

GRADUATE
STUDENT
HANDBOOK

2011-2012

Guide to Graduate Studies in English at Notre Dame
2011-2012

Table of Contents

Introduction.....	2
I. Graduate School Policies	
- Academic Policies.....	3
- Academic Regulations.....	6
- Academic Integrity.....	11
- Policies on Harassment and Other Aspects of Student Life.....	12
- Appeal Procedure on Matters Concerning Academic Grievances.....	12
II. English Department Programs and Procedures	
-Ph.D.....	14
-M.A. in English and American Literature.....	30
III. M.F.A. in Creative Writing.....	33
IV. Master’s Program in English and Law.....	40
V. Concentration in Irish Studies.....	40
VI. Administration of Graduate Programs.....	41
VII. Opportunities for Teaching in the First-Year Composition Program.....	43
VIII. Job Placement.....	44
IX. Student Life.....	44

Introduction

This handbook serves several purposes. It provides new students with an introduction to our programs, organizations, facilities, and graduate student life in the English Department. It also provides for new and continuing students both an outline of official program regulations and the real-life procedures through which one fulfills the requirements listed therein. Read the handbook carefully so that you can get an overview, and refer to it when you have specific questions about the program. It would be advisable as well to consult the relevant section whenever you move on to a new stage of the program. We hope this handbook will be your first resource for all questions about the program.

Should any conflicts arise between English Department guidelines and Graduate School regulations, the regulations of the Graduate School are controlling. Students should consult all regulations and policies as outlined in the Graduate School Bulletin.

The Director of Graduate Studies for 2011-2012 is Elliott Visconsi, Associate Professor of English; the Administrative Assistant for Graduate Studies is Marie Revak. Contact either at 356 O'Shaughnessy Hall; (574) 631-2569. eviscons@nd.edu ; mrevak@nd.edu

I. GENERAL GRADUATE SCHOOL POLICIES

For more information on the policies of the Notre Dame Graduate School, see the Bulletin of Information available at <http://graduateschool.nd.edu>

Full-Time and Part-Time Status

A full-time student is one who is working full-time toward his or her degree objective. The student's department is responsible for determining who is a full-time student, and who is otherwise a part-time student.

All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. No degree student may hold a job, on or off campus, without the express permission of his or her department and the Graduate School.

Academic Good Standing

Continuation in a graduate degree program or in non-degree status, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative grade point average (GPA). A student may be dismissed from the department or program if the GPA in any one semester is below 2.5 or if the GPA is below 3.0 for two consecutive semesters. Some departments require higher averages for enrollment and support continuance.

An adequate GPA is only one factor taken into consideration in determining a student's qualifications for an advanced degree. Degree students should be aware of their department's performance criteria. The department and the Graduate School annually evaluate each graduate student's overall performance on the basis of these criteria.

A student must be in academic good standing to be eligible for new or continued financial support.

Continuous Enrollment

All students must enroll each semester in the academic year and register for at least nine credit hours per semester in the first five years of enrollment to maintain student status. Continuous enrollment is met normally by both enrollment in the University and registration in a graduate-level course relevant to the student's program. A student who is concurrently pursuing degrees in the Graduate School and in another school in the University meets the continuous enrollment requirement by registering for a course in either program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School. Degree students who have completed the coursework requirement for their degree must register for at least

nine credit hours per semester for the first five years. Subsequently, they must register for at least one credit hour, including the final semester or summer session in which they receive their degree. This credit hour should consist of either resident or nonresident thesis or dissertation research within their department. These students may be considered full-time students whether or not they are in residence. Students not in residence and taking one credit hour pursuant to continuous enrollment requirements are charged a special registration fee.

A student who fails to enroll and register for one semester or more must apply for readmission upon return.

Continuing students (i.e., degree-seeking students who are eligible to continue their studies in the fall semester) may have access to University facilities and services from May through August without enrolling and registering for academic credit in the summer session.

Leave of Absence

For exceptional reasons and on the recommendation of the department, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken, and all leaves of absence must be approved by the Graduate School. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return. See the Registrar's website for more information.

In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.

Medical Separation from Academic Duties

Students enrolled in the Notre Dame Graduate School who wish to temporarily interrupt their programs for medical reasons must apply to the Graduate School. Students are eligible under this policy if they have a "serious medical condition." For purposes of this policy, "serious medical condition" means a medical condition that (1) requires multiple-day hospitalization OR (2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least 10 calendar days. Certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Graduate School no less than three months prior to the separation period (for childbirth and other predictable requests) or as soon as the need is foreseen (for emergency requests). In situations involving childbirth, the separation period will generally begin on the actual date of childbirth; in all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of six weeks. Students may utilize this medical separation policy two nonconsecutive times during their graduate studies. Should students need more than six weeks at any one time, they must withdraw from the University. Leaves of

absence for one semester or more for medical or other reasons are governed by the Graduate School Leave of Absence policy.

Full-time degree-seeking students in their sixth year of study or less who are receiving financial aid from the Graduate School or external funds will receive a stipend equal to their normal stipend during their period of separation, for a maximum of six weeks paid by the Graduate School. Students will retain their tuition scholarships, access to on-campus medical facilities, and all other resources available to students during the entire separation period (up to six weeks). Students also will be deemed “continuously enrolled” at the University during the entire period of separation.

Teaching Assistant and Research Assistant duties will cease, at least during the period of separation. Students are responsible for making arrangements, through their departments, to cover their duties. Students taking classes will be required to make arrangements with individual course instructors for completion of any courses in progress during the leave. Students will be granted the option to reschedule exams or extend candidacy deadlines or other deadlines not discussed herein. Students are responsible for making arrangements to reschedule exams, extend deadlines, and to make up other work not discussed herein. Unlike a regular one-semester leave, time off in conjunction with this policy will count toward the students’ degree time limit of eight years and University-sponsored funding cap of six years.

Withdrawal from the Program

To withdraw from the University before the end of the semester, a student must inform the department and the Graduate School as well as complete the notice of withdrawal. (See http://registrar.nd.edu/Separation_Form) For information on refunds, refer to “Tuition and Expenses.”

Upon approval of the withdrawal, the University enters a grade of W for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of F is recorded for each course.

The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

The University reserves the right to require the withdrawal of any student when academic performance, health status, or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

Access to Computing Services

The University of Notre Dame NetID accounts and related services are intended for faculty, staff, and currently registered and enrolled students. “A student must register and enroll at the dates and times announced by the Registrar” (*Academic Code 4.1*). A student who fails to

register and enroll by the announced date will forfeit the right to access his or her NetID account and related services. University computing resources supplied by way of the NetID are normally available to a student for up to 60 days after his or her graduation date. A student granted a leave-of-absence would normally retain access to University computing services for up to two semesters. A student who is separated from the University due to an academic suspension, academic dismissal, or withdrawal will no longer have access to University computing services unless an extension has been approved by the dean of his or her college. A student attending Notre Dame for the summer only, with a non-degree seeking status, will normally retain access to University computing service for up to 60 days after the August graduation date. A student who is separated from the University for other reasons will no longer have access to University computing services.

ACADEMIC REGULATIONS

Full-Time Status. In the first and second years of the program, a student must be registered for at least three courses (9 credit hours) to be considered full time. In the third year a student must register for nine credit hours, normally achieved by enrolling in a combination of variable credit directed readings courses and regular seminars. The normal course distribution in the 3rd year includes one directed reading course per semester in preparation for the field exams. Students may take a maximum of two reading courses and it is possible to take them both in the same semester. Students who will complete all required course work before the spring semester of the third year should consult with the Graduate Director for alternative course planning. A student who has completed course work is considered full time when registered for nine credits of supervised dissertation research.

Graduate Assistant Full-Time Status. A graduate assistant must be a full time student.

Part-Time Status. The English Department does not permit part-time student status.

Maximal Registration

Fifteen hours of courses per semester constitute the maximum load. Nine hours is still considered full time. Graduate and research assistants are restricted to nine credit hours per semester. In the Summer Session, a graduate student may not register for more than ten credit hours. A student who has completed course work must nonetheless register for nine credit hours through the end of year five; this will be achieved through some combination of variable credit dissertation research or directed readings courses, practicums, and the like.

Changes in Student Class Schedules

1. A student may add courses through the first six class days of the semester. Students may add courses after this time only with the approval of the DGS and the Graduate School.

2. A student may drop courses at their discretion through the first six class days of the semester. To drop a course after this period and up to the mid-semester point (see the Graduate School or department calendar for the exact date), a student must have the approval of the DGS of the department offering the course, of his or her advisor, and of the Graduate School. A course may be dropped after the mid-semester point only in cases of serious physical or mental illness. Courses dropped after this period will be posted on the student's permanent record with the grade of W for Withdrawn.

3. A course taken for credit can be changed to an audit course after the midsemester point only in cases of serious physical or mental illness.
If you need to drop a class after the sixth class day, see your department administrative assistant for forms.

Instructions for auditing a course:

According to the University Academic Code, only graduate students are allowed to audit a class. A grade of 'V' is placed on the student's record as evidence of class attendance and/or participation. (Academic Code, Section 18.1)

The grade of 'V' (auditor) has neither quality-point or credit-hour value. The audit must be requested before the sixth class day of the semester; the auditor should attend the course throughout the entire semester, and it is made part of his or her permanent record. The grade of 'V' cannot be changed to a credit-earning grade.

To audit a class, a student must first be eligible to register for the class by meeting all course requirements and obtain any departmental authorizations. After the student has registered for the class, he/she must request to be listed as an auditor. Graduate School students should e-mail Maureen.Collins.97@nd.edu . This must be accomplished prior to the sixth class day. The request will be processed and the 'audit' status placed on the student's record. If a problem is encountered, the student will be contacted.

Please note auditing a class will not result in the credit hours for the class being reduced to zero on the student's schedule. The course will continue to appear on the student's schedule and calculate into the attempted credit hours. The instructor of the class will not submit a grade for the auditing student. An automatic audit grade of 'V' will appear on the instructor's grade list and on the student record.

