-level literature class offered by a foreign language department at the University of Georgia.

### II.D.2. Demonstrating Reading Knowledge in Two Foreign Languages

If the student does *not* fulfill the Research Skills Requirement by demonstrating *proficiency*, as explained above, the student can fulfill the requirement by demonstrating *reading knowledge in two foreign languages*.

A student can demonstrate reading knowledge of a foreign language in one of three ways:

- 1) By completing two years of study in a single foreign language at the University of Georgia.
- 2) By passing a translation exam prepared and administered by the appropriate foreign language department. In general, the reading examination is offered the 4th week of every semester, including summer: see <http://www.rom.uga.edu/research-skills-foreign-language-exam>. Contact the Graduate Coordinator of the relevant language department for questions concerning those languages.
- 3) By passing with a B or better one of the “reading knowledge” courses offered by some foreign language programs (e.g., FREN 2500, GRMN 3500, SPAN 2500). Please note that these courses aren’t taught every semester, so plan ahead: consult the relevant language department to plot out when you might enroll.

### III.D.3. Demonstrating Reading Knowledge in One Foreign Language and Demonstrating Competency in Secondary Area of Expertise or Research Methodology

Students can demonstrate reading knowledge of *one* foreign language according to the criteria provided in III.D.2.

Students can demonstrate competency in a second area in one of two ways:

- 1) By taking *two* courses in a specific department or program (such as WMST or DIGI), or
- 2) By taking *two* courses that are focused on research *methodology*, such as courses offered in the Department of English (including, for example, ENGL 6890, Bibliography and Research Methods; ENGL 6885, Introduction to Humanities Computing; ENGL 6190, Research Methods in English Language) or in other departments, such as Women’s Studies, African American Studies, Educational Psychology, or Statistics. Students

considering this option will want to know that there are various “Certificate Programs” on campus (such as in Women’s Studies or in University Teaching, for example) with the result that the methodology courses *can* count toward additional Certificates of study. However, these courses do not count toward the required English Program of Study Required hours. Consult with the Graduate Coordinator for further information.

## II.E. Program of Study

Students are expected, in consultation with their Major Professor and additional Advisory Committee Members, to plot out a plan of study that constitutes a logical whole and that best represents a student’s research agenda and future critical or creative work. The Graduate School expects the students to formalize this plan of study into a Program of Study.

### II.E.1. Preliminary Program of Study

The Graduate School website states that, for the Ph.D. student, a preliminary Program of Study "developed by the Major Professor and the doctoral student and approved by a majority of the Advisory Committee, will be submitted to the Graduate Coordinator by the end of the student's first year of residence. The program of study should constitute a logical whole." New students in the doctoral program should arrange to meet with their Major Professors soon after they are appointed to make a provisional plan for the courses they propose to take between matriculation and the date of their comprehensive examinations.

Note that this form is for departmental use only. All Graduate School forms can be found at <http://grad.uga.edu/index.php/current-students/forms/>.

### II.E.2. Final Program of Study

A final Program of Study—an actual completed and signed form—is a prerequisite to taking the Comprehensive Examinations for the Ph.D. as well as to Admission to Candidacy for any graduate degree. The final Program of Study "must show all graduate courses relevant to the doctoral program (including courses from the master's degree and courses transferred from other universities) and not just courses satisfying the minimum degree requirement. A minimum of three hours of 9300, doctoral dissertation, must be included" (Graduate Bulletin). The final program of study also indicates how the student has fulfilled the Research Skills Requirement. The final Program of Study form (Form G138) is available online through GradStatus (<https://gradstatus.uga.edu/>). It must be approved by the Major Professor and Advisory Committee as well as the Graduate Coordinator.

All Graduate School forms can be found at <http://grad.uga.edu/index.php/current-students/forms/>.

The final Program of Study must not include any course with a grade of less than C, nor any course taken more than six years before the student will have been admitted to candidacy for the Ph.D. (In practice, this generally means that no course should be listed if it is more than five years old.) The courses listed on final Programs of Study must have a grade-point average (GPA) of at least 3.0.

In general, ENGL 9000 (Doctoral Research) and 9300 (Dissertation) may not count towards the required course work on the Program, with the exception that three hours of 9300 must appear to show that the dissertation degree requirements have been satisfied. Despite these restrictions, students should take these courses as often as they need to (once they have completed the required course work) to fulfill their minimum enrollment requirements or maintain their assistantships while studying for examinations or working on theses and dissertations.

Note: No course may be used on the Program of Study course list toward more than one degree. In other words, a student may not simply apply a course used to earn a Master's degree towards a Ph.D. degree. However, a student may use a course like ENGL 6060 (Old English) to satisfy part of the language requirement for one degree and as part of the list of courses for another degree, if the Graduate Coordinator and the student's Advisory Committee approve. Check with the Graduate Coordinator about a particular course.

Revisions to Final Program of Study: Once the final Program of Study has been approved, any changes to that program must be approved by the Graduate Office and the Graduate School by resubmitting the Program of Study form (Form G138) in GradStatus. The Revised Program of Study, like the original one, must be approved by the student's Advisory Committee and Major Professor as well as the Graduate Coordinator before being sent to the Graduate School.

### **II.E.3. Limit to Number of Courses Outside the Department on Program of Study**

A maximum of 2 courses (6 hours) outside of the department may count toward the minimum required hours. Students, of course, may take more courses outside the department as desired beyond the minimum hours, and there shall be no limit to additional hours.

Students may take coursework outside the department to fulfill the Research Skills Requirement, as detailed above (see II.D.3); however, those Research Skills Requirement hours do not count toward Program of Study hour requirements.

### **II.F. Comprehensive Examinations**

No later than the end of spring semester of the third year, the student shall complete Written and Oral Comprehensive Examinations. In all instances, each student—in consultation with his/her Major Professor and other Advisory Committee members—will create three reading lists, compose a portfolio of materials with three exhibits (one representing each reading list), and compose a Project Description that will include an annotated bibliography. These written

portions of the exam will be followed by a rigorous oral examination that attempts to assess the student's comprehensive understanding of the reading lists and to discuss the Project Description.

The student and the Advisory Committee shall meet to discuss the examination expectations as a whole two semesters prior to the one in which the exam is to be held (end of spring term of the second year in most instances).

The Major Professor is responsible for consulting with the student to arrange the date of the oral examination and should work with the Graduate Program Administrator in the Graduate Office to do so (as the oral examination must be announced at least two weeks ahead of time to the Graduate School).

The student shall submit all necessary exhibits of the comprehensive examination, including the Project Description, to the Graduate Office **three weeks prior** to the scheduled date of the oral examination; each examining member of the Advisory Committee will, likewise at that same time, submit to the Graduate Office a statement of his/her expectations of the finished nature and quality of each exhibit (also referred to as the "directive").

Note that the Department of English Graduate Office strongly discourages the scheduling of any summer oral examinations. For the most part, faculty members are not on payroll during the summer months, and they depend on the time to focus on their own research and scholarship. Please plan accordingly.

Students must be registered for a minimum of 3 hours during the terms in which they take the comprehensive examinations.

### **II.F.1. Examination Committee**

These examinations shall be overseen by a three-member examining committee (the student's Advisory Committee). They shall cover three areas chosen by the student and approved by the Advisory Committee. Each member of the Advisory Committee will oversee one of the three required written "exhibits," comprising the Written Examination, although every committee member will vote "pass" or "fail" on every portion of the exam.

In order to help better prepare students for examinations in three distinct teaching and/or research areas, students in the **PhD program with Creative Dissertation** are encouraged to construct a committee consisting of one CWP faculty member and two members from the faculty at large. The CWP faculty member will in most cases serve on the examination committee as director of a "Forms & Craft" area. The remaining two members should be appropriately chosen to oversee two additional teaching and/or research areas. With permission of the student's adviser, the student may have a second CWP faculty member on the Advisory Committee, if the faculty member's area of expertise is applicable to a field outside of "Forms & Craft". Graduate students should consult with their adviser while putting together their exam committee.



## II.F.2. Written Examination

The written examination shall be given first. As explained above, the Major Professor is responsible for consulting with the student to arrange the date of the oral examination and for guaranteeing that the written exhibits, the project description, and the Advisory Committee's statements of expectation ("directives") have been delivered to the Graduate Office at least three weeks before the scheduled oral exam.

The Graduate Office shall collect and distribute the examination exhibits to the members of the Advisory Committee, specifying a date by which it must be read and the committee votes received, in writing, in the Graduate Office. At least two of the three members of the Advisory Committee must agree to pass each of the written examinations before the student may proceed to the oral.

Students who pass the written examination shall take the oral examination not more than two weeks after the date of the written. Students who fail any part of the written examination shall meet with the examining committee at the time designated for the oral examination to discuss the failure. Any failing part of the written examination must be resubmitted no more than three calendar months after the date of the failure. A student who fails the written examination twice shall be dismissed from the program.

### II.F.2.a. *Reading Lists*

Each student will work in consultation with each of the members of his/her Advisory Committee to compose three reading lists. Each list will be supervised by one of the Advisory Committee members, and each list will represent the student's research agenda and specified areas of expertise. These will be the areas on which the student will be examined.

Areas of examination can include any of the following departmentally approved areas: English Language, Old English, Middle English, Medieval British Literature (non-English), Early Modern Literature, Renaissance Drama, Renaissance excluding Drama, Restoration and 18th Century, Romantic, Victorian, Transnational Networks, Postcolonial Studies, American to 1900, 20th-Century British, 20th-Century American, Contemporary, African American, Indigenous American Literature, Multi-Ethnic American Literature, Southern, Rhetoric and Composition, Digital Humanities, Environmental Humanities, Literary Criticism and Theory, Queer Studies, Science Fiction Studies, Cross-Genre, and Forms and Craft. Additional areas of examination may be added to this list of approved areas. The process for adding a new exam area to this current listing is to compose a petition that articulates the rationale for inclusion and that names the faculty who support its inclusion. This petition will be received and voted on by the Graduate Committee.

In addition to these area examination reading lists, students will also compile an annotated bibliography for their Project Description (see below, II.F.2.c). It is presumed that the Project Description annotated bibliography will overlap with one—or all three—of the area examination lists. The distinction between the reading lists and the Project Description annotated bibliography is that the latter is by necessity more narrow than a general area list, which attempts to demonstrate coverage of an area.

### ***II.F.2.b. Written Examination (Exhibits and Project Description)***

Each student will compose three written exhibits. Each exhibit will be a written literature review or field survey for each of the three defined examination areas (as identified in the reading lists). The specific format of each exhibit will be set by the examining professor (as per the “directive,” or exhibit prompt), which allows for great flexibility in the resulting exhibit. The exhibits should trace the import of the primary sources on the list in addition to the main threads and critical arguments in the secondary materials on the list. Each exhibit will be approximately 15-20 pages in length, exclusive of bibliography, and aims to help the student process the reading in an articulate way.

Each exhibit is to be composed in response to a directive provided by the faculty member directing that area of examination. Students should have three written directives, one directive for each reading list, no later than the first day of the semester in which the student will sit the oral exam.

The aim of these three written exhibits is for the student to focus his/her reading and to produce prose that may have use value beyond exam preparation.

One of the three exhibits may be a portfolio of teaching materials. That is, as an alternative to one of the three literature review/field survey exhibits, an examining professor may require a portfolio of teaching materials (including items such as course syllabi, assignments, etc.) that represents the area with an accompanying essay of justification (for texts selected and assignments conceived, for example). Note: only one of the three exam areas may produce the alternative teaching-materials exhibit.

