

**GRADUATE STUDENT**

**HANDBOOK**

**2022-2023**

## Guide to Graduate Studies in English at Notre Dame 2022-2023

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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 2022-2023 is Susan Cannon Harris, Professor of English; the Graduate Studies Coordinator for English and Creative Writing is Paul Cunningham. Contact either at 226 Decio Hall; (574) 631-2569 | [sharris2@nd.edu](mailto:sharris2@nd.edu); [pcunnin1@nd.edu](mailto:pcunnin1@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.

## **I. 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>

### **General Policies**

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 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.

## **GRADUATE SCHOOL CHILDBIRTH AND ADOPTION ACCOMMODATION POLICY**

### **RATIONALE**

The following policy is intended to assist graduate students who are new parents. It is a supplement, not an addition, to the six-week medical separation policy. Unlike the medical separation policy that covers any medical condition, this accommodation policy addresses a single set of circumstances: new parenthood. The accommodation provides students with a semester (16 weeks) to adjust to new parenthood. It is not a leave of absence; it is *an accommodation*. Students maintain their standing as students and are eligible for financial support.

**Departments are encouraged to work out specific arrangements with students, on a case-by-case basis, within the broad framework of this policy.**

### **ELIGIBILITY**

All full-time students in good academic standing **who are primary and full-time caregivers** of a newborn child or a child less than 5 years old newly placed in the home are eligible.

In addition:

- Students must have completed one semester and have been registered and enrolled for at least another semester prior to the request.
- Students may make use of the policy up to two times provided that at least one semester of full-time enrollment occurs between requests.
- Parents who are not the primary and full-time caregiver may apply for a leave of absence, but are not eligible for accommodation.

### **ACCOMMODATION IN COMPARISON TO LEAVE**

This accommodation is intended to provide relief from full-time responsibilities while providing continuing financial support. It differs from a leave of absence in three ways: responsibilities, eligibility clock, and funding.

## 1. Responsibilities

Accommodation	Leave of Absence
<p>Students are relieved of <b>full-time</b> graduate studies/duties (such as teaching and research).</p> <p>Students' official academic exam (e.g., oral candidacy exams, master's comprehensives, etc.) deadlines are extended for <b>one semester</b>.</p> <p>Students are relieved of coursework deadlines for <b>one semester</b> (16 weeks) during or immediately following the semester in which the birth or adoption occurs<sup>1</sup>. The choice of the semester is the student's.<sup>2</sup></p> <p>Students are expected to register and enroll full time and to remain engaged, if at a reduced level.</p>	<p>Students are relieved of all responsibilities.</p> <p>If a student wishes to devote full-time care to a newborn or a newly adopted child, the student should request a leave of absence.</p>

Departments are encouraged to be as flexible as possible with the student seeking accommodation. This student's assignments should allow for maximum flexibility in his/her schedule during the first 6 weeks after the child arrives. The amount of engagement and reduction in workload during the entire accommodation period (both prior to and after the birth or adoption of a child) should be specified **in writing** prior to the onset of the accommodation period. The notification section of this document outlines the process for requesting the accommodation.

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<sup>1</sup>Students may take incompletes in courses or take a reduced course load; however, students must register for at least 9 credit hours.

<sup>2</sup>Students who are funded on a 12-month basis can choose to initiate this accommodation during the summer term. On the date this accommodation is initiated during the summer the 16 week "semester" will begin and then end during a point in the fall semester. Once the 16 week accommodation has been completed, the student will be expected to finish out the fall semester at a 100% workload. All official academic exam deadlines will be treated as if the student had been granted the accommodation in the fall semester.

## 2. Eligibility Clock

Accommodation	Leave of Absence
Student's academic eligibility clock is extended by a semester, effectively adding a semester to the student's eligible time to meet all degree requirements.	Stops the student's eligibility clock.  Student still has eight years to fulfill all requirements and must meet all of the normal program and Graduate School deadlines.

## 3. Funding

Accommodation	Leave of Absence
Student will remain eligible to receive financial support (see below) and the health insurance subsidy.	Student will forego financial support from the University.