It is the prerogative of the instructor to remove an auditor's name from the class list, if the student has not met a minimum standard of attendance and/or class participation required of an auditor by the instructor. In such a case, the instructor will need to fill out an Academic Course Change form to drop the student from the course. The instructor will then send the completed form to the Graduate School for approval. This should occur before or during the final grade submission period.

Students cannot attend a class without registering either for credit or audit.

Academic Good Standing

1. The student must achieve a final average of B (3.0) in courses taken at Notre Dame in order to maintain academic good standing.
2. A student whose course work in the first semester of the first year falls below a B (3.0) average will be informed in writing by the Director of Graduate Studies that unless the student achieves at least a B average in course work for the year, the student will be subject to dismissal.
3. A student whose course work in the first year falls substantially below a B (3.0) average will be dismissed.

A student whose course work in the first year falls *slightly* below a B (3.0) average may be allowed, at the discretion of the Graduate Studies Committee, to continue; but in such cases the student will be informed in writing, by the Director of Graduate Studies, that unless at least a cumulative average of B is achieved by the third semester, the student will be dismissed.

Students whose grade point average falls between 3.0 and 3.3 will be reviewed at the end of the first year of full-time study (or its equivalent) to determine whether they should be permitted to continue in the Ph.D. program. If a student's grade point average remains in the same range at the end of the second year, the student will again be reviewed.

Although grade point average in itself is only one of the factors taken into account in judging a student's progress, it should be clear from the above regulations that students are expected to achieve a grade higher than B in most of their course work. See review and examination procedures for further details.

6. Failure to complete any stage of the program (Ph.D. or M.A.) will lead to termination from the program.
7. A student must be in academic good standing to be eligible for new or continued financial support.

Graduate Grades

Listed below are graduate grades and the corresponding number of quality points per credit hour.

A	4
A-	3.667
B+	3.333
B	3
B-	2.667

C+	2.333	
C	2	
C-	0	
D	0	
F	0	
I	0	Until Incomplete is removed
NR	None	No grade reported
P	None	Pass
S	None	Satisfactory
U	None	Unsatisfactory
V	None	Auditor (graduate students only)
W	None	Withdrew

Quality point values are used to compute the student's grade point average (G.P.A.). The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For courses taken in a department or college in the University but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

If a grade of "C-" or "D" is given to a graduate student for a course taken in any department or college in the University, the grade will be considered equivalent to an "F."

A student receives the temporary grade of "I" when, for acceptable reasons, he or she has not completed the requirements for a graduate level course within the semester or Summer Session. No grade of "I" can be given for courses below the graduate level or to graduating students in the final semester or final Summer Session.

The student then must complete the course work for a grade prior to the beginning of the final examination period of the next semester in which the student is enrolled. Some departments may have earlier deadlines by which the work must be completed. Students should be aware of their department's requirements. If a student receives an "I" for a Summer Session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or Summer Session (whichever comes first) in which the student is enrolled.

The University temporarily computes this grade as the equivalent of an "F" in calculating the G.P.A. When the student fulfills the above requirements, the "I" is replaced by the new grade. Should the student not complete the course work as required, the "I" remains on the academic record and is computed in the G.P.A. as equivalent to an "F."

The department and the Graduate School will review a student who receives more than one "I" in a semester or an "I" in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

The grade of “P” or Pass is awarded only on foreign language reading examinations, comprehensive examinations, candidacy examinations and dissertation defense examinations.

The grades of “S” and “U” are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education and skill courses. These courses, if given the grade of “S,” do figure in a student’s earned semester credit-hour total but do not figure in the computation of the G.P.A. A grade of “U” will not count toward the student’s earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

The grade of “V” has neither quality-point nor credit-hour values. It is the only grade available to the registered auditor who requests at the beginning of the semester that it be made part of his or her permanent record and who attends the course throughout the entire semester. The grade of “V” cannot be changed to a credit-earning grade. Information about declaring an audit is posted at <http://registrar.nd.edu/audit.shtml>.

The grade of “W” is given for a course that a student is allowed to drop after the midsemester point.

Transfer Credit

A department may accept course work completed at another accredited university toward meeting its degree requirements. A student may transfer credits earned at another accredited university only if: (1) the student is in degree status at Notre Dame; (2) the courses taken are graduate courses appropriate to the Notre Dame graduate program and the student had graduate student status when he or she took these courses; (3) the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame; (4) grades of B (3.0 on 4.0 scale) or better were achieved; and (5) the transfer is recommended by the department and approved by the Graduate School.

These five requirements also apply to the transfer of credits earned in another program at Notre Dame.

The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate degree program and before the semester in which the graduate degree is conferred. The university of origin must submit two transcripts directly to the Notre Dame Graduate School. Credits not earned on the semester system, such as trimester and quarter-hour credits, will be transferred on a pro rata basis.

A student transferring from an unfinished master’s program may not transfer more than six semester credit hours into either a Notre Dame Master’s or Ph.D. program.

If the student has completed a master's or Ph.D. program, he or she may transfer up to nine semester credit hours to a Notre Dame master's program and up to 24 semester-credit hours to a Notre Dame Ph.D. program.

Loss of Credit for Coursework

Credit for any course is forfeited if the student's program of studies is interrupted for five years.

ACADEMIC INTEGRITY***Graduate School Policy***

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates and colleagues by mentors and academic leaders. The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code. Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/ scholarship is deliberate fabrication, falsification or plagiarism in proposing, performing or reporting research or other deliberate misrepresentation in proposing, conducting, reporting or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection or analysis of data, differences in opinions involving interpretation, nor conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

If an individual suspects that a violation of academic integrity has occurred, he or she should discuss the matter confidentially with the department chair or appropriate director. If a perceived conflict of interest exists between the chair/director and the accused, the next highest academic officer shall be notified of the charge. The chair/director shall evaluate the allegation promptly. If there appears to be a reasonable basis for further inquiry, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The graduate director will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing, to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the graduate director. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed.

The utmost care will be taken to minimize any negative consequence to the accused. The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, and the graduate school representative. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

If the student chooses to appeal, he or she must address the appeal in writing to the Dean of the Graduate School within 10 days. The student has the right to appear before the Dean of the Graduate School or his or her delegate. The dean may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

The penalty for a student who admits wrongdoing should be determined by the graduate committee of the student's department or program when possible.

Academic Ombudsperson

The dean of the Graduate School has appointed an academic ombudsperson in the Graduate School to be available to graduate students who want to confidentially discuss problems they are having in their programs. The ombudsperson can provide the student with options for resolving the problem. The Ombudsperson for 2011-2012 has not yet been appointed; please contact the Graduate School for guidance.

Appeal Procedure on Matters Concerning Academic Grievances

On all matters concerning academic grievances originated by faculty or students, the initial recourse is through departmental mechanism. On a case-by-case basis, the chair of the department will appoint an ad hoc appeal committee, consisting of three faculty members, to discuss student grievances. The chair will be told the details of the issue but will not be informed of the name of the student involved in the appeal. The appeal committee will decide whether the student's case merits reconsideration. A student who has had recourse to his or her departmental grievance procedure on academic matters, and who believes that he or she has not received adequate consideration (and can substantiate that belief), may appeal to the Graduate School.

Policies on Harassment/Discriminatory Harassment and other Aspects of Student Life

Sexual and discriminatory harassment are prohibited by the University. Definitions and policies regarding sexual harassment, discriminatory harassment and other aspects of student life and behavior are described in du Lac, which is the University's description of student life policies and procedures. Students should first try to resolve the issue at the departmental level. Students in the Graduate School must abide by those portions of du Lac which explicitly refer to graduate students or to the Graduate School. Copies of du Lac are made available to all continuing students at the beginning of the fall semester, and may be obtained from the Office

of Residence Life, 305 Main Building. For details of the policies approved by the Academic Council refer to the University's Policy on Harassment and Discriminatory Harassment <http://orlh.nd.edu/dulac/>

II. ENGLISH DEPARTMENT POLICIES AND PROCEDURES

Ph.D. PROGRAM MODEL SIX YEAR PLAN

Year 1 Course Work

Fall: 3 seminars plus Introduction to Graduate Studies
 Spring: 3 seminars plus Teaching Practicum
 Service-free (no teaching or service obligations)
 Summer 1: address language training if necessary



Year 2 Course Work

Coursework: 6 seminars for field development and distribution
 Narrow and deepen research field; think about choice of dissertation director
 Teach First Year Composition
 Summer : arrange exam committee & develop exam lists in consultation with advisor
 Begin reading for exams



Year 3 Course Work and Exam Year

Satisfy Language Requirements in Fall and finish outstanding coursework
 Take Qualifying Exams (Written and Oral) in Spring
 Work as an RA, TA, Editorial Assistant
 Summer: arrange dissertation committee, write proposal and sample chapter



Year 4: Dissertation Proposal and Writing

Dissertation Proposal Exam by the end of the Fall semester
 Continue writing dissertation throughout Fall and Spring semesters
 Take "Writing for the Profession" practicum in the Spring
 Apply for Dissertation Year Fellowships and external fellowships
 Work as an instructor in 200xx courses, or as an RA, TA, Editorial Assistant
 Summer 4: dissertation writing; advanced summer study seminars



Year 5 Dissertation Writing

One term service-free (no teaching or RA obligations)
 Complete full draft of dissertation
 Apply for jobs, teaching fellowships, and external dissertation doctoral fellowships.
 Take "Preparing for the Profession" Practicum in Fall
 Summer 5: work on dissertation



Year 6: Finish Dissertation

Stipend support not guaranteed: teaching, competitive fellowships, and other means of support available externally.
 Apply for jobs, teaching fellowships, postdocs.
 Complete dissertation revisions and defend dissertation

Admissions

To be admitted to the Graduate School, the student must have a bachelor's degree from an accredited college or university. If the school is not accredited, or is outside the United States, the student may be admitted conditionally until the sufficiency of his or her preparation can be tested. Should the preparation prove inadequate, the student must supply the deficiency by doing additional undergraduate work. The applicant must have achieved at least a B average (or its equivalent) in the undergraduate major field. All students applying for admission to the Graduate School with the intention of working for a degree are required to take the Graduate Record Examination General Test. The Subject Test in Literature is strongly recommended, especially for students entering with a Masters degree. Scores for the verbal portion of the general test should be above 650. In addition to the materials required by the graduate school, the applicant must submit a writing sample of approximately 15 pages, preferably a critical essay written for an English course. Admission decisions will be made by the Graduate Studies Committee.