### ***II.F.2.c. Project Description and Accompanying Annotated Bibliography***

As part of the Written Exam, each student will compose an essay of roughly 8-10 pages, with an annotated bibliography. This Project Description serves as a preliminary description of the Dissertation project. For Creative Dissertation students, the Project Description will serve specifically to anticipate the Critical Introduction, which prefaces the resulting creative project.

The project description, which shall be developed in close consultation with the Major Professor and Advisory Committee, must define a research question that is worth pursuing and must demonstrate the student's ability to answer it. The description should offer preliminary answers to the following questions (which will be addressed in more detail in the eventual Dissertation Prospectus). Please note that the following questions are to be used as prompts for composing

the Project Description and do not prescribe the outline of the resulting document.

1. What problem am I going to examine?
2. Why is it a problem?
3. Why is it important to solve it?
4. Where am I going to look for answers?
5. Why am I going to look there?
6. What do I expect to find?
7. What gap in existing scholarship will my project fill?

The Project Description must be accompanied by an annotated bibliography, prepared by the student and approved by his or her Advisory Committee. In most cases the bibliography will consist of a brief description of primary sources and annotated list of approximately 25-30 secondary sources, though there may be occasions when a student and the Advisory Committee agree that a shorter list would be more appropriate to a particular subject. The annotations, each typically consisting of 3-6 sentences, will explain in substantive terms the relevance of the work to the project description. The description and bibliography shall be submitted to each member of the student's Advisory Committee at any time before the written examinations are due. A clean, printed copy of the Project Description and annotated bibliography, together with a letter of approval signed by all members of the Advisory Committee, shall be submitted to the Graduate Coordinator immediately after the oral examination has been successfully completed.

### **II.F.3. Oral Examination**

The date of the oral examination must be announced to the Graduate School at least two weeks prior; it must be scheduled no later than April 30. The oral examination will run no more than 3 hours, with the expectation that each of the three areas will be addressed with equal weight, and that the Project Description will be addressed as appropriate (as part of one of the areas or as a separate discussion, as decided by the Major Professor).

All oral examinations are closed book, i.e. the student may not consult copies of texts, notes, or computer files other than unmarked copies of the written examinations (written exhibits, project description, annotated bibliographies), unmarked copies of the reading lists, or brief excerpts furnished by examiners in the examination itself. If failed, the examination may be retaken once, within three calendar months. A student who fails the oral examination twice shall be dismissed from the program.

Because comprehensive oral examinations are serious occasions for degree candidates seeking to prove their fitness to receive the degree, it is important that all members of the examining

committee be present for the occasion. In certain rare cases, when it is impossible to schedule an examination at a time when all faculty committee members can be present, a phone or internet service might be necessary for remote access to one faculty member. Students should not assume that this option will be available to them; instead, they should consult with their committees and make every effort to find a time when all faculty can be present. If this is not possible and all faculty members agree to the use of remote-access technology, the Major Professor shall contact the Graduate Coordinator in order to indicate the committee's support for such an exam. Upon approval by the Graduate Coordinator, the student must work to arrange for the necessary connections and equipment. The English Department cannot pay for long-distance phone service.

No student shall be allowed to take the Ph.D. Comprehensive Examinations while any Incompletes remain on his or her academic record or until the research requirement has been met.

## **II.G. Admission to Candidacy**

After completing all course work, filing an approved Program of Study, satisfying the Research Skills requirements, and passing the oral and written Comprehensive Examinations, the Ph.D. student shall submit the "Application for Admission to Candidacy." This form (Form G162) will be submitted online via GradStatus. The form must be submitted, according to a Graduate School rule, at least one full semester before the date of graduation. The deadline is generally the Friday of the first full week of each semester. See the Graduate School website (<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>) for specific dates. Before being forwarded to the Graduate School, the form must be signed (electronically) by the student's Major Professor and by the Graduate Coordinator. It is the student's responsibility to see that the application is submitted at the proper time.

## **II.H. Dissertation**

Dissertations should conform to the style of the current edition of the *MLA Handbook for Writers of Research Papers, Theses, and Dissertations* or to that of the current edition of the *Chicago Manual of Style*.

When the committee approves the dissertation, the student should prepare the final copy in accordance with the manual of instructions ("Graduate School Style Manual") provided by the Graduate School (<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>). The dissertation, signed by the Major Professor as the chair of the Committee, must be submitted to the Graduate School no later than two weeks prior to graduation. See the official deadlines at the Graduate School website. Students should be warned that the Graduate School expects its format guidelines to be observed strictly. Students who arrive on deadline day at the Graduate School with a finished but improperly formatted copy of the dissertation for approval may be rudely surprised. A wiser

approach would be to take the dissertation to the Graduate School for format approval early. Then if problems are found, there will be ample time to correct them.

### II.H.1. Expectations: Critical and Creative

**The Critical Dissertation** is an original work of scholarship that attends to a critical problem, significant issue, or interpretive question that is relevant to other scholars in the field. The expectations of the resulting document will be negotiated with the student's Major Professor and approved by the student's Advisory Committee.

In all instances, the student is advised to communicate with his/her Advisory Committee to ensure that expectations for the dissertation are clearly articulated.

While the **Creative Dissertation** has traditionally been a single-genre manuscript—i.e., a 'full-length' work of fiction, creative non-fiction, poetry—it certainly may, with permission of the student's committee, be hybrid, multi-genre, or even transmedia. Literary translations, by students who demonstrate fluency in the source language as well as familiarity with the literary and historical contexts framing the original text, will likewise be considered. In such cases, the committee must comprise at least one member with command of the source language and its culture, and students will be encouraged, when assembling the committee, to seek relevant faculty outside the department.

The length of a prose manuscript should be at least 150 manuscript pages. A poetry manuscript ought to comprise 50-100 pages, depending on the project. Works not conforming to typical genre criteria will tend to span 100-200 pages. Expectations for the Creative Dissertation, including its genre and page count, must be outlined in advance with the participation of the student's committee. The Creative Writing Program and English Department expect that a Creative Dissertation will demonstrate an original voice in the genre/s, high quality literary writing, an awareness of literary tradition/s, and potential for the work to become a publishable book.

The Creative Dissertation is preceded by a **Critical Introduction**, which should stand on its own as a finished piece of writing of publishable quality. This Introduction may take a number of forms, which must be worked out in advance between the student and dissertation director. An essay about craft, for example, intended to illuminate or contextualize the manuscript to follow, would be perfectly acceptable, as would an orthodox critical essay, a theoretical paper, a manifesto, or some combination of these. The Critical Introduction should be directly related to the creative manuscript. Regardless of its mode or approach, the Critical Introduction must be rigorously researched, well-argued, stylistically compelling, and appropriately cited with footnotes, end notes, or intratextual notes. Comprising 30-40 pages plus a bibliography, the Critical Introduction, as per its name, is not intended as a 'creative' exercise but rather as a serious academic inquiry into a problem—whether literary, aesthetic, historical, social, or political—and its related

considerations. Copies of sample successful essays are available in the Creative Writing Program office.

## II.H.2. The Dissertation Committee

The Dissertation Committee consists of three members, all of whom must have Graduate Program Faculty status. In most instances, the already established Advisory Committee that has evaluated the student's Comprehensive Examinations serves as the Dissertation Committee; however, the student may reorganize the committee on completion of the Comprehensive Examinations. CWP students are encouraged to add a fourth member to their Dissertation Committee. In most instances, then, the already established Advisory Committee plus an additional member of the CWP faculty will serve as the CWP student's Dissertation Committee. To reformulate a new committee, the student needs to complete and resubmit an Advisory Committee Form (Form G130, on GradStatus), found at <http://grad.uga.edu/index.php/current-students/forms/>. A full committee should be in place in time to discuss the student's proposed topic and to evaluate the prospectus at the beginning of the dissertation process.

There are two basic ways for the committee to read the manuscript. In the first, the Major Professor works with the student until they together agree that the dissertation has reached such a state that it is ready for evaluation by the committee. The dissertation received by the committee in effect bears the Major Professor's mark of approval. The advantage of this approach is that the Major Professor assumes control of the reading process and will not allow the student to present the dissertation to the committee until it has reached a relatively acceptable state. The potential disadvantage is that the student might not discover substantial problems in the content or method of the dissertation until late in the process. A good Major Professor, through careful reading and evaluation, can prevent such calamities from occurring.

An alternative approach to the reading process has the student submit drafts of a chapter or section of the dissertation to all three members of the committee as the drafts are completed. The full committee in turn will read, evaluate, and recommend changes as they see fit. This approach gives the student the benefit of several different critical points of view, which may improve the quality of the dissertation through revision and rewriting. The disadvantage (one that experience has shown to be considerable) is that the Major Professor forfeits some control over the reading process. The dissertation may reach the committee before it is ready for evaluation, and the result will be wasted time for the committee and much grief for the student. The student may even come to feel that three major professors are directing the dissertation rather than one. A student who is experiencing unusual difficulties working with his or her Advisory Committee should discuss the matter at length and in detail with the Major Professor. If necessary the student or the Major Professor may in turn consult the Graduate Coordinator.

In any event, the student should always consult with the Major Professor to decide the way to proceed. Again, the process of completing the dissertation—and all degree requirements—

should be informed by a thoughtful and careful negotiation and conversation between the student and the Major Professor.

### II.H.3. Dissertation Prospectus

Immediately after completing the comprehensive examinations, and in consultation with his or her Advisory Committee, the student shall prepare a dissertation prospectus. The prospectus shall consist of approximately 10-15 double-spaced pages, plus a complete bibliography, and shall provide more detailed answers to the questions addressed in the project description (see section on Comprehensive Examinations [II.F.2.c]).

Approval of the prospectus requires the written agreement of the Major Professor and at least one of the two remaining members of the Advisory Committee. Within one month of passing the comprehensive examination and in any case no later than May 31 of the third year, the student shall submit a printed copy of the prospectus and bibliography to the Graduate Office. The prospectus and bibliography must be accompanied by a letter from the Major Professor recording the approval of the Advisory Committee; the letter must be signed by the Major Professor and at least one other committee member. The prospectus must be received by the Graduate Coordinator before they can approve the student's Admission to Candidacy form.

In the first month of the Fall Semester of the fourth year, the Advisory Committee will meet with the student to make specific recommendations and plans for completing the dissertation.

### II.H.4. Dissertation Defense

#### II.H.4.a. *Scheduling the Defense*

When the Major Professor is satisfied that the dissertation is ready for full consideration by the Advisory Committee, he or she shall distribute copies of the dissertation to the committee members and—in consultation with the student, the committee, and the Graduate Office—schedule a date for the public defense. The Graduate Office will inform the Graduate School, reserve a room, and make the necessary announcements. If the student is planning on graduating the semester of the defense, he/she needs to diligently study the Graduate School's deadlines (<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>) to make sure the defense is scheduled in a timely fashion and to allow for potential, committee-mandated revisions in order to meet necessary deadlines.

The Advisory Committee shall have at **least three weeks** to read and approve the dissertation. Students therefore need to carefully plan out the defense date in the context of the realities of the timeline: the Graduate School deadlines, the three weeks for the committee read to read the dissertation, and the probability of post-defense revisions.

