

**GRADUATE STUDENT**

**HANDBOOK**

**2016-2017**

Guide to Graduate Studies in English at  
Notre Dame 2016-17

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## **Introduction**

This handbook is designed to be a student's first resource for all questions about the program. Upon enrollment, students are expected to read the handbook in its entirety to understand the full outline of the program. Students should routinely consult the handbook as they move from stage to stage in pursuit of their degree. As is true in all areas of graduate studies, it is the student's responsibility to learn and follow the procedures established for the timely pursuit of a graduate degree.

In all matters in which the Graduate School gives departments the right to decide (degree requirements, standards for remaining in good standing in the program, the shape of examinations, evaluations and committee formation, etc.) students should follow English department norms. All other matters will conform to Graduate School regulations. Students should be familiar with all regulations and policies outlined in the Graduate School Bulletin.

The Director of Graduate Studies for 2016-2017 is Sara Maurer, Associate Professor of English; the Administrative Assistant for Graduate Studies is Alissa Doroh. Contact either at 356 O'Shaughnessy Hall; (574) 631-2569. [smaurer@nd.edu](mailto:smaurer@nd.edu); [adoroh@nd.edu](mailto:adoroh@nd.edu)

## **Inclusion Statement**

To affirm the human dignity of all, the members of this department support and actively work to ensure the inclusion of our faculty, staff and students regardless of gender, race, religion or sexual orientation.

## 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>

### Continuous Enrollment

To maintain student status, all students must enroll in both fall and spring semesters and register for at least nine credit hours per semester in the first five years of enrollment.

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 departments. Sixth-year students may be considered full-time students whether or not they are in residence. Sixth-year 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.

### 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**

A student enrolled in the Notre Dame Graduate School who wishes to temporarily interrupt his or her program 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](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.

### **Students with Disabilities**

The Office of Disability Services provides reasonable accommodations for qualified students with disabilities. To become eligible for accommodations, a student must register with the office by providing recent documentation of their disability. Registered students are responsible for requesting accommodations each semester.

If you have questions, please contact:

Scott Howland

Coordinator of Disability Services

Sara Bea Learning Center for Students with  
Disabilities University of Notre Dame

574-631-7157

showland@nd.edu

<http://disabilityservices.nd.edu>

## ACADEMIC REGULATIONS

### Academic Good Standing

According to Graduate School regulations, every student enrolled in the Graduate School must achieve a final average of B (3.0) in courses taken at Notre Dame in order to maintain academic good standing.

However, the English Department requires its students to achieve a GPA above 3.3 in order to continue in its programs. A student whose course work in the first semester of the first year falls at or below a B+ (3.3) 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. A student whose course work in the first year falls substantially below a B+ (3.3) average will be dismissed.

This, however, is only the minimum requirement for continuation in the program. It should be clear that students in the English program are expected to maintain a grade point average higher than a B+. The Graduate Studies Committee annually scrutinizes the performance of all students whose GPA falls at or below a 3.5, taking into account not only GPA, but also quality of written work, quality of spoken work, and ability to articulate a research trajectory. Students will be informed in writing immediately after such deliberation, on the Graduate Studies Committee's recommendations about the student's future in the program.

Failure to complete any stage of the program (Ph.D. or M.A.) will lead to termination from the program.

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

### Graduate Grades

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."

### Incompletes

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.

Students in the department of English are strongly discouraged from taking incompletes. A student is allowed no more than one incomplete per semester. The student must first receive permission of the Director of Graduate Studies and then receive permission from 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.

The University temporarily computes an "I" 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.

### **Full-Time Status**

All degree-seeking students within the English department 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. No degree student may hold any position, on or off campus, that exceeds an average of 20 hours per week of work.

### **Full-Time Enrollment**

In the first and second years of all Graduate School programs, 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 preparation for qualifying exams. The normal course distribution in the 3<sup>rd</sup> 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.

### **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 mid-semester point only in cases of serious physical or mental illness.