If, after the end of the accommodation period, the student wishes to have more time, he/she can apply for a leave of absence. The clock will stop, but so will funding. Students on leave may still enroll in the health insurance plan at their own expense.

**FUNDING**

Students who are fully-funded and who have not yet completed their 5<sup>th</sup> year of study will continue to be supported financially. They will continue to receive a stipend at the same level for the length of the accommodation (see below for possible exceptions), receive a tuition scholarship, and receive the health insurance subsidy from the Graduate School. Terminal master's students, and students who have completed their 5th year of study, are eligible for the accommodation only, not for funding under this policy. Departments and advisors may provide funding in these cases if there are available resources. Parental relief cannot be combined with other funding.

There are two important funding limits:

1. 1) The total number of years of funding will not be extended;
2. 2) For students with 9-month stipends, funding is for the academic year only. For students with a 12-month stipend, funding is for the calendar year.



Students with special funding circumstances:

- Teaching Assistants will be relieved of all teaching duties.<sup>3</sup> As stated above, they must continue to be intellectually engaged in the activities of the department and their research. Details of this engagement should be worked out in writing between the student and the department prior to the start of the accommodation.
- Students on research grants who wish to continue to receive full funding must follow the following guidelines. If the student is funded by a grant, the level of support is determined by the granting agency. If the student is expected to devote 50% or 75% of his/her former working hours to his/her research, the grant will pay 50% or 75% of her former stipend, **assuming he/she works at full capacity during those reduced hours**. The Graduate School will make up the difference between what the grant pays and the former stipend, up to 50% of the former stipend. If the grant funding is reduced below 50%, the Graduate School will still pay 50%.

Details of the final arrangement should be worked out in writing between the student and the department prior to the start of the accommodation.

- If a student is funded by an external fellowship, the level of support is determined by the foundation. If the fellowship is reduced or eliminated as a result of a new child, the Graduate School will fund up to 50% of the student's former stipend under the fellowship. Questions should be directed to the Graduate School.

#### **NOTIFICATION**

Eligible students must notify their advisor, Director of Graduate Studies, and the Associate Dean of Students in the Graduate School of their intent to use the accommodation policy at least 60 days prior to the expected date of childbirth or adoption. The Request for Childbirth and Adoption Accommodation form has been placed on the Graduate School website Resources for Faculty and Staff page, and should be initiated by the department in coordination with the student.

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<sup>3</sup>Those students for whom serving as a TA is a requirement must fulfill the requirement in a later semester.

The 2-page form collects the necessary information for the accommodation agreement, including:

- Eligibility requirements.
- Student responsibilities and expectations during the accommodation.
- Formula for special funding circumstances during accommodation.

This agreement should then be approved and signed by the student, the student's advisor, the departmental DGS, *and* the chair or the Graduate Studies Committee, and sent to the Associate Dean of Students in the Graduate School for review. In the event that the student and department cannot reach a decision about an appropriate workload, the Associate Dean of Students in the Graduate School should be consulted. The details of the agreement may be re-assessed and revised after childbirth or adoption. Accommodated students should submit a brief written progress report to their advisors at the end of the accommodation period.

## 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 [https://registrar.nd.edu/forms/Separation\\_Form/](https://registrar.nd.edu/forms/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 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

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 coursework throughout 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 3.6, taking into account not only GPA, but also quality of written work, quality of spoken work, and ability to articulate a research trajectory.

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.

HOWEVER, 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 GPA.

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 GPA. 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. The Graduate School considers an English department stipend the equivalent of 9 hours per week of work. **Therefore, the maximum number of hours per week you may work during your five years of funding is 11 hours per week (15 with Graduate School approval).** More stringent work restrictions may apply to visa holders from outside the U.S.

### **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. This applies to students in coursework, and students who have finished with coursework. Students who have completed coursework normally enroll in some combination of variable credit dissertation research or directed readings courses, practicums, area seminars, and the like.

### **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 considered full time. It is also the minimum number of credit hours for which a student can be enrolled in their first five years in the program. In the fall and spring semesters, a student who has completed coursework must 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, area seminars, and the like.