Written assent from one of the two committee members, other than the Major Professor, is required before the defense may proceed. If the committee declines to approve the dissertation, the Major Professor will notify the student, the Graduate Office, and the Graduate School that the defense is canceled.

The Department of English Graduate Office strongly discourages the scheduling of summer dissertation defenses. For the most part, faculty members are not on payroll during the summer months, and they depend on the time to focus on their own research and scholarship. Plan accordingly.

Students must be registered for a minimum of 3 hours during the terms in which they take the comprehensive examinations, make the final defense, and turn in the dissertation to the Graduate School to complete degree requirements.

#### ***II.F.4.b. Defense Format***

At the defense, the student may offer a brief presentation on some aspect of the dissertation, or a synopsis of the dissertation as a whole, and shall respond to questions. The presentation and the questioning period shall not take more than two hours. All members of the English faculty and graduate community are invited to attend. At the conclusion of the defense, the Major Professor and the Advisory Committee shall evaluate the student's performance and indicate their judgments in writing. Two of the three committee members must approve the defense before the student may take the degree.

The results of the defense are reported to the Graduate School through the Dissertation and Final Examination Approval form (Form G164), which is available on the Graduate School's Student Forms page (<https://grad.uga.edu/index.php/current-students/forms/>) and is submitted through GradStatus. The defending student should fill out their portion of the form 1-2 days before the defense is scheduled. The examining committee members should fill out their portions of the form after the defense is concluded, at which point it will be approved by the Graduate Coordinator.

After the dissertation defense is concluded and the student has made any required revisions to the dissertation, the student shall submit the dissertation to the Graduate School through the Electronic Thesis and Dissertation (ETD) Submission Approval form (Form G129), which is available on the Graduate School's Student Forms page (<https://grad.uga.edu/index.php/current-students/forms/>) and is submitted through GradStatus. The Graduate School must receive both the Dissertation and Final Examination Approval form and the ETD Submission Approval form by the deadline listed on the Graduate School's Important Dates and Deadlines webpage (<https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>) for the student to be eligible to graduate that semester.

Because dissertation defenses are serious occasions for degree candidates seeking to prove their fitness to receive the degree, it is important that all members of the examining committee be present for the occasion. In certain rare cases, when it is impossible to schedule a defense at a time when all faculty committee members can be present, a phone or internet service might be necessary for remote access to one faculty member. Students should not assume that this option will be available to them; instead, they should consult with their committees and make every effort to find a time when all faculty can be present. If this is not possible and if all faculty members agree to the use of remote-access technology, the Major Professor shall contact the



Graduate Coordinator to indicate the committee’s support for such a defense. If the Graduate Coordinator consents, the student must work to arrange for the necessary connections and equipment. The English Department cannot pay for long-distance phone service.

## II.I. Program Time Limits and Progress Toward Degree Completion

### II.I.1. Time Limits

In general, Ph.D. students are expected to complete all degree requirements, except for the dissertation, within three years. In particular, doctoral students must take their Comprehensive Examinations no later than three years after their first enrollment. Leaves of absence do not change this rule unless the Graduate School has officially approved them. After being admitted to candidacy (i.e. having completed course work, passed the Comprehensive Examinations, and satisfied the Research Skills requirement), the student must complete all requirements for the Ph.D. within a further two years. This means that the dissertation must be finished and approved, and the final oral examination (dissertation defense) passed, no more than five years after the student begins his or her studies in the doctoral program in English at UGA. (See the Graduate Bulletin.)

### II.I.2. Recommended Plan for Timely Degree Completion

To make timely progress, Ph.D. students are therefore encouraged to adhere as closely as possible to the following time-line:

FALL	SPRING	SUMMER
<ul style="list-style-type: none"> <li>• course work / research skills requirement</li> </ul>	<ul style="list-style-type: none"> <li>• course work / research skills requirement</li> </ul>	<ul style="list-style-type: none"> <li>• research skills requirement *</li> </ul>
<ul style="list-style-type: none"> <li>• course work / research skills requirement</li> </ul>	<ul style="list-style-type: none"> <li>• course work / research skills requirement</li> </ul>	<ul style="list-style-type: none"> <li>• research skills requirement ** /***</li> </ul>
<ul style="list-style-type: none"> <li>• read works on lists/work on written exams****</li> <li>• finish course work or research skills, if needed</li> </ul>	<ul style="list-style-type: none"> <li>• read works on lists/work on written exams</li> <li>• submit all exhibits of written exams, including project description (and annotated bibliography—submit signed and approved copy to English Graduate Office)</li> <li>• hold oral examination</li> <li>• by May 31, submit approved dissertation</li> </ul>	<ul style="list-style-type: none"> <li>• work on dissertation</li> </ul>

	prospectus to the English Graduate Office*****	
<ul style="list-style-type: none"> <li>• meet with Advisory Committee to discuss progress on dissertation and plans for completion</li> <li>• write the dissertation</li> </ul>	<ul style="list-style-type: none"> <li>• write the dissertation</li> </ul>	<ul style="list-style-type: none"> <li>• write the dissertation</li> </ul>
<ul style="list-style-type: none"> <li>• complete draft of dissertation</li> <li>• apply for jobs</li> </ul>	<ul style="list-style-type: none"> <li>• complete final diss</li> <li>• defend dissertation</li> <li>• graduate!</li> </ul>	

\* by end of first year, identify Major Professor and assemble Advisory Committee

\*\* by end of second year, arrange a meeting with Major Professor and Advisory Committee to discuss expectations of Written and Oral Comprehensive Examinations/assemble reading lists/solicit “directives”

\*\*\* all Research Skill requirements must be completed before exams can be taken; additionally, the Advisory Committee Form and the Final Program of Study form must be submitted before exams can be taken

\*\*\*\*by September 30, each student should have a “directive” to guide the composition of the written exhibits for the comprehensive exam. Each examiner prepares a “directive” for the list he or she is overseeing

\*\*\*\*\* Submit the Admission to Candidacy Form

### II.1.3. Progress Toward Degree Completion

#### II.1.3.a. Performance Review

At the end of a student's second semester (15-27 hours) of study in the Ph.D. program, the faculty who have taught newly admitted students in their classes will complete a brief evaluative questionnaire that describes and evaluates the students’ performance. Additionally, the faculty will meet to discuss student performance and ways to support further growth and success. The student will be advised, orally, of the results of this review in the second-year fall advisory meeting with the Graduate Coordinator.

After review of these reports and discussion, the Major Professor or the Graduate Coordinator may request the Graduate Faculty as a whole to review the student's record. The English Graduate Office will inform the student in writing of the results of such review. The Graduate Faculty, acting through the Graduate Coordinator, may (1) encourage the student to proceed; (2) advise the student to proceed, but at his or her own risk; or (3) ask the student to withdraw from the program if, in the faculty's opinion, the student cannot reasonably expect to pass the Comprehensive Examinations or write an acceptable Dissertation.

### ***II.1.3.b. Dismissal for Insufficient Progress***

Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other departmental and Graduate School guidelines, low grades, and lack of progress on a dissertation or thesis are among the reasons dismissal might occur. The Graduate Faculty periodically reviews the records of graduate students whose progress or performance is in doubt. (See also: VII.C. "Academic Standing.")

### ***II.1.3.c. Leaving the Program with the M.A.***

A student who leaves the program before completing the doctorate may petition the Graduate Committee for the M.A. degree after a minimum of 27 credit hours of course work beyond the B.A. In order for the petition to be granted, the student must have passed the doctoral Comprehensive Examinations; the student also must submit a M.A. Thesis Project (for an additional 3 hours of ENGL 7300; for a total of 30 credit hours) . Upon the approval of this Thesis by the Advisory Committee, the student will be recommended for the M.A. in accordance with Graduate School policies.

## **II.J. Graduation**

The Graduate School states that "An application for graduation must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date" (<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>). An online application form is linked to the above URL.

Be sure to study the specific deadlines are posted on the Graduate School website: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>. Before applying, a student must check with the Major Professor to see that all requirements have been or will be completed by the end of the semester in which the student plans to graduate.

If a student cannot graduate at the time for which application has been made, he or she must notify the Graduate School in writing, give a copy of the letter of notification to the Graduate Coordinator, and set a new date for graduation.

Students must be registered for at least 3 hours of credit in the semester in which all degree requirements are completed.

### **III. The M.A. Program: Requirements and Policies**

The Department of English at the University of Georgia offers two graduate-level degrees: A Doctor of Philosophy (Ph.D.) and a Master of Arts (M.A.). Our faculty and course offerings represent a wide range of critical and creative expertise, including studies in literary, language, genre, and craft studies.

#### **III.A. Admission Requirements and Policies**

To qualify for admission, applicants must present a B.A. in English or its equivalent and a solid undergraduate grade-point average, especially in English courses, as well as positive letters of recommendation, a typed statement of intent, and other evidence of scholarly achievement.

Detailed information about the admissions process and deadlines may be obtained at <https://www.english.uga.edu/prospective-students>.

#### **III.B. Advisor (Major Professor) and Advisory Committee**

##### **III.B.1. Major Professor**

The Graduate Coordinator serves as the initial advisor to new students in the program. By October 1, incoming students shall be assigned a Faculty Advisor. At any time during the student's first three semesters in residence but certainly by the end of that time, the student shall identify and contact a member of the graduate faculty to be designated by the Graduate Coordinator as his or her Major Professor.

The choice of Major Professor rests largely with the student, as it depends to a considerable extent on the student's thesis subject. As students progress toward the degree, they should actively search for potential subjects for a thesis and should take the initiative in proposing subjects to faculty members teaching graduate courses. To serve as a Major Professor, a faculty member must be a member of the Graduate Program Faculty and should also be proficient in the field within which the student wants to write a thesis or dissertation. Faculty members who are not on the Graduate Program Faculty may serve on Advisory Committees as long as a majority of the committee members have Graduate Faculty status.

Members of the Graduate Program Faculty normally agree to direct theses if their academic duties permit. Once a faculty member has approved a proposed subject and agrees to direct the thesis, the student shall notify the Graduate Coordinator and ask for that person to be assigned as Major Professor (provided there is no conflict with departmental regulations or with Graduate School policies). Final approval of a subject for an M.A. thesis rests with the Major Professor.

### III.B.2. Advisory Committee

With the assistance of the Major Professor and final approval of the Graduate Coordinator, the student shall form an Advisory and Examination Committee. This Committee consists of the Major Professor and at least two additional faculty. Of this committee, at least the Major Professor and one other member must have Graduate Program Faculty status.

All students must complete the Advisory Committee form (form G130), available online through GradStatus, the UGA Graduate School's online form portal: <https://gradstatus.uga.edu/>. This form must be completed and filed before a student can sit their MA oral examination. All Graduate School forms can be accessed at <http://grad.uga.edu/index.php/current-students/forms/>.

### III.C. Program Course Requirements

The English Department expects its M.A. students to develop clear and precise writing, to acquire relevant analytical or technical skills, and to enhance their familiarity with literary traditions in English. Students will pursue these goals, in part, by taking a significant amount of course work in one of the department's six concentrations. These concentrations are intended to assist students and their Advisory Committees in planning a coherent Program of Study (as required by the Graduate School) that addresses significant gaps in the student's undergraduate training and encourages the development of sophisticated scholarly and critical skills.

#### III.C.1. Credit Hour Requirements

The M.A. Degree requires 30 credit hours of course work (9 Classes plus 3 Thesis Hours [ENGL 7300]).