## Auditing a Course

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

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 or she must request to be listed as an auditor. Graduate School students must receive permission of the instructor and then go to the [Graduate School website](#), scroll down to FORMS, and fill in the "Course Audit Request Form". **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 that 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.

## **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 equivalent to similar courses offered in the English Department 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+ (3.3 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 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 study is interrupted for five years.

## **ACADEMIC INTEGRITY**

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 2016-2017 is John Lubker, Associate Dean of Students. He may be contacted at [John.R.Lubker.2@nd.edu](mailto:John.R.Lubker.2@nd.edu).

#### **Graduate Student Appeal Procedure**

(Approved by the Graduate Council, Nov. 16, 2005)

##### 1. Preamble

The purpose of this procedure is to afford graduate students at the University of Notre Dame the opportunity to resolve complaints dealing with academic issues and other program decisions that terminate or impede progress toward the degree, such as dismissal from graduate standing, placement on probationary status, and denial of readmission to the same program (if the student was previously in good standing).

This procedure is not to be used to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), of academic fraud (see the 'Grievance and Appeal Procedures' section of the *Graduate School Bulletin of*

*Information*), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

This procedure is provided for continuing and returning graduate students in the Graduate School. It is not to be used by applicants for admission or by students in the Mendoza College of Business, the Law School, or the School of Architecture.

## 2. Program Resolution Process

Programs are required to develop a formal grievance procedure approved by the Graduate School. Graduate students must first attempt to resolve complaints at the lowest level, i.e., within the student's program, according to grievance procedures specified in the program's graduate student guide. If a graduate student believes that the program reached its decision resolving the student's grievance in error, the student may appeal the decision to the Dean of the Graduate School, subject to and in accordance with Section 3 below.

## 3. Formal Appeal Procedure to the Dean of the Graduate School

If a graduate student decides to formally appeal a program's decision resolving the student's grievance, the student must submit a written request for appeal to the Graduate School's Associate Dean for Academic Affairs as set forth below. The only grounds upon which an appeal may be based are:

1. A procedural error within the program's stated grievance procedure which may have substantially affected the fairness or outcome of the grievance procedure.
2. New evidence that becomes available only after the conclusion of the program's grievance procedure which reasonably may have impacted the fairness or outcome of the grievance procedure.
3. An inappropriate sanction which is grossly disproportionate to the conduct initiating the sanction, considering the relevant aggravating and/or mitigating factors.

Dissatisfaction or disagreement with a decision is not grounds for appeal.

The request for appeal must include the following information: (1) the graduate student's name, address, email address, and phone number; (2) relevant information from the program's grievance process (date of hearing, any written decision(s) from the program, and sanction(s)); (3) the ground(s) upon which the request for appeal is based; and (4) for each ground stated, an explanation of why the student's appeal meets that ground (e.g., identify specific procedures that were not followed during the grievance procedure, identify any evidence discovered following the conclusion of the grievance process, or explain why the sanction is not commensurate with the underlying conduct).

The request for appeal must be submitted to the Graduate School's Associate Dean for Academic Affairs within 30 calendar days of the program's decision. Only the Graduate School's Associate Dean for Academic Affairs may extend this deadline, at his or her sole discretion, in extenuating circumstances. If no request for appeal is submitted within the 30-day appeal period, and no extension has been granted by the Associate Dean for Academic Affairs, then the program's decision becomes final and is not subject to appeal.

The Associate Dean for Academic Affairs will then convene a meeting of an *ad hoc* academic appeals committee, composed of three faculty members chosen by the Associate Dean for Academic Affairs, all of whom will be current members of their respective College Council. Two of the three faculty members on the appeals committee shall be from the appellant's college, and one shall be from outside the appellant's college, unless an appellant is enrolled in a trans-college program, in which case each college will be represented on this committee. The committee will also include one non-voting graduate student. This student may be either one of the current Graduate Student Union representatives or a substitute from the appellant's college selected by the Associate Dean for Academic Affairs from a pool of students identified by the Graduate Student Union. The Associate Dean for Academic Affairs, who does not vote, will chair the committee. At the appellant's request or by request of the committee, this appeals committee will also meet with the appellant. The committee may also meet with other individuals involved.