FINANCIAL AID

Stipends and Tuition Scholarships

Ph.D. students entering the program are ordinarily awarded five years of financial assistance in the form of tuition remission and academic year stipends. To receive funding after year five, a student must show evidence of having applied for at least two pre- or post-doctoral fellowships granted by an institution other than Notre Dame. One of these fellowships must provide funding for the entire academic year. Ordinarily, all Ph.D. and M.A. students receive full tuition-remission scholarships so long as they are making normal progress. Part-time study is not supported. Summer funding is awarded on a competitive basis, as is funding beyond year five. The number of semesters of tuition scholarship support for M.A. students may be limited, depending on the needs of the department. M.A. student do not receive an academic year stipend from the department.

All First-Year Fellowships, Dissertation Year Fellowships, Graduate Assistantships, tuition scholarships, and other forms of financial assistance will be awarded by the Graduate Studies Committee on the basis of academic merit. All incoming Ph.D. students will be eligible for fellowships and graduate assistantships. Students who receive named fellowships from the Graduate School (Notebaert, Dean's, Gaia, Voll Presidential, etc) will participate in the Benefactor Program (a facilitated thank-you letter to donors); the DGS will contact eligible students with more details.

The Graduate Studies Committee will establish an application process for all internal fellowship and teaching opportunities that are available to advanced students: Dissertation Year Fellowships, 20XXX Teaching Positions, and other competitive awards throughout the year. The Director of Graduate Studies announces the deadlines for internal and external opportunities.

The College of Arts and Letters also provides Graduate Teaching Fellowships for students at advanced stages of the dissertation project. These fellowships, awarded on a competitive basis, provide opportunities to teach additional sections of First-Year Composition. For more information, contact the University Writing Program.

Coursework

Students entering with a B. A. complete their fourteen courses by the fall term of the third year. During the first two years, the student takes a minimum of three classroom courses a semester, not including the first term, when they will enroll in three courses plus Introduction to Graduate Studies. During the third year, the student finishes coursework and will enroll in one directed readings course per semester in preparation for the Field Examinations. Students entering with a M.A. will follow the same general sequence; any credits transferred in from the M.A. will allow students to accelerate their progress through this stage of the program.

Students should consult with their advisors and the Director of Graduate Studies to choose courses that will allow them to develop expertise in their chosen area of specialization while satisfying distribution requirements. Preparation in the field, with an eye on exams, should be the focus of the last three semesters of course work, with the third year (i. e., last two semesters) dedicated entirely to the examinations.

The program requires a total of 14 graded credited graduate courses (42 credit hours). In addition to the 14 courses students will take 2 directed reading courses (taken S /U), normally during the last two semesters of coursework. Students entering with a completed M.A. may receive some transfer credit upon application to the DGS, up to a maximum of 8 courses (24 credits).

Students in the Medieval Area are required to take an additional one credit course in Research bibliography in Medieval Studies (to be taken in conjunction with the Medieval Institute).

With the permission of the Director of Graduate Studies, the student may take during his or her first year of study for graduate credit two upper level undergraduate courses. With regard to this requirement, students who enter the Ph.D. program with an M.A, and who elect to transfer credit, will not be eligible to receive credit for new undergraduate coursework.

Students who wish to take an undergraduate class should consult with the graduate program administrative assistant regarding registration. In making these arrangements, the student's first step should be to speak with the instructor and agree upon a program of additional reading beyond the course syllabus. Students should expect to arrange regular meetings (for example, one hour per week) with the instructor to discuss the added materials and to explore issues from the class in greater depth. Graduate students should typically not be expected to complete regular undergraduate assignments such as exams, quizzes, etc. They should instead produce a 25-30 page seminar paper as their major work for the course. If appropriate, the instructor may ask the student to offer an oral presentation on the research to the class.

Special Courses

A *Directed Readings* course will require the student to create a reading list and obtain a supervisor. These courses are intended to aid the student in preparing for the three field examinations and cannot be used to fulfill distribution requirements. The reading list should represent the student reading lists in preparing for Field Examinations. The supervisor will be responsible only for ensuring that the student has completed the reading. Grades will be satisfactory/unsatisfactory.

A *Special Studies* course allows students to work independently or in small groups with a faculty member on a focused topic not covered in regular course offerings. These courses are intended to help students gain specialized knowledge in their research fields and cannot be used to fulfill distribution requirements. Students are expected to complete the same amount of writing required in a regular course. Letter grades will be assigned. The student wishing to take a Special Studies course should obtain a Special Studies form from the department **before** registration. The student must find a faculty member to supervise the readings, have the faculty member sign the form, and submit it to the Director of Graduate Studies for final approval before registering for the course.

All Ph.D. students must take the Introduction to Graduate Studies course during their first semester; M.A. students are encouraged but not required to take Introduction to Graduate Studies. Students who took a similar course while enrolled in a graduate program at another university may with the permission of the Director of Graduate Studies be exempted from the Introduction to Graduate Studies course. The Graduate Studies Committee will periodically review the content of the course in consultation with the instructor(s).

Course Distribution Requirements

- One course in medieval literature
- One course in sixteenth- or seventeenth-century literature
- One course in eighteenth- or nineteenth-century literature
- One course in twentieth- or twenty-first-century literature
- One theory course (T designation)

Students must take one course with a prominent theoretical component and one course in each of the following four categories: medieval literature, sixteenth- or seventeenth-century literature, eighteenth- or nineteenth-century literature, and twentieth- or twenty-first-century literature. Under most circumstances, students are expected to enroll in courses offered in their field. In addition to these historical field distribution requirements, however, students should try to ensure that their curriculum reflects a familiarity with English, American, and when possible, World Anglophone literatures.

The Director of Graduate Studies will review each student's progress in the program during each semester's advising meetings. Students who elect to transfer in credit from their M.A. at another institution may count such credits towards their distribution requirements. Ordinarily,

students should attempt to complete these requirements in all areas, except the field examination areas, by the end of the first three semesters.

Incompletes

Students are strongly discouraged from taking incompletes. A student is allowed no more than one incomplete per semester. The student must receive permission of the Director of Graduate Studies and the instructor to receive an incomplete. Students must complete all work for a course in which they take an incomplete within six weeks (including holidays) of the end of the semester. If the work is not completed on time, the student may be put on academic probation and financial aid may be withdrawn. If a student fails to complete the work for an incomplete by the last class day of the following semester, the incomplete grade will be changed to an F.

Students wishing to take an incomplete must first obtain permission from the Director of Graduate Studies, and only then from the instructor. The student and instructor should agree on a date for completion of work. Upon completion of all work, the instructor will submit a change of grade form.

Research and Conference Travel

The Graduate Program provides funding on a competitive basis for graduate students to deliver papers at academic conferences. Funds can be provided to help cover the costs of at least one conference per year. Students should complete the Request for Travel Funds at the start of the academic year; the deadline for fall 2011 is **September 15**.

In all cases of conference and research travel, students should apply **first** to university funding sources such as the Graduate Student Union's Travel Grants Program, the Nanovic Institute, ISLA, and the Zahm and Notebaert Travel Funds administered by the Graduate School. Students may apply to the English Department subsequently; see Marie Revak for the appropriate form. The procedures for applying for these grants and the application deadlines are available online. Applications should be made in advance of travels.

The Graduate Program may also provide funding on a competitive basis for one or two students to attend the Cornell Summer School of Criticism and Theory or other similar summer programs.

External Fellowships

Students are **required** to apply for outside fellowships, especially at the dissertation and post-doctoral stage. Such awards are extraordinarily valuable markers of professional distinction conferred by scholars beyond Notre Dame, and as such, should be pursued assiduously. In addition to consulting the listings of fellowships provided in the Graduate Fellowships Newsletter, the graduate Fellowships Database, and the PMLA September issue, students can use the Stanford Fellowships Awards Database at the Graduate School. The Stanford Database uses criteria specified by the student to compile a list of appropriate fellowships and grants for which they are eligible and which are germane to their area of study. The DGS will provide additional reminders of these fellowship programs in the fall of each academic year.

Review Procedures

Our review procedures have two goals: 1) to determine whether students in years one and two are qualified for advanced graduate study; and 2) to review all students annually to ensure that they are making normal progress in the program.

Among the considerations involved in determining whether a student is making “normal progress” are the following: performance in course work (see regulations concerning course work), timely completion of work for courses, timely progress through the sequence of examinations, and timely progress in completing the dissertation.

Annual Review

Each semester the Director of Graduate Studies will ask the faculty to file a brief report on each of the graduate students they have taught that semester. At the end of each academic year, the Graduate Studies Committee will discuss the progress of all graduate students (for first and second year students, see below). The Graduate Studies Committee will give special attention to any student who manifests deficiencies, who earns grades below the norm (more than one grade of B+ is a sign of academic underperformance), and other students who are not making satisfactory progress toward their degree. Students beyond coursework are expected to be making normal progress towards their degree, and any student who is not meeting ordinary deadlines or whose progress is unsatisfactory should be given special attention. ABD students will report their professional activities, conference participation, publications, and progress on the dissertation annually. Financial aid awarded to first year students for the following year is contingent upon the qualifying review at the end of the spring semester.

Qualifying Review

At the conclusion of the spring semester, the Graduate Studies Committee will meet with the graduate faculty, including the Director of FYC, to review all students who have completed the first and second years of graduate study in the Ph.D. Program. They will give particular attention to students whose grade point average falls between 3.0 and 3.3 as well as any student the faculty feels may have difficulty completing the doctoral degree. In such cases, a vote of the faculty will determine whether students will be invited to continue. The faculty present at the meeting may refer the case to the Graduate Studies Committee for further review. In such cases, the Graduate Studies Committee will reach a decision based on review of the student’s record; it may seek additional materials, including reports from faculty who have taught the student and a sample of the student’s writing. As part of their review, students in year two will submit a dossier including a sample essay, a list of anticipated exam fields, a list of prospective members of the exam committee.