The Graduate School summer tuition stipend covers three credit hours plus enrollment in language courses. ALL STUDENTS need to fill out paper work in advance in order to receive the Graduate School summer tuition stipend. Instructions will be emailed to the student in advance of the summer session by the Graduate Program Coordinator

## Changes in Student Class Schedules

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.

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 illness. Courses dropped after this period will be posted on the student's permanent record with the grade of W for Withdrawn.

A course taken for credit can be changed to an audit course after the mid-semester point only in cases of serious illness.

## Auditing a Course

According to the University Academic Code, only graduate students are allowed to audit classes. The graduate student must obtain written confirmation from the instructor that they are willing to take on the auditor for the course in question. 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 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 this 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 University 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, self-plagiarism, 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 a student is in doubt as to whether something might be considered an academic integrity issue, they should contact the Director of Graduate Studies.

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 (for instance, the Director of Creative Writing or the Director of Undergraduate Studies). 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 DGS 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 DGS. 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 2022-2023 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. A student wishing to appeal should notify the chair. If a perceived conflict of interest exists with the chair regarding the appeal, the student may approach another appropriate director such as the Director of Graduate Studies or the Director of Creative Writing. On a case-by-case basis, the chair of the department or another appropriate director will appoint an ad hoc appeal committee, consisting of three faculty members, to discuss student grievances. 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 University Standards of Conduct and 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 the University Standards of Conduct, communicated by the Office of Community Standards (<http://communitystandards.nd.edu/>).

The Office of Institutional Equity (<https://equity.nd.edu/>) handles all complaints concerning sexual and discriminatory harassment.

## **II. ENGLISH DEPARTMENT POLICIES AND PROCEDURES**

### **Ph.D. PROGRAM MODEL FIVE-PLUS-ONE-YEAR PLAN**

#### ***Year 1 Coursework***

**Service:** No service work required in first year.

**Fall:** 3 seminars plus Introduction to the Profession practicum.

**Spring:** 3 seminars plus Teaching Practicum (4 seminars if not in Teaching Practicum).

**Summer:** Because all students receive a full stipend for the summer, they are expected to come up with a comprehensive full-time plan for their studies over the summer, in conversation with their advisor. This plan should prioritize the completion of language training if necessary. It will also include significant reading from the exam list, further reading to refine research interests, and the revision of a seminar paper for publication if warranted.

#### ***Year 2 Coursework***

**Service:** Teach one section per semester in the University's Writing and Rhetoric Program for students with prior teaching experience; TA for literature class(es) if no prior teaching experience.

**Fall:** Students take 3 seminars.

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

**Summer:** Because all students receive a full stipend for the summer, they are expected to come up with a comprehensive full-time plan for their studies over the summer, in conversation with their advisor. This plan should prioritize the completion of language training, if still necessary, but also be largely focused on reading for qualifying exams. Students will also undertake further reading to refine research interests, and the revision of a seminar paper for publication if warranted. Consult with Graduate School staff about external funding opportunities for dissertation research.

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

**Service:** Students who have not yet taught Writing and Rhetoric will teach classes in W&R. 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:** Students take Qualifying Exams.

**Spring:** Students complete Prospectus Exam.

**Summer:** Because all students receive a full stipend for the summer, they are expected to be engaged in full-time writing of the first stages of their dissertation. Students are strongly encouraged to begin exploring options for external funding of dissertation research and writing with the Graduate School's Office of Grants and Fellowships.

#### ***Year 4: 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:** Apply for external dissertation-year fellowships. Students are expected to have a full draft of one chapter of their dissertation reviewed by their advisor by December of their fourth year.

**Spring:** The dissertation director must approve one complete chapter of the dissertation within four months of the prospectus defense. Students should take Writing for the Profession practicum to develop an article for publication. Students are advised to develop a plan for publishing a piece of research. They should also apply for external dissertation-year fellowships.

**Summer:** Because all students receive a full stipend for the summer, they are expected to be engaged in full-time writing of their dissertation; to take advanced summer study seminars; and to 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. Apply for postdoctoral opportunities. Publish a piece of research from the dissertation or other article.