The appeals committee will make a written recommendation to the Dean of the Graduate School within 30 calendar days of receipt of the appeal. The Dean may or may not accept



the committee's recommendation, but in either case, the Dean will issue a written decision to the appellant within

30 calendar days of receipt of the committee's recommendation. The Dean, at his or her sole discretion, in extenuating circumstances, may extend these 30-day deadlines. The Dean will send a copy of this decision letter to the department chair or the director of the program. The judgment of the Dean of the Graduate School is final.

Students who have been dismissed from their program cannot register or complete the ND Roll Call process for subsequent semesters, including the summer session, during the appeal process.

#### **Department of English 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 Sexual/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 FIVE PLUS ONE YEAR PLAN

#### **Year 1 Course Work**

Service: No service work required in first semester

Fall: 3 seminars plus "Introduction to the Profession"

Spring: 3 seminars plus Teaching Practicum

Summer: address language training if necessary; Revise seminar paper for publication; Read area coverage list and begin refining research interests.



#### **Year 2 Course Work and Qualifying Exam Preparation**

Service: Teach one section per semester in the University's Writing and Rhetoric Program

Fall: Students take 3 seminars

Spring: Students not transferring coursework from a previous graduate program take 3 seminars; Students entering with an MA who have transferred previous coursework for credit begin to study for exams.

Summer: Begin reading for exams. Consult with graduate school staff about external funding opportunities for dissertation research.



#### **Year 3: Qualifying Exams, and Dissertation Prospectus**

Service: Students can work as an Editorial Assistant with a journal or as a Teaching Assistant with a faculty member. Students are encouraged to propose an independently designed and taught literature course as least one semester in year 3 or year 4.

Fall: Advanced students take Qualifying Exams.

Spring: Remaining students take Qualifying Exams; Advanced students begin writing dissertation prospectus.

Summer: Remaining students arrange dissertation committee, write dissertation prospectus. Explore external funding opportunities for dissertation research.



#### **Year 4: Dissertation Prospectus Defense and Dissertation Writing**

Service: Students can work as an Editorial Assistant with a journal or as a Teaching Assistant with a faculty member. Students are encouraged to propose an independently designed and taught literature course at least one semester in year 3 or year 4.

Fall: Dissertation Prospectus Defense must be completed during the first four weeks of this semester. Apply for external dissertation year fellowships.

Spring: Dissertation director must approve one complete chapter of the dissertation within four months of the prospectus defense; Take "Writing for the Profession" practicum to develop a piece of the dissertation for publication. Apply for external dissertation-year fellowships.

Summer: Dissertation writing; advanced summer study seminars, begin drafting applications for external dissertation funding.



**Year 5 Dissertation Writing**

Service: No service in the final year of dissertation writing

Fall: Take practicum on navigating the job market. Advanced students apply for jobs and postdoctoral opportunities.

Spring: Complete full draft of dissertation and defend by August of year five. Advanced students apply for jobs and postdoctoral opportunities.

Summer: Defend dissertation

**Year 6: Postdoctoral Fellowship**

*All graduate students defending their dissertations within five years of entering the program receive a guaranteed sixth year of funding at a higher rate than their previous year's stipend.*

Service: Teaching one course per semester or performing other comparable service that will enhance professional profile.

Apply for jobs, teaching fellowships, postdoctoral positions.

Continue to conduct research, revise research for publication, and follow the research plan you hope to pursue as an academic.

## **Overview of Course Requirements**

All students must complete 14 graded, credited graduate courses for a total of 42 credit hours, in order to qualify for a PhD in the English Department at Notre Dame.

Following is an overview of the types of credit hours for which students might register, and the distribution requirements involved. The following two pages offer an immediate overview, on which the pages following them elaborate.