Students in year two who do not pass their review will, at the discretion of the DGS and Graduate Studies Committee, not be permitted to continue toward exams but may take the MA exam the following fall semester as an exit credential.

The annual review meeting normally takes place after grades have been submitted in the spring semester. Students who do not pass the qualifying review will be informed immediately in writing. The Director of Graduate Studies may also, at her or his discretion, advise any student of the findings of the review.

Foreign Language Requirement

1. Ph.D. students are required to demonstrate proficiency in two foreign languages or fluency in one language.

- A. Proficiency can be demonstrated by passing a translation exam conducted by one of the language departments or by successfully completing one year of introductory coursework.
- B. Fluency can be demonstrated by satisfactorily completing one upper-division or graduate-level literature course.

Where possible, all coursework, including lectures, readings, and papers, should be conducted in the language. Students should choose their language(s) in consultation with their advisor; ideally the languages presented will be related to the student's research and scholarship. Any exceptions to these guidelines must be approved by the Director of Graduate Studies. Students must fulfill the foreign language requirement by the end of the second year of full-time residency (this includes the summer after the second year).

2. The foreign language and literature departments (Classical and Near Eastern Languages, German and Russian Languages, The Medieval Institute, and Romance Languages) ordinarily offer examinations once each semester (usually in November and April) and during the summer session (in July).

To take a particular examination, you must sign up with the appropriate language department. Normally the deadline is about three weeks before the examination. Check with the appropriate department for the deadline. The current examination takes the form of a translation into English, to be completed in one-and-a-half hours, of a passage provided by the examining department. The Graduate School offers special tuition scholarships for students wishing to take foreign language reading courses during the Summer Session.

Residency Requirement

The minimum residency requirement for the Ph.D. degree is full-time status for four consecutive semesters (including the summer session).

Summer Registration

Any students receiving a summer stipend are now required to register for 1 credit of ENGL 67890 Independent Summer Research.

CANDIDACY EXAMINATION (COMPREHENSIVE THREE-FIELD EXAM)

Examination Goals and Structure

This examination is taken at the completion of course work in year three of the graduate program, with the final year of coursework dedicated to preparation for the examination. The goal of the examination process is generally to prepare students for future professional responsibilities, such as: 1) acquiring competence to conduct research and teach at the university level in a specialized field of expertise; 2) focusing research in a specialized field toward a well-defined dissertation project; 3) gaining experience in speaking, as in an interview situation, about a specialized field and a dissertation project. The examination will typically be taken during the Spring semester. Students who enter the Ph.D. program with an M.A. degree may take the examination in the Fall semester, subject to the approval of the student's advisor and the Director of Graduate Studies.

Dates for the written examination will be set by the Director of Graduate Studies and advertised by the department.

The examination will consist of two parts:

1) A three-part written examination taken on two separate days.

Day One: 1 five-hour examination, conducted in two parts, and devoted to the student's primary field.

Day Two: 2 two- to-three-hour examinations on the two secondary fields.

The written examination is structured to be as flexible as possible in allowing students to design intellectually creative and coherent projects while acquiring broad expertise in their areas of specialization. Sample exams are available from the department.

2) A 90-minute oral examination scheduled by the student, in consultation with the examination committee. The oral examination must be completed within one to three weeks of completing the written examination.

Successful completion of the written and oral components of the examination will qualify the student for admission to degree candidacy provided all other requirements for candidacy (coursework, foreign language exam, etc.) have been met.

Composition of the Examination Committee

By the end of the spring semester of the second year, each student is responsible for selecting four (4) faculty members who agree to serve on the examination committee, and the student is responsible for asking one of those 4 to serve as the head of the committee. The committee can include non-Notre Dame faculty, with the approval of the DGS in consultation with the exam committee. Generally, the head of the committee and two members are faculty in the student's primary field. Usually, particular committee members are designated to oversee each of the secondary fields. The committee head will be responsible for soliciting questions from the other committee members and for making up the final version of the examination in consultation with the other committee members.

Examination Fields

There are three field examinations, historical; special topics (or secondary historical); theory or methodology. The historical field must be selected from the English Department's list of historical areas. The theory or methodology field must be organized around the theoretical and/or methodological issues that the student expects will inform his or her dissertation. Some illustrative examples of theory/methodology fields include postcolonialism, feminist theory, paleography, manuscript studies, print culture, performance theory, psychoanalysis, translation theory, political thought, and theories of allegory. Special topics fields should be designed by the student in consultation with his or her exam committee. The student may designate any one of these three fields, except a second historical area, as the primary field.

Addendum for students taking the Medieval Field Exam:

Students who have elected either Middle English or Old English as their primary field are required to choose as their second historical area the other medieval field; ie, those who select Middle English as their primary field will be examined in Old English as their secondary historical field, and vice versa. Students electing a medieval field as their primary field will prepare a supplemental list in consultation with the chair they have chosen. This list will primarily reflect the need for comprehensive coverage of the medieval field, and secondarily focus on the student's dissertation interests.

Preparation of Reading Lists and Rationales

During the summer of the second year, the student will prepare reading lists and rationales in consultation with committee members while beginning to study for the examination. The primary field list should include approximately 75 titles, while the secondary lists should include around 50 titles each.

Historical Field Lists: The English Department provides set lists of titles for each of the historical areas. These lists are constructed and periodically updated by the appropriate historical area committee. Students who designate a historical area for the primary field examination will prepare a supplemental list of around 25 titles and a rationale focusing on a subfield related to the dissertation project. Students who choose a second historical field examination will use the departmental set list and need not compose a rationale.

Special Topics and Theory/Methodology Lists: Students will compose reading lists and rationales for Special Topic and Theoretical/Methodological examinations. If one of these lists is designated as a primary area, it must include approximately 75 titles. Otherwise, the list should include roughly 50 titles. Relevant scholarship should be included in all lists as well as primary texts. Methods of counting are necessarily somewhat arbitrary as it is impossible to establish equivalencies among various genres of writing. A volume of poetry or a substantial selection of poetry by one poet could be considered the equivalent of one work. A number of articles might be considered the equivalent of one critical work.

Rationales may be relatively brief, normally several paragraphs. The Director of Graduate Studies, in consultation with committee heads, will ensure that there is relative parity among lists. By the end of the spring semester before the academic year in which exams are taken, students should have exam areas and committees set. All primary and related field reading lists and rationales should be approved by the committee members at the beginning of the following fall semester. At that time, these lists and rationales must be submitted to the department for review.

Students typically enroll for one Directed Readings course per semester in the exam year. These are exam reading courses and do not require a paper.

Written Examination Protocol

The primary field examination will take five hours. If the primary field is a historical area, the examination will be structured as follows: A three-hour morning section will cover the set reading list provided by each of the historical areas. Each historical area will maintain a written statement available to students outlining the structure of the three-hour examination section. A two-hour section based on the student's supplemental list and rationale will follow in the afternoon. (It is understood that some historical areas and examination committees may have special priorities and wish to make slight modifications to this examination format.) For students who designate a Special Topic or a Theory/Methodology component as the primary field, the committee will structure the five-hour examination on an individual basis according to the priorities of the list and rationale. On the second examination day, the student will take two 2-3 hour examinations to be divided by the committee into the two related field exams.

There is a great deal of flexibility in how these examinations can be constructed. The guiding principle is to integrate the two examinations, as much as possible, into a unified whole.

All written examinations will be taken either in 356 O'Shaughnessy, in a library carrel or another approved space. The University Honor Code applies to all students taking examinations. Students may use computers or write out the examination by hand. Although students are not to consult books or notes during the exam, it is not necessary to remove books from the library carrel.

Examinations will be distributed in 356 O'Shaughnessy at 8:45 a.m. The examination officially begins at 9:00 a.m. following the official completion time of the examination, students have 15 minutes to electronically deliver their examinations to 356 O'Shaughnessy and await confirmation of its receipt. Students should be prepared to print and deliver the exam to the office in the event of electronic delivery failure. A lunch break will be followed by a similar pattern of distribution and submission in the afternoon. Students who use computers should submit one electronic copy of the completed examination to the department. Students who write their examinations by hand must type them up afterwards. The department will supply the student with a photocopy of the examination; it will retain the original. The student must type the examination exactly, making no changes or corrections of any kind. The typed copy must be submitted to the department within two working days after the examination.

Oral Examination Protocol

The 90-minute oral examination can act as a follow-up on the written component. It may also focus on issues from the reading lists and rationales not addressed in the written component. The oral examination will normally consist of one round of 10 minutes per committee member and a second round of 5 minutes per committee member. The extra 15 minutes can be utilized to address remaining questions that any of the committee members might wish to pursue. The date for the oral examination will be set by the student in consultation with the committee and reported to the department by the start of the spring semester. The committee must have at least one week to read the written examination before the oral examination is held. The oral exam must be completed no more than three weeks after the end of the written examination. The Graduate School mandates that only one committee member can participate at a distance. A request for exception should be initiated at the departmental level. Exceptions must be approved by the Graduate School.

Evaluation

A passing vote of at least three members of the committee (not including the outside chair) is necessary for successful completion. At the end of the oral examination, the committee votes Distinguished Pass, Pass, or Fail, based on the student's performance in both written and oral parts of the overall examination. The criteria for evaluation are as follows:

Distinguished Pass: awarded for a truly outstanding performance that demonstrates not only a command of the material but exceptional critical insight and fluency. A distinguished pass is rarely awarded and is a mark of special distinction.

Pass: awarded for a clear demonstration of detailed and substantial familiarity with the set texts and a coherent understanding of the ways in which the texts together constitute a specific field of inquiry.

Fail: awarded when a candidate does not demonstrate a mastery of either textual detail or critical argument.

A student who fails the examination may retake it once. The committee may require the student to retake the entire examination or any portion of the oral and written components. The retake must occur either in the following summer or fall semester.