Students must take ENGL 6900W, take one course from each of three literary divisions, take one 8000-level seminar, and successfully complete a Thesis project. The Program of Study must be formally submitted with appropriate approvals to the Graduate Coordinator by the end of the second semester in residence (although later revisions are permissible). At least five unmixed courses (i.e. courses for graduate students only) must appear on the Program of Study (occasional exceptions may be granted). Only one course from outside the department may be counted on the Program of Study. See below for more requirements.

#### III.C.2. Core Requirements

All students in the M.A. program must take the following courses:

- at least one course from each of three literary divisions in the curriculum:
  - English literature before 1800
  - English literature after 1800

American literature

- at least 3 hours of ENGL 7300 Master's Thesis Project

### III.C.3. ENGL 6900W

All M.A. students are required to take ENGL 6900W, Academic Writing. This course is designed to assist graduate students at all levels of their careers in improving their academic writing skills and to help them produce a substantial literary research project (like a thesis chapter or an article submitted for publication) relevant to their own field of study. This class serves M.A. students as their preparation for writing their master's theses by providing them with the academic research skills and writing conventions appropriate to a project of that scope.

### III.C.4. Seminar (ENGL 8XXX) Requirement

M.A. students are required to take **at least one 8000-level seminar**.

Seminars (courses numbered at the 8000-level) should be regarded as the center of any graduate program of study. Because their enrollment limits are lower than those of their 6000-level counterparts, they enable faculty to work more closely with students on ongoing written projects, and they encourage more active class participation from graduate students. Seminar topics also tend to be narrower, allowing much more depth of attention. In general, although they do not come with prerequisites, they should be regarded as more representative than 6000-level courses of the kind of work expected of graduate students and incipient teacher-scholars. We therefore encourage all students to take as many seminars as they possibly can, in as diverse a generic, methodological, and historical range as possible. The minimum requirement should be regarded as just that, and certainly not as an indication of what is desirable or even acceptable for a graduate degree.

Note: Directed readings do not count toward the seminar requirement.

### III.C.5. Course and Credit Hour Requirements Specific to Students on Assistantships

Departmental and Graduate School guidelines stipulate that graduate students who are awarded teaching assistantships but who have no previous experience of teaching first-year composition must take a teaching apprenticeship (English 6910) before they assume teaching duties. In the Fall Semester, first-semester teaching assistants will also take a composition-pedagogy practicum (English 6911) for credit.

Students receiving teaching assistantships are required by the University to enroll in a minimum of 12 hours of course work each semester (undergraduate courses do not count toward this minimum, including the "Reading For X" foreign language classes). Students receiving research assistantships are expected the same, as well as the requirement that they enroll in 9 hours during the summer semester.

### III.C.6. Continuous Enrollment

The Graduate School's policy on continuous enrollment is meant to ensure that graduate students remain enrolled even when not in residence or taking courses. The policy states that "all enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy and masters students who have satisfactorily completed all required courses will be allowed to register at a rate equivalent to the prevailing in-state tuition rate."

### III.D. Research Skill Requirement

Students in the M.A. program must demonstrate reading knowledge in one foreign language approved by their Advisory Committee and the Graduate Coordinator. Reading knowledge may be demonstrated either by earning at least a B in a University of Georgia foreign language class at the 2000-level or higher or by passing a reading examination prepared and administered by the appropriate University of Georgia foreign language department. In general, the reading examination is offered the 4th week of every semester, including summer: see <http://www.rom.uga.edu/research-skills-foreign-language-exam>. Contact the Graduate Coordinator of the relevant language department for questions concerning those languages.

### III.E. Program of Study

A final Program of Study, which is a formalized report of a student's graduate plan of study, must show all graduate courses relevant to the M.A. program and not just courses satisfying the minimum degree requirement. The final Program of Study form (Form G138) is available online through GradStatus (<https://gradstatus.uga.edu/>). It must be approved by the Major Professor and Advisory Committee as well as the Graduate Coordinator.

All Graduate School forms can be found at <http://grad.uga.edu/index.php/current-students/forms/>.

Final Programs of Study submitted by M.A. students must include a minimum of 30 hours of course work—15 hours of which must be in courses with no undergraduates enrolled—plus 3 hours of ENGL 7300 (thesis). The M.A. Program of Study should also indicate how the foreign language requirement has been or will be satisfied. The final Program of Study must not include any course with a grade of less than C. The courses listed on the final Program of Study must have a grade-point average (GPA) of at least 3.0.

In general, ENGL 7000 (Masters Research) and 7300 (Thesis) may not count towards the required 27-hours of course work on the Program. Three hours of ENG 7300 must appear to show that the Thesis Project degree requirements have been satisfied. Despite these restrictions, students

should take these courses as often as they need to (once they have completed the required course work) to fulfill their minimum enrollment requirements or maintain their assistantships while studying for examinations or working on theses and dissertations.

Note: No course may be used on the Program of Study course list towards more than one graduate degree. A student may, however, with the approval of his or her Advisory Committee and the Graduate Coordinator use a course like ENGL 6060 (Old English) to satisfy part of the language requirement for one degree and as part of the list of courses for another degree. Check with the Graduate Coordinator about a particular course.

Once the final Program of Study has been approved, any changes to that program must be approved by the Graduate Office and the Graduate School. Revisions to the Program of Study are done by resubmitting the Program of Study form (Form G138) through GradStatus.

### **III.F. Thesis Project**

Successful completion of both the M.A. examination (with Portfolio [see III.G.2]) and the Thesis Project is required before the degree may be awarded.

A student may choose one of three kinds of Thesis Projects outlined below. Normally, the Thesis Project shall normally be executed during the student's fourth semester in residence, while he or she is registered for at least 3 thesis hours (ENGL 7300). An oral defense of the Thesis Project shall be given by the candidate's Advisory Committee when the project is completed (typically in conjunction with the Portfolio and Program of Study Exit Exam).

1) Academic Thesis Option. A formal academic study of 10,000 to 15,000 words, exclusive of notes. This option is recommended for students who anticipate applying for doctoral study here or elsewhere. The thesis is a scholarly monograph that "shows independent judgment in developing a problem from primary sources" (Graduate School Bulletin) that may evolve from a successful seminar paper. The text should conform to the style of the current edition of the *MLA Handbook for Writers of Research Papers, Theses, and Dissertations* or the current edition of *The Chicago Manual of Style*.

2) Pedagogy Thesis Option. A formal essay of 10,000 to 15,000 words in which the student designs a curriculum or pedagogical plan for teaching either a work of literature or a literary theory, a central issue from English Language studies, a compositional style, genre, or pedagogical approach, or a central matter from digital humanities to a secondary-school or junior college class. A majority vote of the student's committee is required to accept this project.

3) Project Thesis Option. Creation of a substantial project, comparable in scope to a formal study of 10,000 to 15,000 words, which employs methods from one of the concentrations, such as a linguistic survey, computer program, or edition. A formal essay explaining the project and its result accompanies the project. A majority vote of the student's committee is required to accept this project.



All students must discuss the preparation of the Thesis Project with their Major Professor and conform closely to the deadlines indicated on the Checklist for M.A. Students as they plan to submit the text of the project to their Advisory Committees and arrange for the project defense. A student must submit the Thesis Project (along with the Portfolio) to his or her Advisory Committee **at least three weeks** before the defense is due to take place. The Graduate School website for each semester prints deadlines for the final delivery of approved (successfully defended) projects to the Graduate School in order to qualify for that semester's graduation list; see <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>.

### **III.G. Portfolio, Program of Study Exit Exam, and Thesis Defense**

The M.A. Examination consists of a ninety-minute oral examination that takes place during or shortly after the completion of the student's last semester of course work. The examination will focus on the student's program of study and on a Portfolio of three papers totaling at least 30 typed pages selected from the written work required by the student's graduate classes, as well as a defense of the student's Thesis Project.

Students must be registered for a minimum of 3 hours during the term(s) in which they take the exit exam and submit the thesis to the Graduate School to complete degree requirements.

#### **III.G.1. Exam Format**

If the student is planning on graduating the semester of the defense, he/she needs to diligently study the Graduate School's deadlines (<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>) to make sure the defense is scheduled in a timely fashion and to allow for potential, committee-mandated revisions in order to meet necessary deadlines.

The examination shall be graded as Pass or Fail by vote of the student's Advisory Committee. Students who fail may retake the examination once within a month.

The results of the examination are reported to the Graduate School through the Dissertation and Final Examination Approval form (Form G164), which is available on the Graduate School's Student Forms page (<https://grad.uga.edu/index.php/current-students/forms/>) and is submitted through GradStatus. The examining student should fill out their portion of the form 1-2 days before the examination is scheduled. The examining committee members should fill out their portions of the form after the examination is concluded, at which point it will be approved by the Graduate Coordinator.

After the thesis examination is concluded and the student has made any required revisions to the dissertation, the student shall submit the thesis to the Graduate School through the Electronic Thesis and Dissertation (ETD) Submission Approval form (Form G129), which is available on the Graduate School's Student Forms page

(<https://grad.uga.edu/index.php/current-students/forms/>) and is submitted through GradStatus. The Graduate School must receive both the Dissertation and Final Examination Approval form and the ETD Submission Approval form by the deadline listed on the Graduate School's Important Dates and Deadlines webpage (<https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>) for the student to be eligible to graduate that semester.

Because Thesis defenses and exit exams are serious occasions for degree candidates seeking to prove their fitness to receive the degree, it is important that all members of the examining committee be present for the occasion. In certain rare cases, when it is impossible to schedule an examination at a time when all faculty committee members can be present, a phone or internet service might be necessary for remote access to one faculty member. Students should not assume that this option will be available to them; instead, they should consult with their committee members and make every effort to find a time when all faculty can be present. If this is not possible and all faculty members agree to the use of remote-access technology, the Major Professor shall contact the Graduate Coordinator to indicate the committee's support for such an exam. If the Graduate Coordinator consents, the student must work to arrange for the necessary connections and equipment. The English Department cannot pay for long-distance phone service.

### **III.G.2. Portfolio and Program of Study**

The Portfolio is comprised of the following elements:

- (1) the candidate's completed Final Program of Study
- (2) a Reading List, which identifies courses the student has taken and a handful of selected readings from that course
- (3) three papers composed during the course of graduate study, and
- (4) the Thesis Project.

In preparation for the examination, the student shall consult with his or her Major Professor on the selection and preparation of papers for the portfolio. Once the papers have been selected, the student shall compile a list of the major works studied in his or her graduate courses, along with the titles of any additional primary or secondary works that have been particularly influential in forming his or her approach to the concentration. This list, along with the portfolio of papers and a copy of the student's most current graduate transcript, must be distributed to each member of the student's Advisory Committee at least three weeks before the scheduled date of the examination.

### **III.H. Program Time Limits and Progress Toward Degree Completion**

#### **III.H.1. Time Limits**

M.A. students are expected to finish all degree requirements, including the thesis defense, no later than the last day of classes in the Spring Semester of their second year. Although the Graduate School's policy on time limits for the master's degree is six years, the department

expects the student to complete in two years. Extensions beyond two years will not imply continued funding or teaching assignments. Anyone who does not complete the degree requirements by the end of the Spring Semester of the second year and who is not granted an extension by the Graduate Committee shall be dismissed from the program.