### **Transfer Credits**

- Students who have successfully completed one semester in the English department may transfer credit from a previous graduate program.
- Students entering with a Master's Degree may receive credit for up to three courses (nine semester credit hours) to the MA program or eight courses (24 credit hours) to the PhD program.
- Students entering with coursework from an uncompleted Master's or PhD program may transfer up to 6 semester credit hours to the MA or PhD program.
- All PhD students must take 9 courses (27 semester credit hours) at the University of Notre Dame in order to qualify for candidacy.

### **Special Courses for Credit**

- Students may only count two special studies courses (six semester credit hours) toward the 14 courses required for the PhD. These will not count for distribution requirements.
- Students may only count three non-English department courses toward the 14 courses required for the PhD.
- Students entering without an MA may, under extraordinary circumstances, count two courses (six semester credit hours) toward their required 14 courses.

### **Ungraded Coursework**

- Students may audit as many classes as they wish. The course will appear on the student's transcript but will not impact the student's GPA.

- Students are expected to enroll in three practica for professionalization during their time in the program. These courses do not count toward the fourteen courses necessary for completing the PhD. They are graded on a letter grade scale.
- Students may enroll in Directed Readings courses, which do not count toward the fourteen courses necessary for completing the PhD. They are graded on an S/U scale and do not impact a student's GPA.
- Students may enroll in one or more area seminars, which do not count toward the fourteen courses necessary for completing the PhD. They are graded on an S/U scale and do not impact a student's GPA.

### **Summer Coursework**

- Rules determining credit for summer coursework change frequently within the graduate school. The administrative assistant in the English Department will, every spring, notify students of the procedures for registering for summer coursework.
- Students receiving a summer stipend must register for a zero-credit Independent Summer Research course with Maureen Collins to avoid being taxed incorrectly on their stipends.

### **Registering for Credit Hours After Completing Coursework**

- Students in years three through five are expected to enroll in nine credit hours during the fall and spring semester. These credit hours will be composed of variable credits of dissertation research or directed reading courses, plus practica and area seminars. None of these courses count toward the 14 necessary classes for the completion of the PhD program. They are all graded on an S/U scale and do not affect a student's GPA.

### **Course Distribution Requirements**

Regardless of the number of credits they have, all graduate students must take one course in each of the fields listed below:

- \* 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 course in American and one British course

Under most circumstances, students are expected to enroll in coursework offered in their field. Students should select their courses mindful that an academic career in English requires that its practitioners be experts in literature, broadly construed.

In addition to historical field distribution requirements, students should 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 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.

### **Coursework Details**

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). All students must take at least nine graduate courses at Notre Dame in order to qualify for a Ph.D.

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 he or she will enroll in three courses plus the practicum Introduction to the Profession. 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 Master's degree 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.

### **Advising During Coursework**

All entering students will be assigned a faculty advisor by the Director of Graduate Studies. Students may at any time during their course-work 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 during course-work 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, Graduate Program Coordinator and the former advisor of the change.

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. 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.

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.

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.

Students' final choice of exam and/or dissertation advisors will not necessarily be identical to the faculty member who acted as their advisor during coursework.

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.

### **Undergraduate Courses for Graduate Credit**

Because student success in the academic job market depends heavily upon a student's ability to discuss and debate fluently with other professionals, an ability fostered in the context of the graduate classroom, students pursuing a PhD in the department of English are strongly discouraged from taking undergraduate classes for credit. However, in extraordinary circumstances and with the permission of the Director of Graduate Studies, a first-year student may take up to two upper level undergraduate courses for graduate credit. 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 undergraduate coursework. All graduate students will be discouraged from taking an undergraduate course in the same semester when a graduate course in the same area is being offered.

Students who wish to take an undergraduate course 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 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 his or her research to the class.

### **Special Courses/Directed Readings**

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 recorded as 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 consult with the Director of Graduate Studies. Upon approval by the DGS, the student must find a faculty member to supervise the readings. The faculty member must submit a list of course readings and assignments to the Graduate Coordinator and the Director of Graduate Studies for final approval **before** registering for the course. No more than two Special Studies courses will count toward any student's coursework.

### **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 approximately 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.