Admission to Ph.D. Candidacy

To be considered for admission to candidacy, the student must:

- be in a doctoral program and have been enrolled in the program continuously
- complete a minimum of 42 credit hours of approved graduate study with a cumulative average GPA of 3.0 or better
- have completed the foreign language requirement
- passed the candidacy examination requirements

Application must be made, through the Director of Graduate Studies, to the Graduate School, by the latest date announced each year by the Graduate School. When you have met all the requirements for candidacy (normally this would be when you pass the candidacy examination), see the department Administrative Assistant for the appropriate form. To receive a degree in any particular semester, you must qualify and apply for admission to candidacy for that degree by the date specified on the Graduate School calendar.

Award of Master's Degree to Doctoral Students

Students who have passed the Candidacy Examination may take an M.A. degree, if they do not already hold one, by applying to the department. See Marie Revak to obtain the appropriate form. To receive a degree in any particular semester, you must qualify and apply for admission to candidacy for that degree by the date specified on the Graduate School calendar.

Students who plan to attain the joint Ph.D./MFA degree, or who anticipate that they may want to earn another graduate degree at Notre Dame, should NOT apply to receive a Master's Degree because Graduate School regulations prohibit the simultaneous counting of course credits toward more than 2 degrees.

DISSERTATION PROPOSAL EXAM

General Description

The purpose of the Dissertation Proposal Exam is to enable the student to advance efficiently into dissertation research and writing while receiving substantial guidance from faculty members in the student's area of expertise.

By the end of the third year, each student is responsible for selecting a dissertation director or co-directors and assembling his/her dissertation committee, which will consist of two other faculty members. A student may add an additional faculty member to the committee with approval of the Director of Graduate Studies. In warranted cases, a student may include a faculty member from another university, with the approval of the DGS. Students should submit a brief rationale and have the faculty member forward the DGS a current c.v. Students who choose dissertation co-directors need two additional readers for the dissertation committee. In

most cases the director and committee will derive from the third-year examination committee. Students are required to complete the written and oral components of the Dissertation Proposal by the end of the Fall semester. Failure to defend the proposal by the end of the Fall semester of the fourth year may lead to a loss of funding until the proposal has been successfully defended. Working in consultation with director and committee, the student will formulate his/her dissertation topic, write a 1,200 word dissertation prospectus (based on the protocols of a humanities grant such as ACLS or NEH), a bibliography (4-5 pages) of major primary, secondary, and theoretical or methodological works pertaining to the dissertation, and a 25-30 page draft of a dissertation chapter or a substantial section of a chapter (this draft does not need to be the opening chapter). The dissertation prospectus and bibliography must be submitted to committee members by way of the DGS Office, by the date specified at the beginning of the Fall semester. The final proposal documents must always be submitted through the DGS Office.

Scheduling the Proposal Examination

Dissertation proposal materials should be distributed to committee members, by way of the administrative assistant, at least one month before the proposal examination. The student is responsible for arranging the examination date and time, working with the DGS Office to schedule a room.

Procedures and Evaluation

The proposal examination will be 75 minutes and will allow the student to present the dissertation project in a professional environment and will allow committee members to provide the student with substantial guidance and suggestions before the student progresses with the main body of the dissertation. The format for the examination may vary according to the priorities of each dissertation project, but the standard procedure will include a brief (10-15 minutes) presentation of the dissertation project by the student followed by a round of questions and comments from each committee member. At the end of the discussion, the committee votes to Approve or Disapprove the student's dissertation project. If the committee votes to Disapprove, a re-take of the proposal examination must take place by the end of the following semester. The committee will determine if the student needs to re-submit written material.

Students who do not complete the Dissertation Proposal by the end of the fourth year will not be eligible for Graduate School funding and will be reviewed by the Graduate Studies Committee. Those students who have lost funding and subsequently complete the Proposal Discussion will recover their eligibility for funding.

AREA DISSERTATION WORKSHOPS/SEMINARS

After exams, it is expected that students will register for the area seminar in their area. This is a zero credit course using the S/U grade designation in evaluating participation. The major function of these groups is to provide dissertation writers with a supportive arena in which to

present their work to peers and faculty. Students will present dissertation proposals and chapter drafts to their area workshops. Currently there are six area seminars: American, 18th Century British, 19th Century British, 20th Century British/Irish Studies, Renaissance and Medieval. Students may participate in more than one workshop when appropriate and area leaders may combine sessions to include other areas. Each workshop will have a designated faculty liaison and a student organizer. Workshops should meet regularly throughout the course of the semester in order to read and comment on the work of participants. At the beginning of the year, each workshop will establish a schedule that allows all participants an opportunity to present work and receive feedback from their colleagues.

THE DISSERTATION

The purpose of the dissertation is to demonstrate the student's ability to create and sustain a book-length analytical argument that makes an original contribution to literary scholarship. The best dissertations have a well defined methodology focused on a carefully chosen selection of texts. Keep in mind that the dissertation is the beginning of your scholarly career, not the culmination of your life work. While writing the dissertation, the student registers for one to nine credit hours of Research and Dissertation (96801).

1. The dissertation will ordinarily be a work of original scholarship of at least 150 pages, and should not exceed 350 pages. Students wishing to do specialized work (such as a critical edition) must gain special permission to do so.

Students wishing to do a critical edition must demonstrate special preparation in the field of textual criticism and bibliography and must work with a faculty member qualified in the field. They can demonstrate their preparation through course work or through independent study with a member of the faculty.

2. In consultation with the student, the director of the dissertation will nominate two readers, ordinarily members of the candidacy examination committee. The Director of Graduate Studies will ensure that the reading committee is so constituted as to reasonably represent the student's field of study.

It is a good idea to ask readers before you begin writing your dissertation how involved they want to be in the process. Readers should not attempt to take the role of the dissertation director, but they may wish to approve the chapters as they are written rather than wait until the entire study is complete.

3. It is permissible to select two (2) co-directors for the dissertation. If the student chooses 2 co directors, two (2) additional readers are still required for the reading committee.

4. In the details of manuscript preparation, the student should be guided by the *Guide for Writing Theses and Dissertations*, published by the Notre Dame Graduate School and available in the Bookstore; and by the *MLA or Chicago Style Manual*.

5. Students must submit the text of the dissertation to the Director of Graduate Studies during the regular school year in sufficient time that it may be read before the date specified for dissertation defenses in the graduate school calendar. The latest date for submitting a dissertation for reading is published each semester on the departmental calendar. The student must supply two working copies, each complete, easily legible, and mechanically correct. Within three weeks, the two readers will read, evaluate, and return the dissertation. There are three possible judgments of the work: (1) Pass, with at most minor corrections to be overseen by the dissertation director; (2) withholding of judgment pending major revision and re-submission to the readers; and (3) Fail, a grade given only if the dissertation, in the judgment of the reader, cannot be salvaged. The readers must unconditionally approve the dissertation before it may be defended.

6. During the research and writing of the dissertation, students should keep in on-going contact with their dissertation director and members of the dissertation committee. In general, students should expect to produce a chapter a semester. Students have the right to expect significant comments on their work from faculty. As a rule of thumb, students should expect faculty to take up to a month to read and comment on dissertation chapters.

Dissertation Defense

The most common form of dissertation defense is an oral presentation or public lecture followed by questions and discussion. It is an occasion for the student to present the conclusions of his or her research. The limit on the length is meant to encourage the presentation of a brief summary of the conclusions and implications of the research. Students are discouraged from merely reading a chapter of the dissertation.

1. The dissertation defense must be a 1-1/2 hour oral examination of and faculty deliberation on the completed dissertation as a work of original scholarship. The student may begin the defense with a brief oral presentation based on the dissertation; this presentation may not exceed twenty minutes duration. The defense will last no more than one hour. The remaining half hour will be for faculty deliberations.

All defenses must be announced to the departmental faculty. Students have the option to open the defense to the public or restrict them to the dissertation committee members. The latest date for defending dissertations in any particular semester is published in the Graduate School and English Department calendars.

2. The defense board will consist of three voting members, including the dissertation director and the two official readers. If there are two dissertation co-directors, two additional readers are still required. The defense will be chaired by a non-voting faculty member appointed by the Graduate School from a department other than the candidate's department. With a committee of three voting members, a student needs two votes to pass. With a committee of four voting members, a student needs three votes to pass. And with a committee of five voting members, a student needs four votes to pass.

The Graduate School mandates that only one committee member can participate at a distance using WebEx, Skype, or other technological means. Exceptions must be approved by the Graduate School.

Degree Eligibility

The student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of matriculation. Failure to complete any of the Graduate School or departmental requirements within the prescribed period results in forfeiture of degree eligibility.

M.A. in English and American Literature

The M.A. program is restricted to former students of Notre Dame and St. Mary's College. Many students enrolled in the M.A. program hope to gain admission to Ph.D. programs; others use this training in a variety of professional fields. . Since the Master's degree is no longer considered a terminal degree, many programs, like ours, do not consider a thesis necessary. Most students in our M.A. program pursue the non-research degree, and consider it preparation for doctoral study.

Courses

M.A. coursework can be completed in one academic year and a summer. If students do not attend the summer session, they ordinarily complete their course work in the fall semester of their second year. Students intending to seek admission to the Ph.D. program or using the Master's program to prepare for admission to another graduate program are advised to follow the course of study for first year Ph.D. students.

1. Thirty hours of course credit are required for the degree. There are two types of degree: research and non-research. Students are required to take 10 literature courses (30 credit hours) for the non-research degree or 8 literature courses (24 credit hours) and 6 credit hours of thesis direction for the research degree.

Students seeking the M.A. must choose between the research and non-research programs. Most students choose the non-research program. Students in the research program write a master's thesis in lieu of two courses and defend the thesis in lieu of the M. A. examination. It will be assumed that all entering M.A. students intend to follow the non-research program. Students intending to follow the research program should inform the Director of Graduate Studies at the beginning of their first semester in the program.

It is possible to complete the M.A. in one year. To do so, students must take four courses (twelve credits) per semester during the regular school year and two courses (six credits) during summer session. Students interested in this approach to the program should note that four graduate courses per semester presents an exceptionally demanding course load. (A normal graduate course load includes three courses per semester.) Thus it is possible to complete the degree in one year, but it is not recommended.