### III.H.2. Recommended Plan for Timely Degree Completion

FALL	SPRING	SUMMER
<ul style="list-style-type: none"> <li>•course work / research skills requirement</li> </ul>	<ul style="list-style-type: none"> <li>•course work / research skills requirement</li> <li>• ENGL 6900W</li> </ul> <p>*</p>	<ul style="list-style-type: none"> <li>•research skills requirement</li> </ul>
<ul style="list-style-type: none"> <li>• course work/ research skills requirement</li> <li>• work on thesis</li> </ul>	<ul style="list-style-type: none"> <li>• finish thesis; prepare portfolio; prepare for oral defense</li> <li>• be sure to enroll in 3 hours of ENGL 7300</li> </ul> <p>**</p> <p>***</p>	

\* Decide on your Major Professor and Advisory Committee Members / prepare Advisory Committee Form

\*\* Prepare Final Program of Study Form (both the Final Program of Study Form and the Advisory Committee Form must be submitted in early January—check Graduate School deadline site; both must be prepared in advance of oral / Thesis defense)

\*\*\* Apply for graduation as per Graduate School Requirements/Deadlines

### III.H.3. Progress Toward Degree Completion

#### III.H.3.a. Performance Review

At the end of a student's second semester (15-27 hours) of study in the M.A. program, the faculty who have had newly admitted students in their classes will complete a brief evaluative questionnaire that describes and evaluates the students' performance. Additionally, the faculty will meet to discuss student performance and ways to support further growth and success. The student will be advised of the results of this review in the annual fall advisory meeting with the Graduate Coordinator.

After review of these reports and discussion, the Major Professor or the Graduate Coordinator may request the Graduate Faculty as a whole to review the student's record. The English

Graduate Office will inform the student in writing of the results of such review. The Graduate Faculty, acting through the Graduate Coordinator, may (1) encourage the student to proceed; (2) advise the student to proceed, but at his or her own risk; or (3) ask the student to withdraw from the program if, in the faculty's opinion, the student cannot reasonably expect to complete the degree requirements.

### **III.H.3.b. Dismissal for Insufficient Progress**

Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other departmental and Graduate School guidelines, low grades, and lack of progress on a dissertation or thesis are among the reasons dismissal might occur. The Graduate Faculty periodically reviews the records of graduate students whose progress or performance is in doubt. (See also, VII.C. Academic Standing.)

## **III.I. Graduation**

The Graduate School states that “An application for graduation must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date” (<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>). An online application form is linked to the above URL.

Be sure to study the specific deadlines are posted on the Graduate School website: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>. Before applying, a student must check with the Major Professor to see that all requirements have been or will be completed by the end of the semester in which the student plans to graduate.

If a student cannot graduate at the time for which application has been made, he or she must notify the Graduate School in writing, give a copy of the letter of notification to the Graduate Coordinator, and set a new date for graduation.

Students must be registered for at least 3 hours of credit in the semester in which all degree requirements are completed.

## **III.J. Further Study**

### **III.J.1. Application to the Ph.D. Program**

Students currently in the M.A. program who plan to apply for the Ph.D. must meet the same deadlines and provide the same evidence as students applying to the program from outside the University. In particular, students should discuss with the Graduate Coordinator the advisability

of retaking both the GRE and the English subject test. Scores more than five years old are not accepted by the Graduate School. Except in unusual circumstances, M.A. students will not be formally admitted to the Ph.D. program or awarded assistantships until they have completed their M.A. degrees. All applicants to the Ph.D. program, whether from outside the University or from our own masters students, are treated in precisely the same fashion by the Graduate Committee and are judged according to the same admissions standards. Completion of the M.A. degree at the University of Georgia does not in itself constitute proof of one's qualifications to enter the Ph.D. program.

Detailed information about the admissions process and deadlines may be obtained at <https://www.english.uga.edu/prospective-students>.

### **III.J.2. Change of Degree Objective**

Changes of degree objective within the English Department are handled internally by the Graduate Committee. Students who wish to petition to move from the M.A. to the Ph.D. program, without completing the M.A. degree, must offer all the information that the Graduate Committee requires of students applying from outside the University for admission into the "extended" (or 45-hour) doctoral program. Letters of recommendation should address the student's readiness for doctoral study without the preliminary experience of completing the M.A. thesis. Students contemplating this petition should be aware that any transfer credit that may have been arranged towards the M.A. will not be recognized towards the Ph.D.

The Graduate Committee will consider such petitions only during the regular admissions period of the academic year, between December 1 and April 1. In general the student petitioning for such a change must present evidence of superior academic achievement and promise that is comparable to the kind of record the committee expects of applicants who wish to enter the Ph.D. program directly from undergraduate study.

Students who elect to complete the master's degree may apply for admission to the Ph.D. program in accordance with the department's regular admissions procedures and deadlines. These deadlines may vary from year to year. See the English Graduate website for current admissions policies.

Degree objective changes from department to department within the University are more complicated than changes within the English Department alone. Consult with the Graduate Coordinator before taking any steps to move from one graduate program within the University to another.

## **IV. Registration Procedures and Policies**

### **IV.A. Advisement and “DIBS”**

Incoming students will be informed of the registration procedures and course offerings (which are listed on the departmental website) as well as initially be advised by the Graduate Coordinator. Subsequently, after the first semester, students will be advised by their assigned advisor and then in later semesters by their Major Professor. All students need to be advised before they will be given POD (permission of department) to enroll in any classes.

The Department of English uses a “DIBS” system during the registration process. This will be explained more fully below, but the rationale for the system is to help administrative and scheduling assistants to plot out enrollment numbers in any given class (most are capped at enrollments of 10 students) in order to give preference to students who need a particular class to conclude their Program of Study, for example, as well as to equally distribute course enrollments.

In order to reserve access to a class, English graduate students must sign rosters for the courses which they select. The Graduate Program Assistant shall make an announcement to ENGGRAD-L when it is time for students to place a DIBS on the next semester’s classes. Students shall submit class preferences, and the Graduate Office shall make every effort to reserve seats in the order of preference. Sometimes it is not possible for students to reserve a seat in their top-choice class, but in such cases every effort shall be made to accommodate them in their second- and third-choice classes.

No English graduate student shall be cleared to register until the Major Professor indicates that he or she has met with the student for advisement and has signed the completed DIBS form (see “Forms” link on English Graduate page: <https://www.english.uga.edu/student-forms>).

### **IV.B. General Registration Information**

Students already enrolled should preregister each semester for the courses they want to take the next semester. Preregistration begins three or four weeks after the start of each semester and continues to the end of the term. The Graduate Coordinator will announce the dates and times for advisement and preregistration as soon as he or she receives them.

Graduate School policy requires enrollment for at least 3 credit hours for graduate students who want to use University facilities (such as the library); students must also register for at least 3 credit hours in the semester when they plan to graduate.

Note: Teaching Assistants and Research Assistants, as well as any graduate student receiving financial assistance from the University, must register for at least 12 hours Fall and Spring Semesters and, if they take courses during the summer, 9 hours during the Summer Semester. Such students must also make arrangements to pay their fees by the end of Late Registration, before the Drop-Add period. The Graduate School in particular requires all teaching and research assistants to authorize the deduction of any fees they owe from their first paycheck. FAILURE TO

REGISTER AND TO AUTHORIZE A FEE DEDUCTION MAY RESULT IN THE LOSS OF YOUR ASSISTANTSHIP. Know that audit hours or undergraduate hours do not count toward the 12 hour requirement.

### IV.B.1. Course Offerings

English Department graduate course offerings are posted on the Department homepage one semester in advance, though they are subject to change. Five additional courses are also possible:

**English 8960: Directed Readings.** English 8960 is an independent directed reading course for graduate students whose Programs of Study require courses not available in the regular schedule. It also makes the full range of graduate courses more accessible, especially those courses that are scheduled irregularly or canceled frequently because of insufficient enrollment. The course may also be used for special topics related to the student's Program of Study.

Students may take English 8960 when (1) a course in the student's Program of Study is not offered in the current or planned schedule of courses, (2) the proposed course is in those areas of literature and language represented in the current curriculum, (3) the content of the course is at least equivalent to that of a regularly scheduled graduate-level course, and (4) the content of the course is within the area of the supervising professor's expertise.

Directed Readings are equivalent to a regular 8000-level seminar in terms of scope, treatment, and reading and writing expectations. That is, these aren't "tutorials" on a dissertation or a narrowed comprehensive exam reading list. On paper, and as proposed, Directed Readings should look like an offered 8000-level seminar syllabus, including appropriate number of primary and secondary readings.

A student may include a maximum of two directed reading courses on the Program of Study. To request a directed reading, students must submit a detailed proposal of 1-2 pages before the beginning of the term for which the course is planned and before one of the following deadlines: September 1, November 1, February 1, April 1. The proposal must be signed by the Major Professor and the directing professor (if different from the Major Professor). The proposal shall explain the nature and scope of the course, its place on the Program of Study, and the requirements to be completed as part of the course. A separate and specific reading list including primary and secondary sources shall be appended. The Graduate Committee (acting for the Graduate Faculty) will evaluate the proposal and approve or reject it according to the stated criteria. Faculty supervising directed reading courses must have Graduate Faculty status. Note: Directed readings do not count toward the seminar requirement.

**English 8980: Colloquium.** English 8980 is a colloquium series open to any group of six to ten faculty and students to present a series of papers in a research area. Students will receive one hour of S/U credit for presenting a paper and attending all other presentations and offering critiques of these papers. Under the direction of a faculty coordinator and other faculty participants, students will learn to write, present, and revise professional papers and to respond professionally to papers of other students and faculty. The colloquium will help students revise

papers for presentation at professional conferences and for publication in journals and collections. To propose a colloquium series, a faculty member (working alone or in conjunction with one or more students) must submit a detailed proposal to the Graduate Coordinator before the beginning of the semester for which the course is planned and before one of the following deadlines: September 1, November 1, February 1, April 1. The proposal shall include the topic and a list of participants. The Graduate Committee shall vote on all proposals. A student may take a maximum of three colloquium courses for credit.

**English 8970: Workshop in Academic Reading.** This course provides a structured environment for a group of peers to read and prepare together for comprehensive exams. Note: The course does not count toward the seminar requirement nor can it be included on the Program of Study as part of the course requirements, but it does count toward minimum enrollment hours in any given semester. The course aids students in developing communities of peers to increase accountability and productivity.

**English 8980: Workshop in Academic Writing.** This course provides a structured environment for a group of peers to workshop writing projects, such as dissertations and journal essays. Note: The course does not count toward the seminar requirement nor can it be included on the Program of Study as part of the course requirements, but it does count toward minimum enrollment hours in any given semester. The course aids students in developing communities of peers to increase accountability and writing productivity.

**English 6920: Apprenticeship in College English Pedagogy.** This course provides a structured environment for a student to gain pedagogical training and experience. A student will apprentice with a faculty member during a semester, learning from established teachers about course design, assignments, and classroom delivery and practices. Note: The course does not count toward the seminar requirement nor can it be included on the Program of Study as part of the course requirements, but it does count toward minimum enrollment hours in any given semester.

#### IV.B.2. Overloads

Students may register for more hours than the maximum normally permitted (see the Graduate Coordinator for current information on maximums) provided that:

- they are formally enrolled in a degree program,
- they are not first-semester students,
- they have a cumulative GPA of at least 3.5, and
- they have no Incompletes on their graduate records.