Grades in foreign language courses count toward a student's GPA. In some instances, a student might petition to have a grade from a course taken to fulfill foreign language requirements removed from their GPA calculations. The grade will still, however, appear on the student's transcript.

### **Professional Practica**

The department offers a series of three professionalization practica for the benefit of graduate students. These practica are devoted to helping students develop familiarity with the professional practices involved in the academic study of English. All of the practica will have a letter grade. Credit for the practica will not count toward the 42 credit hours of coursework necessary for a graduate student to advance to qualifying exams and dissertation writing.

All incoming Ph.D. and M.A. students must participate in the **Introduction to the Profession** practicum during the first semester. This practicum will be devoted to practical exercises designed to acquaint students with the forms through which academics present their work, the issues that arise from the institutional contexts of the study of English, and the habits involved in successful and original research in the field.

All PhD students in the spring of their fourth year are expected to take the **Writing for the Profession** practicum, designed to familiarize students with the steps necessary to prepare a piece of research for publication, to help students become familiar with the standards and habits of journals in his or her given field, and to provide a supportive writing group able to furnish useful feedback on drafts of an article. In the last decade, most students who have been successful on the job market have published at least one scholarly piece by the time they begin applying for jobs. This practicum is designed to ensure that all students might be able to do the same.

All PhD students in the fall of their fifth year are expected to take the **Preparing for the Profession** practicum, designed to support students at every step in their journey on the job market. Topics covered will include composing job market material, compiling a teaching portfolio, preparing for interviews, and planning and delivering a successful job talk. A student's advisor and dissertation committee have primary responsibility for preparing a student for the job market, and all students should conscientiously seek out their advice and feedback. However, the Preparing for the Profession practicum is designed to give additional support that will allow a student to better understand how to communicate their research and expertise to an audience of academics outside their field.

The design and content of all these practica will be reviewed by the graduate studies committee as necessary, to ensure maximum usefulness for students.

### **Area Seminars and Workshops**

After exams, it is expected that students will register for the area seminar in their field of specialization. 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 five area seminars: American, 18<sup>th</sup> and 19<sup>th</sup> Century British/Irish Studies, 20th Century British/Irish Studies, Early Modern (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.

## **Review Procedures**

To ensure timely and successful advancement to degree, the English Department routinely reviews the progress of each graduate student.

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 make sure that students are steadily progressing through examinations and dissertation writing at a pace that will allow them to finish in five years or fewer.

Among the considerations involved in determining whether a student is making "normal progress" are the following: both oral and written performance in course work, timely completion of coursework requirements, 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 (one or more grades of B+ usually signal 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 will be given special attention. ABD students will report their professional activities, conference participation, publications, and progress on the dissertation annually. Dissertating students who fail to produce one chapter per semester will be given particular scrutiny.

The Graduate Studies Committee's findings during review can potentially impact a student's financial aid for the following year.

### **Qualifying Review**

At the conclusion of the spring semester, the Graduate Studies Committee will meet with the graduate faculty, including the Director of Writing and Rhetoric, 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 below 3.5 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; the Committee 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, and 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.

### **Incompletes**

Students are strongly discouraged from taking incompletes. A student is allowed no more than one incomplete per semester. The student must first receive permission of the Director of Graduate Studies and then receive permission from 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.

**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 to prepare students for future professional responsibilities, such as: 1) acquiring competence to teach and conduct research at the university level, especially in their chosen field; 2) focusing their broad knowledge of their chosen field into a well-defined dissertation project; 3) gaining experience in speaking, as in an interview situation, both about a specialized research project and more broadly about their field of expertise. 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.

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 one non-Notre Dame faculty member, 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. 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; i.e., 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. These students will also complete translation exams in Middle and Old English as components of their primary and secondary historical fields.

### **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. These values will be determined by the committee heads and must be approved by the Director of Graduate Studies.

Rationales may be relatively brief, normally several paragraphs. They should be written so that a person in any area of English studies can understand the coherent questions around which the exams cohere. 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 final 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 in 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 deliver their examinations to Alissa Doroh in the English department offices.