2. Students must achieve a final grade point average of 3.0 in order to qualify for the Master's examination. Students whose course work in the first semester falls below a "B" average will be informed that unless they achieve a "B" average for the year they will not be considered for candidacy.

3. Students are discouraged from taking incompletes. A student is allowed no more than one incomplete per semester, and an incomplete may be assigned by an instructor only after the

student has obtained permission from the Director of Graduate Studies. Students must complete all work for courses in which they take incompletes within six weeks (including holidays) after the end of the semester. If the work is not completed on time, the student may be put on academic probation and financial aid will be withdrawn.

4. The grade of Incomplete is not permitted in Summer Session courses.

5. With the permission of the Director of Graduate Studies, the student may include in his or her program a minor of six credits in a cognate field provided that the student takes at least eighteen credits of courses in the Department of English.

6. With the permission of the Director of Graduate Studies and the Graduate School the student may transfer up to six credits from another accredited college or university if the grade in each course to be transferred is at least a "B," and if the request is accompanied by an official transcript from the college or university.

7. With the permission of the Director of Graduate Studies, the student may take for graduate credit two upper division undergraduate courses, provided that he or she takes at least eighteen hours of graduate courses in English at Notre Dame. Students who wish to take an undergraduate class should consult with Marie Revak for registration instructions. In making these arrangements, the student's first step should be to speak with the instructor and agree upon a program of additional reading beyond the course syllabus. The student should also arrange a weekly hour-long meeting with the instructor to discuss the added materials and to explore issues from the class in greater depth. Graduate students should typically not be expected to complete regular undergraduate assignments such as exams, quizzes, etc. They should instead produce a 25-30 page seminar paper as their major work for the course. If appropriate, the instructor may ask the student to offer an oral presentation on the research to the class.

8. Credit for any course is forfeited if the student's program of studies is interrupted for five years.

Foreign Language Requirement

No foreign language is required for the non-research Master's degree. The research degree requires a reading knowledge of either French, German, or Latin. With the approval of the Graduate Studies Committee, another language demonstrably appropriate to the student's area of research may be used. In such cases, a record of the rationale must be retained in the student's file. The requirement will be fulfilled by passing an examination administered by the appropriate language department.

Residency

The minimum residency requirement for the Master's degree is registration in full-time status for one semester during the academic year or for one summer session. A part-time student may register for less than the normal number of credit hours per semester, but at least one

semester or one Summer Session of formal course work must consist of a minimum of six credit hours to satisfy the residency requirement for the master's program.

Degree Eligibility

Failure to complete all requirements for the master's degree within five years results in forfeiture of degree eligibility. A master's program that is pursued during the summer and the academic year must also be completed within five years. A student attending Summer Session only must complete all requirements within seven years.

Admission to Candidacy

Admission to candidacy is a prerequisite to receiving any degree. To qualify for admission to candidacy a student must be in a master's degree program, he or she must have been enrolled in the program without interruption, and have satisfied the departmental requirements for the degree. Students who seek admission to candidacy in the research master's program must demonstrate research capability and receive departmental approval of their thesis proposal. Application for admission to candidacy should be made through the Director of Graduate Studies at the beginning of the semester in which the degree is to be conferred. The applicable deadline is published in the current Graduate School and English Department calendars. When you have met all of the requirements for candidacy, see Marie Revak for the appropriate form.

M.A. Examination

The M.A. examination in literature will be offered during the spring and summer sessions, the exact date to be set by the department. It will cover a list of three major works and the selected criticism of those works, one and one-half hours to each work. The Director of Graduate Studies will choose one faculty member from three areas to suggest the texts for the examination, collect the lists of texts and announce it three weeks prior to the exam date. Students are responsible for acquiring the texts in the event that the selected faculty member does not offer a copy for use.

Candidates expecting to take the Master's examination must notify the Director of Graduate Studies no later than the first week of the summer session or, if taking it in the spring semester, no later than the second week of classes. The examination must be taken within 60 days of completing the requirement of 30 registered credit hours.

The examination will be graded by a faculty committee appointed by the Director of Graduate Studies. Each section will be graded by one faculty member. They will assign a grade of Distinguished Pass, Pass or Fail.

The criteria for evaluation are as follows:

Distinguished Pass: awarded for a truly outstanding performance that demonstrates not only a command of the material but exceptional critical insight and fluency. A distinguished pass rarely conferred, and as such, is a mark of special distinction.

Pass: awarded for a clear demonstration of detailed and substantial familiarity with the set texts and a coherent understanding of the ways in which the texts together constitute a specific field of inquiry.

Fail: awarded when a candidate does not demonstrate a mastery of either textual detail or critical argument.

In case of a disagreement on a given section, the Director of Graduate Studies will ask a third faculty member to grade that section.

Failure of one part of the examination will constitute failure of the entire examination. The Graduate School allows only one retake of the Master's examination.

Thesis

Before the end of the first year of resident study, the student seeking the research M.A. must choose a faculty advisor, develop a written thesis proposal, and have the proposal approved by two readers appointed by the DGS in consultation with the thesis director. Once the thesis has been completed, the director indicates his or her certification that the thesis is ready for review. . Two fair working copies of the thesis must then be submitted to the Director of Graduate Studies in sufficient time (at least two weeks) that it may be read before the date specified for submission of master's theses in the Graduate School calendar.

The thesis will be read--by the two readers of the original proposal if possible--and returned no later than two weeks after submission. Three possible judgments of the thesis exist: pass, with at most minor corrections to be overseen by the director; a withholding of judgment pending major revision and resubmission to the readers; and fail, a grade given only if the thesis, in the judgment of the readers, cannot be salvaged. Approval by both readers is required. When the thesis is approved, the student will make final revisions under the supervision of the director and submit two clean copies to the Graduate School before the date specified in the Graduate School calendar. In the technicalities of manuscript preparation, the student should be guided by the *Guide for Writing Theses and Dissertations*, published by the Notre Dame Graduate School and available in the Bookstore; and by the *MLA Style Manual*.

III. M.F.A. in Creative Writing

Admissions

1. Applicants must take the GRE general test (those students seeking entry into the other M.A. options or the Ph.D. program must also take the Advanced Test in English).
2. In addition to the materials required by the graduate school, the applicant must submit a writing sample which should be roughly thirty pages of fiction or creative nonfiction, twenty pages of poetry, or an equivalent amount of other appropriate writing. An applicant wishing to apply in both prose and poetry should submit two writing samples.

3. Admissions will be determined by a committee consisting of Creative Writing faculty chosen by the Creative Writing area faculty.
4. If a student seeks simultaneous entry into the M.A/ Ph.D. program, admission must be approved by both the graduate studies committee and the Creative Writing admissions committee.
5. For regulations of the Graduate School concerning admission, see the regulations of the Ph.D. program.

Current M.A. and Ph.D. students seeking admission to the Creative Writing Program should submit a statement of purpose and writing sample along with a brief letter indicating their wish to be considered for the program during the regular application period.

Residency

The Creative Writing Program is designed as a two-year course of study. Students should plan to be in residency for four semesters.

Courses

The courses discussed below are to be taken over two academic years. The normal course of study is one writing seminar, one literature course, and one thesis preparation course per semester. During the final semester, the student may take a Special Studies course as well as thesis preparation.

By taking all of the elective courses in the English department, a student may complete in this two year program the equivalent of one year of study towards the Ph.D.; thus he or she may transfer to it if appropriate. Students planning to complete a joint Ph.D./M.F.A. should NOT apply to receive a Master's degree after the Ph.D. Candidacy Examination (see section on Ph.D. Candidacy Examination).

1. Thirty-six hours of graduate course credit are required for the degree. Students must take three writing seminars in the first three semesters of residency (a fourth is optional, but encouraged in the final semester, either in the genre of the thesis, or in another genre), four literature courses, four thesis preparation courses and, if necessary, one elective. All carry three credits. Thesis preparation will be supervised by the creative writing faculty. Students must complete their first two writing workshops in the genre in which they were admitted, but they may, with the permission of the instructor, register for a workshop in the other genre. Students are not allowed to simultaneously take both the poetry and fiction workshops. A student who wishes to complete the thesis in a genre other than the genre in which he or she was admitted must receive permission from the director of Creative Writing.

2 The student must achieve a final average of “B” in order to receive the degree. A student whose course work in the first semester falls below a “B” average will be informed that unless he or she achieves a “B” average for the year the student will not be considered for candidacy.

3. Fifteen hours of course credits per semester constitute the maximum load; nine hours constitute the minimum full-time load.

4. Students are discouraged from taking incompletes. A student is allowed no more than one incomplete per semester, and an incomplete may be assigned by an instructor only after the student has obtained written permission from the director of Creative Writing. Students must complete all work for courses in which they take incompletes within six weeks (including holidays) after the end of the semester. If the work is not completed on time, the student will be put on academic probation and financial aid will be withdrawn.

5 With the permission of the director of the Creative Writing Program and the Graduate School, the student may transfer up to six graduate credits in literature from another accredited college or university if the grade in each course to be transferred is at least a “B,” the request is accompanied by an official transcript from the college or university. Creative Writing students may not transfer credits for creative writing workshops taken at another college or university. Undergraduate credits in literature may not be transferred.

6. With the permission of the director of Creative Writing, the student may take for literature or elective credit toward the M.F.A. one (three hours) upper-level undergraduate course (40000-59999), provided that he or she takes at least eighteen hours of graduate courses in English. Those who wish to use an undergraduate course for graduate credit may do so by enrolling in Special Studies with the course instructor, who agrees to augment the course in such a way as to make it commensurate with that of a graduate course. Before enrolling, students are required to provide the director of Creative Writing with the plan agreed upon by the instructor.

7. With the permission of the director of Creative Writing, the student may take up to three graduate credits of Special Studies. Special Studies may help satisfy the literature requirement, though they are not meant to replace regular course offerings, and will only be granted for special cases.