Students desiring an overload must request a waiver of the normal course-load limits from the Graduate Coordinator. This request must be made and approved before the student attempts to register for an overload. Occasionally, to satisfy conditions of a loan or scholarship, a student may have to overload. In such cases the English Department and Graduate School will work with the student to ensure that the required conditions for scholarships and loans are met.



### IV.B.3. Withdrawals

A student who wishes to withdraw from a course after the drop-add period may do so with the Major Professor's approval. (Before the midpoint of the term, the course instructor will assign a grade of WP or WF to withdrawing students. After the midpoint a WF must be assigned; it is averaged into a student's GPA as if it were an F.) But a student may not "make up" dropped hours (in order to satisfy minimum course-load requirements) by adding 7000 or 9000 research hours unless a serious personal, academic, or medical problem exists to prevent the student from continuing in the course. A student who believes such a problem exists must discuss it, before initiating the withdrawal, with the Major Professor and obtain his or her approval. (If a Major Professor is unavailable or has not been assigned, the student must take the matter to the Graduate Coordinator.) The student must also obtain the Major Professor's agreement, or that of another Graduate Faculty member, to direct the student in a 7000 or 9000 research course. The student shall then present to the Graduate Coordinator his or her written request (signed by the Major Professor) to drop one course and to add a 7000 or 9000 research course in its place. The Graduate Coordinator shall consider the request and decide whether to approve it.

### IV.B.4. Incompletes

Incompletes are only for students who become ill or suffer a personal or family crisis that prevents them from completing work for a particular course. Incompletes are not to be used to allow healthy students extra time to complete course work. If you and your instructor do agree to an Incomplete in a particular course, make sure you understand clearly what is required of you to remove the Incomplete and when the required work is to be submitted. You are advised to have this information put in writing. A grade of I should be removed by the instructor as soon as possible. An Incomplete that has not been changed to a letter grade will automatically convert to an F after the third semester, and that F cannot be removed from the student's transcript. Please see <https://grad.uga.edu/index.php/current-students/enrollment-policy/change-in-grades/>.

Note: A graduate student with an Incomplete on his or her record is ineligible to teach, take the comprehensive examinations, be nominated for awards or assistantships, be admitted to candidacy, or apply for travel money or course overloads. Instructors have the right to set their own deadlines for completion of Incompletes within the limits imposed by the University.

## **V. Assistantships**

### **V.A. Research Assistantships**

The Graduate School awards a small number of non-teaching Research Assistantships to applicants recommended annually by departments. Responsibility for making nominations is assigned by the Graduate School to the Graduate Coordinators; in the Department of English, the Graduate Committee assists the Graduate Coordinator in the nomination process. Normally, the Graduate Committee will give consideration to all new applicants for admission when preparing departmental nominations for Research Assistantships, provided the application folder is complete by the Departmental Admissions Deadline (typically December 1). Nomination by a department does not assure selection.

Students awarded Research Assistantships are assigned by the Graduate Coordinator to members of the faculty who request help on a research project. The work-load for a Research Assistant shall not exceed 16 hours per week. Normally, appointments are for the academic year, beginning in August and ending in May.

Research Assistants must observe registration rules similar to those that govern teaching assistants. In order to receive assistantship support, the student must register for 12 hours in each semester that she or he receives University funds (9 hours during the summer term). Registration must be complete by the end of Late Registration, before the beginning of the Drop-Add Period, and the student must authorize the payroll deduction of any fees.

### **V.B. Teaching Assistantships**

The English Department Teaching Assistantship is a nine-month appointment that requires the student to teach three courses of first-year composition during the academic year. The current (2021-22) stipend is \$18,028 for the Ph.D. student teaching three courses per year and \$15,906 for the M.A. student teaching three courses per year. Tuition is reduced to \$25 per semester, although the activity fees must still be paid each semester. (For fees, consult [http://busfin.uga.edu/bursar/bursar\\_tuition\\_1819/](http://busfin.uga.edu/bursar/bursar_tuition_1819/); for health insurance information and premiums, consult <https://hr.uga.edu/students/student-health-insurance/>) Applications for Teaching Assistantships must be addressed to the Graduate Coordinator, Department of English, University of Georgia, Athens, GA 30602-6205. Application forms may be obtained from the same address. New applications for the Teaching Assistantship must be included with the rest of the application, due in the Graduate Office by December 1. Applications for renewal of the Teaching Assistantship must be submitted by February 15. Decisions about TA awards are usually made by April 1.

The English Department considers teaching experience to be an important part of a graduate student's professional development. TAs interested in teaching may participate in the First-Year Writing Program's practicum series on teaching techniques and may serve on the First-Year Writing Committee. Each year a few senior TAs are assigned their own sections of sophomore literature as part of the assistantship.

**First-Year Writing.** Teaching Assistants teach English 1101 (reading and writing essays) and 1102 (writing about literature), the two first-year English courses in the department. In order to receive continued support, TAs must attend class regularly; assign the required number of papers; grade and return papers within one week; oversee the development and grading of students' final electronic portfolios; keep office hours; and follow guidelines as set forth by the First-Year Composition Program at the University of Georgia.

Departmental and Graduate School guidelines stipulate that graduate students who are awarded teaching assistantships but who have no previous experience of teaching first-year composition must take a teaching apprenticeship (English 6910) before they assume teaching duties. During the week before classes begin each Fall Semester, new TAs are also required to participate in a week-long orientation seminar on the teaching of writing. This includes a university-wide orientation. In the Fall Semester, first-semester teaching assistants will also take a composition-pedagogy practicum (English 6911) for credit.

**Duration of Assistantships.** Assistantships are awarded on a yearly basis. M.A. students with teaching experience may have up to two years of an assistantship. Ph.D. students may have up to five years of assistantship support. TAs who are in good academic standing at the end of the year and who are deemed by the Director of First-Year Writing to have performed their duties satisfactorily may usually expect to be offered a renewal of the assistantship. However, M.A. students who received an assistantship at the end of their first year of study are still expected to finish their degree by the end of the second year and should not expect the assistantship to be renewed.

**Note:** The English Department Graduate Program offers assistantship support to doctoral students for a maximum of five years, a total that incorporates all sources of funding available at the University of Georgia. These sources include Presidential Fellowships, Graduate School Research Assistantships, Teaching Assistantships in English and other departments, and paid support from The Georgia Review or other academic units on campus.

## **V.C. Moonlighting**

Graduate teaching and research assistants are expected to be full-time students who prioritize their time carrying out assistantship duties, attending and studying for their classes, and preparing for examinations. Extracurricular commitments should not conflict with or impinge on coursework or contractual obligations.

## **V.D. Work Loads and Course Loads**

The Graduate Bulletin defines a "full-time course load" in the Graduate School as "9 hours per semester during the academic year and 6 hours during the summer session." The minimum course load for any student enrolled in graduate study is 3 hours per semester.

Students who hold teaching and research assistantships are required by the University to take a minimum of 12 credit hours each semester and 9 in the summer. Students must be careful to

maintain the minimum number of required hours at all times. See the "Withdrawing From a Course" section (IV.B.3) of this handbook for more information. Students who feel they need to take more than the allowed number of hours in a given semester should consult the "Course Overloads" section (IV.B.2).

TAP students (full-time employees of UGA) can enroll in up to nine credit hours in fall, spring, and summer semesters.

## **V.E. Petitions for Assistantship Extensions**

### **V.E.1. Extenuating Circumstances**

In rare instances, students whose completion of the degree is delayed by illness, personal emergency, or other serious factors may be granted an extension of the assistantship beyond the time-limits noted above, on a semester-by-semester basis. A student who desires an extension must write a letter to the Graduate Coordinator explaining the reasons why the extension is needed; such petitions must reach the Graduate Office by September 1, November 1, February 1, or April 1. The Graduate Coordinator shall discuss the petition with the Director of First-Year Composition and shall present it to the Graduate Committee for consideration. If the committee approves the request for an extension, the Graduate Coordinator shall report the recommendation to the Director of First-Year Composition and to the Head of the Department. If funds permit, the student shall then be allowed a one-semester extension of the assistantship. Please note, however, that the need for more time to work on the thesis or to study for the final oral examination is certainly not considered a legitimate reason for an extension.

### **V.E.2. Sixth-Year Extensions**

A sixth year of support may be made available to a small number of students who have not completed their dissertations by the end of their fifth year but who have made substantial progress toward doing so. Sixth-year assistantships entail teaching a total of three courses during the academic year, culminating in a successful dissertation defense in the Spring Semester. Sixth-year extensions are available only on the basis of individual merit and are limited by the resources available to the Head for staffing the curriculum in any given year. Recipients of sixth-year assistantships must graduate no later than May of the year of the extension. They are expected to undertake a comprehensive national job search throughout their sixth year. Because the sixth-year extension offers unique advantages to those who hold it, those students are not eligible for departmental nominations for a Graduate School Dissertation Completion Fellowship. Only students finishing degrees in their fifth year or earlier may be nominated for a Dissertation Completion Fellowship.

Sixth-year assistantship extensions, when available, are few in number and are awarded on a competitive basis. The Graduate Committee shall assess applicants according to the following criteria and the following order of importance:

- evidence of significant progress toward completion of the Ph.D. dissertation,
- evidence of significant scholarly publication, and
- evidence of potential for success on the academic job market.

Students who wish to be considered for such an assistantship must submit the following materials to the Graduate Office no later than March 15:

- all parts of the dissertation that have been approved (pending all but minor revisions) by the Major Professor,
- a one-page letter of support signed by the Major Professor, stating clearly what work has been completed and approved,
- a copy of the dissertation prospectus (including the signed approval form),
- an up-to-date curriculum vitae.

## **VI. Professional Development / Travel Support / Awards**

The English Graduate Program is committed to working with our graduate students to help them develop professionally as scholars and teachers. Recognizing that the burden of professional development is shared by graduate students and faculty, we endorse practices and policies that indicate the value we place on research, publication, and undergraduate teaching. We work with our students to provide opportunities to connect research with teaching, to present scholarly work to a range of audiences, and to become part of a larger academic community beyond the UGA English Department.

### **VI.A. Professionalization and Job Placement Support**

Each Spring Semester, the English department offers Practicum in Professionalization (ENGL 6999), a course offered to English Department graduate students to prepare them to apply for post-graduate careers in the humanities. Topics covered in this one-credit hour course include strategies for journal submissions, advice about broader careers in the humanities, and preparing for the academic job market (including advice on materials needed, reading job ads, interview strategies, and creating drafts of application materials). The course is only open to students who plan to graduate the following year. The course is taught by a tenured or tenure-track faculty member who serves as the English Department's Job Placement Officer for graduate students seeking academic employment. The Job Placement Officer assists degree candidates during the process of applying for academic jobs and other post-graduate careers in the humanities. The Job Placement Officer supports students on the market by teaching the Practicum course and providing, for example, a thorough review of application materials and mock interview opportunities.

### **VI.B. Funding Support for Travel**

The Graduate School and the English Department acknowledge that part of the

professionalization process is attending conferences and networking with other scholars at such venues. To support this travel, the Graduate School and the English Department, *if funds are available*, will provide travel funding. Funds are limited, and students should not expect to receive full funding for their travel. The Graduate School supports advanced-level doctoral students (in at least the fifth semester of graduate study at the University); the English Department hopes, depending on availability of funds, to support M.A. and more junior-level doctoral students (those not eligible to apply for Graduate School funding). Travel funding is limited to one trip per fiscal year.