A lunch break will be followed by a similar pattern of distribution and submission in the afternoon. Students who use computers should bring jump drive with completed examination to the department.

### **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 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. Please note: While a distinguished pass is noted on a student's English department record, it is not a distinction recognized by the Graduate School, and thus will not appeal on a student's official transcript.

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 PhD candidacy in the English department, the student must:

- be in the 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 better than 3.3 complete the foreign language requirement
- pass 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 a student has met all the requirements for candidacy (normally this would be when he or she passes the candidacy examination), he or she must see the department Administrative Assistant for the appropriate form. To receive a degree in any particular semester, a student 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 Alissa Doroh 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 PROSPECTUS EVALUATION**

### **General Description**

The purpose of the Dissertation Prospectus Evaluation 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 Prospectus Evaluation in the first four weeks of the Fall semester. Failure to adhere to this timeline may lead to a loss of funding until the prospectus has been successfully evaluated. Working in consultation with director and committee, the student will formulate his/her dissertation topic, write a 10-20 page prospectus for the dissertation, along with a bibliography (4-5 pages) of major primary, secondary, and theoretical or methodological works pertaining to the dissertation.

The dissertation prospectus and bibliography must be submitted to the DGS Office, by August 1 of the year in which it is to be evaluated. The final prospectus must always be submitted through the DGS Office.

### **Scheduling the Prospectus Evaluation**

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

### **Procedures and Evaluation**

The prospectus evaluation will be 75 minutes. It 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 evaluation 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, the student must arrange for the prospectus to be re-evaluated **by the end of the semester**. The committee will determine if the student needs to re-submit written material.

Students who have not received an Approve vote on their dissertation evaluation by the end of the Fall semester of their fourth year will not be eligible for Graduate School funding in the following year.

### **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. The dissertation will be evaluated as the beginning of a student's scholarly career, not the culmination of his or her life's 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 create 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 his or her dissertation director, the student will select two readers, often 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.

The dissertation director should be considered the student's primary guide for drafting the dissertation. While readers do not play as large a role in the dissertation as the director does, students are advised to provide readers with chapters that have been approved for sharing by the director. Dissertation readers are appropriate sources for recommendation letters, and students are advised to share chapters with them several months in advance of when students will need such letters.

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. The department of English considers normal progress toward degree to involve the production of one dissertation chapter per semester.

5. When preparing his or her dissertation for its final submission, the student should be guided by the *Guide for Writing Theses and Dissertations*, published by the Notre Dame Graduate School and available at:

[http://graduateschool.nd.edu/assets/4700/dt\\_formatting\\_guide.pdf](http://graduateschool.nd.edu/assets/4700/dt_formatting_guide.pdf)

Students may also draw on the *MLA Style Manual* or *Chicago Style Manual*.

6. A graduate student may decide to submit his or her dissertation in time for a May, August, or January graduation date. The last possible day to defend a dissertation in time for each graduation date is always listed on the Graduate School's website, under the "Resources for Current Students"

tab. Students must submit the text of the dissertation to the Director of Graduate Studies and to all of his or her readers in sufficient time (usually six weeks to a month in advance, most often) that it may be read before the date specified for dissertation defenses in the graduate school calendar.

7. The dissertation draft supplied to the readers and to the Director of Graduate Studies should already be approved for sharing by the dissertation director. The student must supply a complete, easily legible, and mechanically correct draft to all of the readers and to the Director of Graduate Studies in the format (ie, hard copy or electronic) that those readers request. Within four weeks, the two readers will read, evaluate, and return the dissertation. They will communicate to the Director of Graduate Studies their judgment of the draft. 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.

### **Dissertation Defense**

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.

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 order to meet a semester's graduation deadline is available on the Graduate School's website, under the "Resources for Current Students" tab.

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. 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 delivers a high quality autonomous graduate degree designed chiefly to prepare students for advanced humanistic work in and beyond the academy. The program chiefly serves graduates of St. Mary's college and the University of Notre Dame who hope to gain admission to other Ph.D. programs or who plan to use their training in another professional field.