8. Credit for any course is forfeited if the student’s program of studies is interrupted for five years.

Foreign Language Requirement

1. No foreign language is required for the creative writing degree.

Admission to Candidacy

1. See the regulation on admission to candidacy--required of all degree candidates--under the M.A. in English and American literature. *When you have met all the requirements for candidacy,*

see the department administrative assistant for the appropriate form. Normally you do this during the second semester of study. Note that a student must be admitted to candidacy at least one term before the term in which they wish to graduate.

2. Continuation beyond the first year will require approval of the Creative Writing review committee.

Advisors and Thesis Directors

1. The student's advisor will be the director of Creative Writing, who will ensure that all requirements for the degree are met. Students must meet with the director before registering each semester.

2. Students must choose a thesis director by the end of their second semester. The thesis director will advise the student regarding progress on the thesis. The student is responsible for scheduling a meeting with the thesis director once each semester, or as necessary.

Thesis

1. The thesis consists of a volume of the student's work in a state acceptable for publication. This usually will be a novel, a collection of short stories, a volume of poetry, or a work of literary nonfiction.

2. By the end of the first year of resident study, the student must choose a thesis director and identify the genre of the thesis.

3. The thesis director indicates his or her final approval of the thesis and readiness for the readers when he or she signs the thesis. Two fair working copies of the thesis must then be submitted to the Creative Writing Program office in sufficient time that it may be read before the date specified for submission of master's theses in the Graduate School calendar. A schedule of due dates will be provided by the director of Creative Writing.

4. The thesis will be read by two readers assigned by the director of Creative Writing. Ordinarily, the readers will be drawn from the creative writing faculty.

5. The remaining regulations are the same as regulations nos. 4-6 of the Master's in English and American Literature.

Dismissal Policy

1. Rationale: One of the realities of graduate experience is that not everyone who begins an M.F.A. completes it. The dismissal policy is intended to protect both students and the program in cases where students must be dismissed. The Creative Writing dismissal process is restricted to academic issues; issues of personal misconduct are handled by Student Affairs.

2. Dismissal: Students may be dismissed for poor performance: failure to achieve a 3.0 average, or participate in the graduate writing workshops at a level that can reasonably be expected of

all students (e.g. not produce enough quality work, participate at a graduate level in class discussions, etc.). Since the M.F.A. at Notre Dame is a two-year program, the Creative Writing faculty will make assessments by the 10th week of students' second semester.

If a student is deemed to be performing poorly, the Creative Writing director will write the student informing him or her of the poor performance and provide information about any recourse of action that the student might have; including the expectations necessary to remain in the program, and a specific time when the student will be re-evaluated.

3. The Appeal Process: If a student is dismissed for academic reasons, he or she may appeal the program's decision. This procedure is not to be used to address issues of sexual or discriminatory harassment or disability-related grievances (see *du Lac: A Guide to Student Life* at <http://orlh.nd.edu/dulac/>) or of academic fraud (see 'Academic Integrity' section of the Graduate School *Bulletin* at <http://graduateschool.nd.edu/assets/16757/bulletin.0910.pdf>). The appeal is a two-step process; the first is through the department. If the student does not agree with the department's decision, she or he may appeal to the dean of the Graduate School, who makes the final determination. The Graduate School's grievance process can be found at: http://graduateschool.nd.edu/assets/9047/info_appeal_procedure.pdf.

The following is intended to provide guidance for the first appeal or the local appeal.

4. Proposed Departmental Appeal Process: Complaints must be initiated by a written statement from the student to the chair of the English department and the director of Creative Writing within 14 days from the time when the student is informed of dismissal. To hear the appeal, the department chair appoints an *ad hoc* committee composed of him/herself and at least two faculty members unconnected factually with the case or the reasons for the appeal, and one graduate student. If the department chair has been involved in the case, the associate dean of the college should appoint the committee and designate the person to serve as its chair.

The student's statement should indicate details on the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important and the relief requested.

The appeals committee will promptly and thoroughly investigate the appeal to determine whether the relief requested is warranted. The investigation may include interviews and/or written statements from the student, any student witnesses, faculty or staff members who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In most situations, the appeals committee will complete the investigation in 30 business days (Note: Business days do not include weekends or employee holidays as recognized by the University). There may be some reports that cannot be investigated within 30 business days. In such cases, the chair of the appeals committee will communicate to the student that the investigation is going to take longer than 30 business days and will also include a statement indicating when the committee anticipates completing the investigation. The department chair will notify the student in writing of the chair's decision. If the chair has been involved in the case, the decision will be made by the designated chair of the *ad hoc* committee.

Residency

The Creative Writing Program is designed as a two-year course of study. Students should plan to be in residency for four semesters.

Courses

The courses discussed below are to be taken over two academic years. The normal course of study is one writing seminar, one literature course, and one thesis preparation course per semester. During the final semester, the student may take an independent tutorial course as well as thesis preparation.

By taking all of the elective courses in the English department, a student may complete in this two year program the equivalent of one year of study towards the Ph.D.; thus he or she may transfer to it if appropriate. Students planning to complete a joint Ph.D./M.F.A. should NOT apply to receive a Master's degree after the Ph.D. Candidacy Examination (see section on Ph.D. Candidacy Examination).

1. Thirty-six hours of course credit are required for the degree. Students must take three writing seminars in the first three semesters of residency (a fourth is encouraged in the final semester, either in the genre of the thesis, or in another genre), four literature courses, four thesis preparation courses and, if necessary, one elective. All carry three credits. Thesis preparation will be supervised by the creative writing faculty. Students must complete their first two writing workshops in the genre in which they were admitted, but they may, with the permission of the instructor, register for an additional workshop. A student who wishes to complete the thesis in a genre other than the genre in which he or she was admitted must receive permission from the Director of Creative Writing.

2 The student must achieve a final average of "B" in order to receive the degree. A student whose course work in the first semester falls below a "B" average will be informed that unless he or she achieves a "B" average for the year the student will not be considered for candidacy.

3. Fifteen hours of course credits per semester constitute the maximum load; nine hours constitute the minimum full-time load.

4. Students are discouraged from taking incompletes. A student is allowed no more than one incomplete per semester, and an incomplete may be assigned by an instructor only after the student has obtained written permission from the Director of Creative Writing. Students must complete all work for courses in which they take incompletes within six weeks (including holidays) after the end of the semester. If the work is not completed on time, the student will be put on academic probation and financial aid will be withdrawn. *See the discussion of incompletes in the Ph.D. program regulations under **Courses** no. 6.*

5 With the permission of the Director of the Creative Writing Program and the Graduate School, the student may transfer up to six graduate credits in literature from another accredited college or university if the grade in each course to be transferred is at least a "B," the request is accompanied by an official transcript from the college or university. Creative Writing students

may not transfer credits for creative writing workshops taken at another college or university. Undergraduate credits in literature may not be transferred.

6. With the permission of the Director of Creative Writing, the student may take for graduate credit two upper level undergraduate courses, provided that he or she takes at least eighteen hours of graduate courses in English.

7. Credit for any course is forfeited if the student's program of studies is interrupted for five years.

Admission to Candidacy

1. See the regulation on admission to candidacy--required of all degree candidates--under the M.A. in English and American literature.

When you have met all the requirements for candidacy, see the department Administrative Assistant for the appropriate form. Normally you do this during the second semester of study. Note that a student must be admitted to candidacy at least one term before the term in which they wish to graduate.

2. Continuation beyond the first year will require approval of the Creative Writing review committee.

Advisors and Thesis Directors

1. The student's advisor will be the Director of Creative Writing, who will ensure that all requirements for the degree are met. Students must meet with the director before registering each semester.

2. Students must choose a Thesis Director by the end of their second semester. The Thesis Director will advise the student regarding progress on the thesis. The student is responsible for scheduling a meeting with the Thesis Director once each semester, or as necessary.

Thesis

1. The thesis consists of a volume of the student's work in a state acceptable for publication. This usually will be a novel, a collection of short stories, a volume of poetry, or a work of literary nonfiction.

2. By the end of the first year of resident study, the student must choose a thesis director and identify the genre of the thesis.

3. The thesis director indicates his or her final approval of the thesis and readiness for the readers when he or she signs the thesis. Two fair working copies of the thesis must then be submitted to the Creative Writing Program Office in sufficient time that it may be read before the date specified for submission of master's theses in the Graduate

School calendar. A schedule of due dates will be provided by the Director of Creative Writing.

4. The thesis will be read by two readers assigned by the Director of Creative Writing. Ordinarily, the readers will be drawn from the creative writing faculty.

5. The remaining regulations are the same as regulations nos. 4-6 of the Master's in English and American Literature.

IV. Master's Program in English and Law

The degree is a regular M. A. in the Department of English with a minor in law, open only to students currently enrolled in the Law School.. Students take twenty-one (21) hours of English courses and nine (9) hours of law courses to achieve the 30 credits required for the M.A. This translates into seven (7) English courses and three (3) law courses.. Students would normally pursue the non-research degree; those wishing the research degree would need to complete an additional six (6) hours of thesis research. Since the Law School allows nine (9) hours of electives, students may complete nine (9) hours of the required twenty-one (21) hours of course work in English during the regular three-year legal curriculum. For the other twelve (12) hours, the student has two basic options. The student may take up to six (6) hours during each summer session, most likely either in the summer before beginning Law School or in the summer between the first and second years. The student could also complete the course work by enrolling for a semester after completing Law School. The student could, of course, use a combination of these two options to complete the work. Upon admission to the program, the student should work out a program of study with the Director of Graduate Studies. Admission to the program is by direct application to the Department of English.

V. Concentration in Irish Studies

The Concentration in Irish Studies draws upon the existing resources in the English Department and other resources in the Humanities. Students are admitted into the English Department. They have both a historical field concentration within English and also a concentration in Irish Studies. Admissions, advising, funding, and fellowships are conducted primarily through the English Department.

The following rules apply to students pursuing a concentration in Irish Studies:

1. Students will complete the traditional course sequence.
2. In addition to fulfilling departmental requirements, students take four courses in Irish Studies offered through the English Department and two courses taken through Irish Studies, offered by any one or combination of the following departments: History, Political Science, Irish Language and Literature.
3. Language Requirement. Students must take three courses in Irish Language and Literature, as follows: 101, 102, and 103 or, in place of 103, a course on Irish

Literature in Translation.