Limited funds for graduate student travel are available from the Graduate School. To be eligible to apply for such support, you must be a doctoral student with a GPA of 3.5, in at least your fifth semester of graduate study at the University, with no outstanding Incompletes. You must be registered full-time during the semester during which you intend to travel (this includes the summer). The Graduate School will give funding preference to students who are presenting papers based on their dissertation research at significant professional conferences (<http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>). Students must apply for these funds through the English Department Graduate Office by fixed deadlines each year (explained below).

Students wishing to apply for departmental funds must also meet the fixed deadlines (explained below).

The Graduate Coordinator will announce to the English graduate student listserv a call for travel funding applications and announce the deadline for receipt of such materials. *All travel funding applications* need to be made to the Graduate Coordinator and need to include the following materials (detailed below).

#### **Deadlines:**

For Travel Dates	Request Deadlines * / **
7/1 – 9/30	6/10
10/1 – 12/31	9/9
1/1 – 3/31	12/9
4/1 – 6/30	3/10

\* These dates may fluctuate slightly depending on year-end closing dates for the fiscal year.

\*\* Before applying, consult with the Graduate Coordinator in advance of the above deadlines to determine specific deadlines; the Graduate Coordinator will most certainly require materials to be delivered in advance of the Graduate School Deadlines listed above.

#### **Procedure:**

Full documentation on how to apply for travel funding, including how to set up the appropriate

university financial systems to receive your reimbursement, is available on the English Department website, behind a login. To log in to the appropriate part of the department website, navigate to Login > Profile Page; you will be prompted to log into the website through the Central Authentication System (CAS). After you have logged in, you can navigate to <https://engl.franklin.uga.edu/travel-guidelines> (Programs > Graduate Studies > Current Students > Materials for Graduate Students > Travel Guidelines).

#### Materials Needed:

- Your university ID # (your 810/811#)
- Your GPA
- The number of hours you are registered for *during the semester you will be traveling*.
- A completed PDF Travel Authority Form, available at <http://www.english.uga.edu/student-forms>. (In the “detailed justification section” of that form, provide language that demonstrates how important this travel is for your dissertation research.)
- An abstract of your paper, as a separate PDF.
- An acceptance letter, as a separate PDF (even if you have not yet received the acceptance, still make application by the deadline).

### VI.C. Awards

The Department of English recognizes student accomplishments and future promise with a number of awards, detailed below.

**The Alice C. Langdale Award.** This award is presented to the graduate student designated by the English Department faculty as the exceptional graduate student in the program. To be eligible, students must be officially admitted to candidacy by the first day of the Spring Semester in which the award will be given. They may be nominated by any faculty member, the selection committee, other students, or themselves. Student nominations must be accompanied by a letter of support from a faculty member. Students who have previously won the award are ineligible for a second nomination. The award shall be selected by a three-person faculty committee and shall be announced at an English Department awards recognition ceremony at the end of the Spring Semester. The selection is based on academic record, excellence in teaching (if applicable), promise as a scholar, and service to the program.

**The Robert H. West Scholar Award.** This award is presented to the graduate student designated by the English Department faculty as the outstanding graduate student in the program. This award is given in honor of a distinguished Milton and Shakespeare scholar who for thirty-eight years was a faculty member in this department and served as head from 1962-1972, retiring in 1974 as an Alumni Foundation Distinguished Professor. To be eligible, students must be officially admitted to candidacy by the first day of the Spring Semester in which the award will be given. They may be nominated by any faculty member, the selection committee, other students, or

themselves. Student nominations must be accompanied by a letter of support from a faculty member. Students who have previously won the award are ineligible for a second nomination. The West Scholar shall be selected by a three-person faculty committee and shall be announced at an English Department awards recognition ceremony at the end of the Spring Semester. The selection is based on academic record, excellence in teaching (if applicable), promise as a scholar, and service to the program.

**Robert E. Park Essay Award.** Given in honor of the namesake of Park Hall, the Robert E. Park Award recognizes the most distinguished paper written in a graduate class during the previous calendar year. To be eligible, students must be in good standing in the program. Each paper must be nominated in writing by the faculty member for whom it was written. Papers may be revised once after the initial evaluation by the teacher, and the faculty nominator must review the final draft to certify the paper's authenticity. The winner shall be selected by a three-person faculty committee and shall be announced at the English Department awards ceremony at the end of the Spring Semester. The selection is based on the paper's quality of writing and research and on its contribution to its field.

**The Hunt Fellowship.** Officially called the Mary Lynn Oliver Hunt and Matthew Alan Hunt Graduate Studies Fellowship in English, the funding provides support to an exceptional student in the Department of English.

**Jim B. Colvert English Graduate Award** supports an advanced graduate student's research. Students may be nominated by any faculty member, the selection committee, other students, or themselves. Student nominations must be accompanied by a letter of support from a faculty member. Students who have previously won the award are ineligible for a second nomination. The award winner shall be selected by a three-person faculty committee and shall be announced at an English Department awards recognition ceremony at the end of the Spring Semester.

**R. Baxter Miller Award in African American and Multicultural Literature:** Named in honor of faculty member Dr. R. Baxter Miller, this fund provides monetary awards for excellence in African American and Multicultural Literature by graduate and undergraduate students. The competition is open to undergraduate and graduate students in the Department of English; students in African American Studies and Romance Languages may also be considered, if the selection committee assesses their literary work as appropriate and competitive.

Application packages should be submitted to the Department Head's office. The selection committee will recognize one undergraduate student and one graduate student. To be eligible, candidates can not be graduating in May or August of the current year and must have a GPA of 3.3 or higher (preferably 3.5 in the major). Applications for this award should include: two letters of support by faculty in literary or cultural studies and a cogent, two-page statement of purpose of future career plans.

**Patricia J. and Hubert H. McAlexander Graduate Award in American Literature:** Named in honor of emeritus professors Drs. Hubert and Patricia McAlexander, this award recognizes outstanding work in the fields of Canadian and/or United States literature. Applicants can be either second-



year MA students or PhD candidates. Applications for this award should include: a one-page nomination letter from (usually) the major professor, a one-page research statement, and a CV (two pages).

**The Christy Desmet Memorial Fund:** Named in honor of faculty member Dr. Christy Desmet, Josiah Meigs Distinguished Teaching Professor of English and Director of the FYC/UGA Writing Center, this fund will support graduate students working in British Literature prior to 1900. Applications for this award should include: a one-page nomination letter from (usually) the major professor, a one-page research statement, and a CV (two pages).

Additionally, the Graduate School offers other awards, such as the Dissertation Completion Award and the Dean's Research Award. The Graduate Coordinator will announce such (and applicable deadlines) to the English graduate student listserv.

## VI.D. Professional Associations

Graduate students are strongly encouraged to join the professional organizations that are relevant to the students' area of research, as well as to attend the conferences organized by those associations and to read the journals sponsored by them. Your Advisory Committee can key you in on the most important organizations for you to join that pertain to your scholarship. Below are listed a handful of umbrella organizations that may be of interest:

**MLA.** The Modern Language Association. "In addition to hosting an annual convention and sustaining one of the finest publishing programs in the humanities, the MLA is a leading advocate for the study and teaching of languages and literatures and serves as a clearinghouse for professional resources for teachers and scholars" (mla.org). It also services the Job Information List (JIL) that announces employment opportunities; additionally, the annual convention historically has served as the job interview venue for universities and colleges with open positions.

**SAMLA.** The South Atlantic Modern Language Association is a regional organization devoted to the study of language, literature, and criticism. It is affiliated with the Modern Language Association. SAMLA has an annual conference, usually around the first of November. The convention meets every other year in Atlanta, with alternating conferences spread around the region. To apply for membership, see the SAMLA website: <https://samla.memberclicks.net/>.

**AWP.** The Association of Writers and Writing Programs "provides support, advocacy, resources, and community to nearly 50,000 writers, 550 college and university creative writing programs, and 150 writers' conferences and centers. Our mission is to foster literary achievement, advance the art of writing as essential to a good education, and serve the makers, teachers, students, and readers of contemporary writing" (website: <https://www.awpwriter.org>). The Creative Writing Program aims to support graduate student travel to and participation in the AWP annual conference, as funds allow. The Graduate Coordinator will announce in conjunction with the

Creative Writing Program Coordinator the process for applying for AWP travel funding.

**English Graduate Organization (EGO).** The English Graduate Organization exists to encourage social and academic interaction among Department of English graduate students and between graduate students and faculty. EGO activities include social events and occasional forums, brown bag luncheons, and lectures. All graduate students in the Department of English are encouraged to attend EGO meetings and activities. Through EGO, graduate representatives to the Graduate Committee report on changes in graduate program policies and procedures.

## **VI.E. Department Committees**

English Department Graduate Students serve as student representatives on four different department-level committees: the Graduate Committee, the Creative Writing Program Committee, the First-Year Writing Committee, and the Writing Center Committee.

Graduate students are elected to these committees by their peers. At the beginning of each academic year, the Graduate Office will provide for the nomination of students to these committees and will oversee the voting. The Graduate Office will announce the results of the election to the graduate student body as well as to the committee heads. Student representatives will serve one-year terms, and they can only serve on one committee at a time. Before nominating themselves for a committee position or accepting another student's nomination, the student should consult with their Major Professor.

### **VI.E.1. Graduate Committee**

The Graduate Committee is charged with the administrative oversight of the English Graduate Program (see section VIII.A below). Two students serve on this committee, one MA student and one PhD student. Students serve for a one-year term and can serve at any stage in their degrees.

### **VI.E.2. Creative Writing Program Committee**

The Creative Writing Program consists of all the Creative Writing faculty plus one student representative. The student representative must be a PhD student pursuing the creative dissertation. Students serve for a one-year term and can serve at any stage in their degrees. For further information, please consult the Creative Writing Program Director.

### **VI.E.3. First-Year Writing Committee**

The First-Year Writing Committee oversees policy and procedures for the First-Year Writing Program. Two students each serve for a one-year term and can serve at any stage in their degrees. Student representatives are normally FYW instructors or have had recent experience as FYW instructors. For further information, please consult the First-Year Writing Program Director.

### **VI.E.4. Writing Center Committee**

The Writing Center Committee oversees policy and procedures for the Writing Center. One student serves for a one-year term and can serve at any stage in their degrees. The student

representative is normally a WC consultant or has had recent experience as a WC consultant. For further information, please consult the Writing Center Director.

## **VII. University Policies**

### **VII.A. Academic Integrity**

The English Department observes the principles of academic integrity outlined on the websites of the Graduate School and the Office of the Vice President for Instruction (<https://ovpi.uga.edu/academic-honesty>) and in the UGA Student Handbook ([http://dos.uga.edu/content\\_page/welcome-uga-student-handbook](http://dos.uga.edu/content_page/welcome-uga-student-handbook)).

### **VII.B. Harassment Policy**

Included among these is a commitment to an intellectual and professional atmosphere free of harassment. The University of Georgia Student Handbook (<https://eoo.uga.edu/pdfs/NDAH.pdf>) specifically prohibits “Unwelcome verbal or physical conduct based on race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.”

In addition, the English Department will not tolerate other forms of harassment, including threatening, intimidating, verbally abusing, impeding, telephoning, following, or persistently bothering or annoying another member of the university community. The University of Georgia’s policy on Sexual and Discriminatory Harassment states: “The University of Georgia (‘the University’) is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents’ policy, and University policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person’s race, sex (including sexual harassment), sexual orientation, ethnic or national origin, religion, age, disabled status, or status as a disabled veteran or veteran of the Vietnam era. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the University.”