The M.A. program is also open to international students and to those with portable scholarship funding from foundations and governments.

### **Courses**

1. The M.A. degree in English requires thirty hours of course credit. There are two types of degree: research and non-research. Students are required to take 11 literature courses (33 credit hours) and one exam-reading course for the non-research degree or 10 literature courses (30 credit hours) and 6 credit hours of thesis research 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.



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. 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 Alissa Doroh 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.

8. If appropriate, the instructor may ask the student to offer an oral presentation on the research to the class.

9. Credit for any course is forfeited if the student's program of study 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, Spanish, 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.

#### **Degree Eligibility**

Failure to complete all requirements for the master's degree within five years results in forfeiture of degree eligibility.

#### **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 must 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 Kimberly Gaughan for the appropriate form.

#### **M.A. Examination**

The M.A. examination in literature must be taken within 60 days of a student's completing the requirement of 30 registered credit hours, or earlier. The exam will be offered during the spring semester. In extraordinary situations, some candidates may take it during the summer session.

In both cases, the exact date will be set by the department.

Candidates expecting to take the Master's examination must notify the Director of Graduate Studies no later than the second week of classes during the spring semester. Students who wish to take the exam in the summer session need to notify the Director of Graduate Studies before the end of classes during the spring semester. The examination must be taken within 60 days of completing the requirement of 30 registered credit hours.

Each student's Master's exams will cover primary works from three major areas or time periods of literature. Students will be expected to read those works, along with a small list - usually three article-length pieces per primary work - of relevant secondary criticism. The Director of Graduate Studies will choose one faculty member from each of three areas to suggest the texts for the examination, collect the lists of texts, and provide said list 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.

Each student will write one ninety-minute exam for each primary work. The exam will respond to questions formulated by the faculty members responsible for choosing the works. Each section of the exam will be graded by a the faculty member who formulated the questions. Each faculty member will assign a grade of Distinguished Pass, Pass or Fail to their section of the exam.

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.

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 study, a Master's 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. At that point, two legible, copy-edited paper drafts of the thesis or one legible, copy-edited electronic draft of the thesis must then be submitted to the Director of Graduate Studies at least two weeks, and preferably more before the date specified for submission of Master's theses in the Graduate School calendar. Check the Graduate School website, under the "Resources for Current Students" tab to verify the appropriate date.

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 *MLA Style Manual* and the *Guide for Writing Theses and Dissertations*, published by the Notre Dame Graduate School and available online at:

[http://graduateschool.nd.edu/assets/4700/dt\\_formatting\\_guide.p  
d f](http://graduateschool.nd.edu/assets/4700/dt_formatting_guide.pdf)

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### 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 10<sup>th</sup> 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](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.

#### IV. MINORS AND CONCENTRATIONS

##### **Master's Program in English and Law**

The Master's Program in English and Law offers a regular M. A. in the Department of English with a minor in law. The degree is 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 Master's degree; those pursuing the research degree would need to complete an additional six (6) credit 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 may, 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. Applicants should submit directly to the Department of English.

##### **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 pursuing this concentration 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.

### **Concentrations Outside of English**

In consultation with the Director of Graduate Studies and relevant faculty advisors, a PhD student may opt to take coursework outside of the English Department that will allow them to complete an interdisciplinary minor.

#### **Minor in Gender Studies**

The Program in Gender Studies offers a certificate for the completion of a minor in Gender Studies. See <http://genderstudies.nd.edu/graduate-program/> for details. Teaching apprenticeships are available to graduate students pursuing this minor.

#### **Minor in Screen Cultures**

The Department of Film, Theater and Television at Notre Dame offers a graduate Minor in Screen Cultures. See <http://ftt.nd.edu/academics/graduate-minor-in-screen-cultures/> for details.

## **V. ADMINISTRATION OF GRADUATE PROGRAMS**

### **Admissions**

To be admitted to the doctoral program in English and 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 Master's 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.