4. Up to two persons from Irish Studies in other Ph.D. granting departments could, with permission of the Graduate Studies Director and the Graduate School, sit as examiners on oral, dissertation proposal, and dissertation defense committees.

VI. Administration of Graduate Programs

Graduate Studies Committee

The Graduate Studies Committee is made up of four faculty elected by the regular fulltime faculty of the English Department, one graduate student, elected by currently enrolled graduate students in the English Department, and, *ex officio*, the Director of Graduate Studies. The graduate student member may take part in all meetings and decisions of the committee except those involving sensitive matters, including admission and review. The Graduate Studies Committee meets regularly. Student concerns can be brought before the committee by contacting any of its members. Individual students or small groups of students may also address the committee on particular issues. Students wishing to do the latter should contact the Director of Graduate Studies to make arrangements for attending a meeting.

Admissions

1. The Director of Graduate Studies and the Graduate Studies Committee are responsible for recruiting and will seek an outstanding applicant pool.
2. The Director of Graduate Studies will see that admission decisions are made in a timely fashion so that the department is able to recruit the most outstanding candidates.
3. The Director of Graduate Studies and the Graduate Studies Committee will be responsible for following the admissions procedures of the department's various graduate programs.

Advising

1. All entering students will be assigned a faculty advisor by the Director of Graduate Studies. Students are encouraged to select an advisor who best suits their academic interests, and may at any time change faculty advisors. It is considered likely that by the time the student begins to work on an area of specialization, and more particularly on a dissertation proposal, a change in advisor will be necessary. A student who wishes to change advisors should first ask if the faculty member is willing to serve as his or her advisor, and then if the faculty member agrees, inform the Director of Graduate Studies of the change.
2. The student will meet with his or her faculty advisor each semester during preregistration. The advisor consults with the student on course selection as well as his or her more general academic program (see no. 3). The advisor should seek to determine that the advisee is making

satisfactory progress towards the degree. The advisor should also be available for consultation at other times, serving as the student's primary academic mentor. The advisors of all first year students should also attend the qualifying review meeting, which takes place at the end of the spring semester.

3. The pre-registration procedure for students still in coursework will be as follows. Students will meet with their primary advisor to discuss course selection as well as their general progress, as discussed in no. 2 above. The student will then meet briefly with the Director of Graduate Studies to review the course selections.

4. The Director of Graduate Studies will continue to act as a general advisor for graduate students. The Director will be responsible for recording completion of degree requirements, such as breadth requirements, the foreign language requirements, and so on.

5. The creative writing advisor, assigned by the Director of Creative Writing, will serve as faculty advisor for all creative writing master's students until the time at which they choose their thesis genre. Students will then be advised by their thesis director.

Curriculum Development

The Director of Graduate Studies, in consultation with the area committees, will ensure that the graduate curriculum covers all periods and major areas of study. The curriculum for each year should be available to faculty and students before pre-registration in the spring of the previous academic year. Faculty are encouraged to refrain from offering special studies courses unless there is an urgent curricular gap to fill.

Teacher Training

1. First-year students must enroll in the departmental teaching practicum in their spring semester in order to be eligible to teach First-Year Composition in their second year. This course should provide a broad knowledge of current composition theory as well as specific instruction in the methods used in First-Year Composition. The Director of Graduate Studies will periodically consult with the Director of the First-Year Composition about the course and the progress of enrolled graduate students.

2. Typically, students in their second year will teach in the composition program. Graduate Student Instructors (GSIs) are required to attend FYC program meetings and observe program guidelines. The Director of First-Year Composition will visit the students' classes, prepare the report on student teaching for the students' files, and send the department a copy of the TCEs.

3. Students in their third year are often appointed as Teaching Assistants (TAs) for Literary Traditions courses and other lecture courses. Course instructors provide GSIs with significant teaching opportunities and serve as pedagogy mentors.

4. Advanced students are eligible to apply to teach a 200-level literature course in their area. Students must submit applications for review by the Graduate Studies Committee, which will

consult with the Undergraduate Studies Director in the selection process. The Undergraduate Studies Committee will assign faculty mentors to students invited to teach these courses.

VII. Opportunities for Teaching First-Year Composition in the University Writing Program

The aim of First-Year Composition (FYC) is to help students learn how to craft an argument based on different sources of information. This entails teaching students a general set of reasoning strategies that they can use to persuade an audience. A course in argument is essentially a course in rhetoric. Ph.D. students in the English Department will normally teach First-Year Composition in their second year. English Department graduate students are required to take ENGL 92001 the semester before their first teaching assignment. They are also required to attend bi-monthly faculty meetings and other periodic staff meetings throughout the semesters they teach FYC. Exemptions for ENGL 92001 will be considered for those graduate students who have had comparable composition theory coursework at the doctoral level and at least two years teaching a university level writing course. Because our curriculum is unique, however, even those graduate students with teaching experience are encouraged to enroll in ENGL 92001. Decisions about exemptions will be made by the Coordinator of First-Year Composition with the Graduate Studies Committee acting in an advisory capacity.

A. Expectations for Teaching in FYC

The graduate school sets a guideline for a teaching assistant's workload at 17 hours per week or 255 hours over the course of a semester. Following that guideline, the University Writing Program suggests the following time breakdown as a guide toward TA obligations in the program per semester of teaching:

Preparation for and attendance at all orientation meetings (held the day before classes in August, the day before classes in January, and one day during finals week in May) and bi-monthly faculty meetings **20 hours**

Syllabus preparation **30 hours**

Frequent and timely responses to student work (via written comments and individual conferences) **100 hours** (20+ hours for each portfolio)

Preparation for each class meeting **65 hours**

Regular class meetings **38 hours**

Individual meetings with Coordinator of First-Year Composition or faculty mentor to discuss teaching progress **2 hours**

B. Conditions for Reappointment

English TAs who have completed ENGL 92001 may be reappointed to additional teaching for FYC as long as those TAs remain in good standing.

The University Writing Program defines good standing in the following manner:

1. Adherence to the curriculum outlined in the *First-Year Composition Student Course Guide* and *Faculty Course Guide*.
2. Adherence to syllabus deadlines prior to the fall semester (new TAs: June 1st; returning TAs, July 1; add on TAs August 1)

3. Regular attendance at all staff meetings and orientation sessions
4. Full participation in those meetings, including, but not limited to, regular and punctual attendance, advance preparation, engagement with the mission and objectives of FYC
5. Positive overall performance on FYC End-of-Semester Survey and University Teacher-Course Evaluations

Typically once per semester, University Writing Program mentors will visit TA classrooms and provide evaluative observations of teaching. These observation reports will be shared with the Graduate Studies Director. Observation reports will be based on (1) classroom visits and individual conferences with each instructor and (2) assessments of both the FYC End-of-Semester Survey and the standard University Teacher-Course Evaluation. Given the fixed allocation of 10 instructor spaces to be filled by English TAs each semester, the following priority order will guide appointments to teach FYC:

- First-time TAs who have completed ENGL 92001 (normally the second-year cohort)
- Returning second-time instructors who remain in good standing
- Returning third-time instructors and beyond who remain in good standing
- Returning instructors who are authorized by the DGS to pursue add-on appointments

The Coordinator of First-Year Composition will work to accommodate TA needs for teaching and scheduling. TA academic and personal obligations (graduate coursework, childcare, medical and transportation needs, etc.) will be honored in schedule preferences, but other non-academic obligations cannot always be accommodated.

VIII. JOB PLACEMENT

The Graduate Program offers a spring practicum, open to students who have defended their dissertation proposals, that focuses on forms of professional writing, including fellowship and post-doc proposals and articles. The Program also offers a fall practicum on the job market; in 2011-2012, the Job Placement office is Sara Maurer. This practicum is the primary means by which students receive direction from the Graduate Program in their job searches. Students may take this practicum as often as they like.

IV. STUDENT LIFE

English Graduate Student Association (EGSA)

All English Department graduate students are members of the English Graduate Student Association (EGSA). The EGSA provides a forum for graduate students to express their opinions regarding policies and procedures related to graduate programs; it encourages discussions and student initiatives, facilitates opportunities for social and intellectual interaction among graduate students and between graduate students and faculty, and offers learning opportunities for students in the area of professionalization.

The EGSA has five elected officers, who all serve one-year terms. The EGSA President for 2011-2012 is Patrick Mello. The EGSA President is responsible for the general direction, the budget, reception for incoming students and other administrative tasks. The Vice President is responsible for recruiting department graduate students to mentor incoming graduate

students, and organizes at least one reception in the first semester for mentor and mentees to meet. The Graduate Studies Committee Representative serves as liaison between the Graduate Studies Committee and the EGSA and is responsible for attending GSC meetings when appropriate and reporting any pertinent information to the EGSA. Two elected Graduate Student Union Representatives are responsible for attending all GSU meetings and notifying EGSA members via the listserv of pertinent GSE proceedings, events, etc. The Director of Graduate Studies (DGS) serves as advisor to the EGSA officers.

In addition to these elected positions, the EGSA offers graduate students the following opportunities to contribute to student life:

1. The *Exam Care Packages Committee* prepares and delivers individual care packages to graduate students for their exam dates
2. The *Falstaff Quickly* team plans wine-and-cheese parties for graduate students and faculty twice a year
3. The *Intellectual Life Committee* solicits interested graduate students to present their work prior to attending conferences and plans at least one colloquium each semester.
4. The *Social Committee* plans and hosts a party each semester for department graduate students

Reading and Writing Groups

In addition to the activities of the EGSA, students are encouraged to initiate and participate in reading groups in various areas of specialization that are open to all graduate students in the English Department and related disciplines.

Office of International Student Services and Activities (ISSA)

The ISSA office is located on the second floor of the La Fortune Student Center and provides services to international students and their families such as pre-arrival correspondence, orientation, weekly newsletters, counseling, English language classes, and cultural and community outreach. The ISSA also offers monthly trips to Chicago and Lake Michigan. For further information see <http://www.nd.edu/~issa/>.

Students should consult the English Department website frequently. Many important forms and notice of key procedures may be found on the Graduate Program pages.