University of Georgia policies on sexual and racial harassment are available online at <http://legal.uga.edu/>. If you feel that you have been a victim of harassment, please see the English Department Head immediately.

### **VII.C. Academic Standing: Probation and Dismissal**

#### **VII.C.1. Probation**

Graduate students must maintain a cumulative average of at least 3.0. Students whose averages fall below that level will be placed on probation. They will remain on probation until their

cumulative average rises to 3.0. If their semester average remains below 3.0 for two semesters in succession while they are on probation, they are dismissed from the University. Consult the Graduate Bulletin for further information (<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/probation-and-dismissal/>).

Students who receive a grade of C+ or lower in an English graduate course will be placed on academic probation and will be required to meet with the Graduate Coordinator and Major Professor to discuss their progress and performance in the program. A second grade of C+ or lower in an English graduate course will be grounds for immediate dismissal from the program.

Note: The English Department does not allow the practice of re-taking a course for a higher grade. Courses that are repeatable for credit may be repeated, but each will be considered a separate course for the purposes of calculating the student's GPA.

### **VII.C.2. Dismissal**

Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other departmental and Graduate School guidelines, low grades, and lack of progress on a dissertation or thesis are among the reasons dismissal might occur. The Graduate Faculty periodically reviews the records of graduate students whose progress or performance is in doubt.

## VIII. Petitions and Appeals Procedures

### VIII.A. The Graduate Committee

The Graduate Committee in English consists of the Graduate Coordinator, two graduate student representatives, and six Graduate Faculty members drawn from the three professorial ranks and representing at least six of the Areas defined under Area Committees in the Department Bylaws. The faculty representatives are appointed by the Head of the Department in consultation with the Graduate Coordinator, who serves as permanent chair of the committee and represents one of the areas. The other members serve two-year terms. Two graduate students, one elected from M.A. candidates and the other from Ph.D. candidates, also serve. They are chosen in an election conducted by the English Graduate Office early every Fall Semester. The Graduate Committee is charged with these responsibilities:

- to review and act on applications for admission and readmission;
- to review and act on all graduate student petitions;
- to make recommendations to the Graduate Faculty for revisions, when desired, of administrative policies and procedures (if substantive); and
- to review graduate-degree programs and to make recommendations to the Graduate Faculty concerning any desired revisions thereof.

### VIII.B. Petition Process

Students shall submit in writing all petitions for extensions of time (for completion of degree or extension of an assistantship), waivers of requirements (course requirements, foreign-language requirements, etc.), proposals for special examination fields, special definitions of Research Skills, and directed reading courses, and other exceptions to Graduate Program policies. These petitions shall be submitted to the Graduate Coordinator, who will forward them to the Graduate Committee. The petition shall bear the signature of the Major Professor, indicating his or her approval of the request. The petition shall explain fully the reasons for the request.

Students shall address requests for exceptions to Graduate School policies to the Dean of the Graduate School. Before submitting such a request to the Dean, however, a student must obtain the approval of his or her Major Professor and of the Graduate Committee. In such cases, copies of the petition must be provided for the files of the Major Professor and of the Graduate Coordinator. Petitions must reach the Graduate Coordinator before one of the following deadlines: September 1, November 1, February 1, April 1.

**Readmission.** Former graduate students who have lost registration eligibility and who wish to return to the same degree program in which they were formerly enrolled must request readmission in writing from the Graduate Coordinator. [Prior to Fall 2007, a student who has been out of school for three semesters, including the Summer Semester, automatically loses registration eligibility. Beginning in Fall 2007, graduate students must be registered for a minimum of two semesters per year (fall, spring, summer) until the degree is attained, in order

to maintain registration eligibility.] The application must be received at least thirty days before the beginning of the semester for which the student wishes to enroll. If the student's record is in order, the request shall be granted. Students who are contemplating leaving the program for a period of time should consider the following:

- The clock continues to tick whether you are enrolled or not. That is, doctoral students must still take their exams by the end of the third year after they first enrolled, student courses will begin to expire after the sixth year, and so on.
- Doctoral students are required by the Graduate School to have 30 consecutive hours of course work on the program of study. Students who take leaves of absence may violate this rule and therefore may have to embark on additional course work when they return.

Students who leave the program and later return are subject to all rules, regulations, and degree requirements of the Graduate School and the Department of English at the time of their readmission.

### **VIII.C. Right of Appeal**

Students have the right to appeal any action by the Faculty, the Graduate Program, or the Department that affects their academic welfare. Appeals concerning the Graduate Program shall be addressed in writing to the Graduate Coordinator in time to meet one of the following deadlines: September 1, November 1, February 1, April 1. Appeals concerning other matters, including grades, shall be addressed in writing to the Head of the Department. Grade appeals will be handled through a three-person committee appointed by the Head. Appeals concerning Graduate School policies or academic dismissal shall be directed to the Graduate School. In general, matters concerning the graduate program shall be considered by the Graduate Committee and the Graduate Program Faculty of the department. Students must appeal within thirty days of the action with which they disagree. In any case, students are protected by law from intimidation or punitive action taken against them as a result of an appeal. Additional information on appeals may be obtained from the Office of the Vice President for Academic Affairs, 203 Administration Building (706-583-0506).

## Appendices

### Appendix A: Graduate Student Checklist (Ph.D.)

#### CHECKLIST FOR Ph.D. STUDENTS

Students must see that these steps are properly carried out and that all forms are submitted by the appropriate deadlines ( <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>). In particular, students must complete and submit as appropriate all forms: specifically, the Advisory Committee, Final Program of Study, and the Admission to Candidacy forms (all forms can be found here: <http://grad.uga.edu/index.php/current-students/forms/>). The student needs to TYPE the necessary information on the forms and secure appropriate signatures, so that can be forwarded to the Graduate School.

- ❑ Read and understand the requirements for the Ph.D. in the Graduate School Bulletin and in this handbook. Visit the "UGA MyID" account page as soon as possible to set up your University-provided email and internet account. Provide this information to the Graduate Office as soon as possible.
- ❑ Meet with the Graduate Coordinator during your first semester of study for advisement and to discuss the appointment of a Major Professor and Advisory Committee. (Advisory Committee Forms can be found here: <http://grad.uga.edu/index.php/current-students/forms/> ). Identify plans for satisfying the Research Skills requirement.
- ❑ Once you have determined on the three special areas of concentration for your Comprehensive Examinations, ask the Graduate Coordinator, in consultation with your Major Professor, to reconfigure your Advisory Committee, if necessary, as a three-person Examination Committee appropriate to your fields of specialization.
- ❑ On completion of your course work, prepare your final Program of Study (Program of Study Forms can be found here: <http://grad.uga.edu/index.php/current-students/forms/>). It must be typed, signed by the Advisory Committee, and sent to the Graduate School. The grade-point average of courses on the Program of Study must be at least 3.0. You must also—on this form—specify how you have fulfilled the Research Skills Requirement. All of these forms must be completed before you can sit for your Comprehensive Exams.
- ❑ Arrange the Oral and Written Comprehensive Exams.  
By the end of your second year, arrange with your Major Professor and your Advisory Committee (who will serve as your three-person Examination Committee) a mutually agreeable time to discuss expectations (aka "Directives") for the Comprehensive Exam Written Exhibits and work with each member of your Committee to prepare your Reading Lists. During your third year, work with your Major Professor and your Advisory Committee to set up a mutually agreeable time for the Oral Comprehensive



Examinations, which you are expected to take no later than the end of your third year. You must be registered for at least 3 graduate credit hours in the semester that you plan to take the Comprehensive Exams. The Graduate Office will reserve a room for the oral examination and inform the Graduate School of the time and place, which needs to be announced at least 2 weeks before the date.

Students who fail the written portion of the exams will meet with their committee at the time scheduled for the oral to discuss why the written failed. The results of the comprehensive examination are sent to the Graduate School. Students who fail the exam have a second chance to pass, no later than three months after the first attempt.

- When you have passed the Comprehensive Exam, meet with your Major Professor to discuss reconfiguring your Advisory Committee, if necessary, to form an appropriate scholarly audience for the prospectus and dissertation you propose to write.
- Submit the dissertation prospectus to your Major Professor, who will distribute it to members of your Advisory Committee. On approval of your prospectus, which is expected by May 31<sup>st</sup> of that year, meet with your committee to discuss plans for the dissertation.
- Once you have successfully completed your Written and Oral Examination, submit your Advancement to Candidacy form to the Graduate School. This should be done no later than one semester before the term in which you plan to graduate. You must be registered for at least 3 hours of graduate credit in the semester that you advance to candidacy for the degree.
- Apply for graduation at least one semester before you plan to graduate. Check the Graduate School Records and Registration Deadlines online for the exact application deadlines as well as for information on the deadlines for submitting the approved copy of your dissertation to the Graduate School. All deadlines can be accessed here: <http://grad.uga.edu/index.php/prospective-students/student-information/admissions-bulletin/deadlines/>. Go to the Graduate School web page to obtain the “Policies and Procedures for Electronic Theses and Dissertations” and direct any formatting questions to the Graduate School staff.
- Have the Graduation Office approve the format of your dissertation well ahead of the deadline to allow time for corrections. Check the deadlines (URL above).
- Discuss with your Major Professor and Advisory Committee a mutually agreeable time for the defense of the dissertation. The full Advisory Committee should have copies of the dissertation at least three weeks before the defense. No fewer than three weeks before the planned date of the defense, inform the English Graduate Office of the day and time on which your Committee has agreed to meet. We will reserve a room and announce the defense to the department and the Graduate School. Register for at least 3 hours in the

semester that you intend to graduate.

## Appendix B: Graduate Student Checksheet (M.A.)

### CHECKLIST FOR MA STUDENTS

- Meet with Graduate Coordinator during first fall semester for initial advisement. See the Administrative Coordinator for your mail box assignment and to convey your local address and telephone number. Visit the "UGA MyID" account page as soon as possible to set up your University-provided email and internet account. When you have established an email address, give that information to the Graduate Office as well.
- Have Major Professor and Advisory Committee appointed by the end of the first year and submit Advisory Committee Form to the Graduate Office (all forms can be found here: <http://grad.uga.edu/index.php/current-students/forms/>).
- Satisfy Research Skills Requirement by taking a graduate level reading foreign language class (usually 2500) or by taking and passing the Foreign Language exam (see section III.D above for specifics).
- After completing course work, prepare and submit your final Program of Study to the Graduate Coordinator. The Program of Study should include all courses required for the degree. It also should include 3 hours of ENGL 7300 (Thesis) and indicate how the Research Skill requirement has been or will be fulfilled. It must list at least five courses in which no undergraduates were enrolled. Your Advisory Committee must approve the Program of Study before it is submitted. All forms can be found here: <http://grad.uga.edu/index.php/current-students/forms/>).
- Early in your last semester of course work, set a time for your M.A. defense and examination, agreeable to your committee, and inform the Graduate Office no later than two weeks before the date of the examination. Give your committee your Thesis project, three papers, a reading list, and a Program of Study (i.e., your Portfolio) three weeks before the deadline. Be sure to consult Graduate School Deadlines (<http://grad.uga.edu/index.php/prospective-students/student-information/admissions-bulletin/deadlines/>). As you schedule your defense and examination, remember that your thesis and portfolio must be given to your committee three (3) weeks prior to the date of the defense/examination.