### **Faculty Roles in Admissions**

1. The Director of Graduate Studies and the Graduate Studies Committee are responsible for recruiting M.A. and Ph.D. students, where possible seeking input from area faculty who have vetted the applications. The Director of Creative Writing and the Creative Writing Faculty will oversee the recruitment of M.F.A. candidates.

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 for the Ph.D. and M.A. programs. The Director of Creative Writing will do the same for the M.F.A. program.

3. The Director of Graduate Studies and the Graduate Studies Committee will be responsible for following the admissions procedures of the department's Ph.D. and M.A. programs. The Director of Creative Writing and the Creative Writing faculty will be responsible for following the admissions procedures for the department's M.F.A. program.

### **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.

### **Graduate Studies Committee**

The Graduate Studies Committee is made up of four faculty elected by the regular full-time 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.

## VI. 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. students 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 "Writing and Rhetoric". For more information, contact the University Writing Program.

### **Funds for 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 will be notified of the deadline by which they should complete the Request for Travel Funds. This usually falls in the first two or three weeks of the fall semester.

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 professional development grants administered by the Graduate School. Students may apply to the English Department subsequently; see Kimberly Gaughan 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 semester of each academic year.

## VII. OPPORTUNITIES FOR TEACHING

1. First-year students must enroll in the departmental *Teaching Practicum* in the Spring semester to be eligible to teach *Writing and Rhetoric* in their second year. This course provides a broad knowledge of current composition theory as well as specific instruction in the methods used in the teaching of college writing. The Director of Graduate Studies will periodically consult with the Director of First Year Writing and Rhetoric about the course and the progress of enrolled graduate students.
2. Typically, students in their second year will teach one section of *Writing and Rhetoric* in the Fall semester and a second section in the Spring semester. Graduate Student Instructors (GSIs) are required to attend all University Writing Program meetings and observe all program guidelines and policies. Their progress as instructors will be periodically evaluated. The Director of First Year Writing and Rhetoric will visit the students' classes, prepare the report on student teaching for the students' files, and send the department a copy of the CIFs.
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 pedagogic mentors.
4. Advanced students are eligible to apply to teach a 200x-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.
5. The Kaneb Center for Teaching and Learning at the University of Notre Dame routinely hosts lectures and workshops focused on improving pedagogy. Graduate students are welcome at most events and can even earn a certification in Striving for Excellence in Teaching based on their attendance of workshops. Being able to speak about teaching practice and philosophy is a tremendous asset on the job market. Graduate students are encouraged to pursue as much pedagogical training as they are able to obtain.



## **Labor Expectations for Teaching in WR**

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 for WR instructors' obligations in the UWP (per semester of teaching):

Preparation for and attendance at all meetings: orientation, mentor group, and full-faculty **20 hours**

Syllabus preparation **25 hours**

Frequent and timely responses to student work (via written comments and individual conferences) **100 hours**

Preparation for each class meeting (including office hours) **85 hours**

Regular class meetings **38 hours**

Individual meetings with Director of First Year Writing and Rhetoric or another UWP faculty mentor to discuss teaching progress **2 hours**

## **Conditions for Reappointment**

English graduate students who have completed ENGL 92001 may be reappointed to additional teaching for WR as long as those instructors remain in good standing.

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

1. Adherence to the curriculum outlined in the *Guide to Teaching Writing and Rhetoric* and any additional faculty guidelines (e.g., policies on the WR website)
2. Adherence to syllabus deadlines prior to the fall semester (new instructors: June 1st; returning instructors: July 1; add-on instructors: August 1)
3. Regular attendance at all 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 WR
5. Positive overall performance on WR end-of-semester Course Instructor Feedback evaluations (CIFs)

Typically once per semester, a University Writing Program director or faculty mentor will visit WR 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 the standard University CIFs. Given the fixed allocation of 10 instructor spaces to be filled by English graduate students each semester, the following priority order will guide appointments to teach WR:

- First-time instructors 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 Director of First Year Writing and Rhetoric will work to accommodate instructor needs for teaching and scheduling. The instructor's 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. 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 six elected officers, who all serve one-year terms. 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 *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.