**Spring:** Complete full draft of dissertation and defend by August of year 5. 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 in the coming years.

## **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 Ph.D. in the English Department at Notre Dame.

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

**STUDENTS WHO ENTER THE PH.D. PROGRAM WITHOUT PREVIOUS GRADUATE COURSEWORK PLEASE NOTE:** Four semesters of coursework featuring three classes each, plus the “Introduction to the Profession” practicum, will actually give you 37.5 credit hours, which is 4.5 credit hours shy of the necessary 42 **graded** credit hours. If you take language courses for a grade, you will not have a credit deficit. Please remain in communication with the DGS in order to make sure your coursework provides you with all 42 graded credit hours.

## **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 Ph.D. program.
- Students entering with coursework from an uncompleted Master's or Ph.D. program may transfer up to six semester credit hours to the MA or Ph.D. program.
- All Ph.D. students must take nine courses (27 semester credit hours) at the University of Notre Dame in order to qualify for candidacy.

### **Special Courses for Credit**

- Students may count only two Special Studies courses (six semester credit hours) toward the 14 courses required for the Ph.D. These will not count for distribution requirements.
- Students may only count three non-English department courses toward the 14 courses required for the Ph.D.
- Students entering without an M.A. may, under extraordinary circumstances, count two courses (six semester credit hours) toward their required 14 courses.

### **Ungraded Coursework**

- There is no official limit to the number of courses a student may audit. Each audited course will appear on the student's transcript but will not impact the student's GPA. Instructors have the prerogative to remove any auditor from their course rolls who they do not feel has met the minimal requirements for participating and attendance.
- Students may enroll in Directed Readings courses, which do not count toward the fourteen courses necessary for completing the Ph.D. 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 14 courses necessary for completing the Ph.D. They are graded on an S/U scale and do not impact a student's GPA.

### **Summer Coursework**

Currently the Graduate School's Summer Scholarship covers enrollment in one three credit-hour class, plus language classes. Students **MUST FILL OUT PAPERWORK IN ADVANCE** in order to receive their summer tuition scholarship.

Since all students in years 1 through 5 are guaranteed summer stipends, students 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 3 through 5 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 Ph.D. 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 literature and one course in British literature.

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 and minority literatures.

During the students' first two years, 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, by the end of the first three semesters.

## Coursework Details

The program requires a total of 14 graded credited graduate courses (42 credit hours). Students entering with a completed M.A. may receive some transfer credit upon application to the DGS, up to a maximum of eight 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, such students will take their qualifying exams and write and defend their dissertation prospectus.

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.

## 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 coursework 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

coursework should first ask whether 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, the 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.

Before registering for classes, students will meet with their primary advisor to discuss course selection as well as general progress. 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, 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.

### **Faculty Mentorship**

The University of Notre Dame and the Department of English recognize that to be a good advisor to graduate students, one must be a good mentor. We believe that the Department should provide engaging, constructive, and supportive environments for its graduate students.

We believe that graduate mentorship is a collective enterprise, and the advisor-graduate student relationship is a crucial part of the advising community we strive to cultivate for our students. The advisor-graduate student relationship should be open, transparent, and respectful, with students' intellectual and professional development as its goal.

Furthermore, advisors should help prepare graduate students to participate in a broad intellectual community and to flourish in their future careers.

### **Responsiveness**

Graduate students work under institutionally mandated time constraints. Just as faculty need to reserve time for their research and teaching, graduate students' time must be recognized and respected. Students require timely responses to both their work and their career-related needs. Faculty who teach and advise graduate students should post and follow protocols for responding to papers, dissertation chapters, full dissertation drafts, and requests for letters of reference. Typically, papers should be returned within two weeks and chapters and full drafts of dissertations within a month, while students should give faculty at least two weeks of notice when requesting letters of reference. Faculty should make publicly available, and faithfully keep, their weekly office hours, and should establish a public policy for answering student emails within a reasonable period. Faculty



members should expect to be in regular contact with their graduate student advisees when on leave and should communicate clearly in advance their availability for phone, skype, or other forms of contact. Faculty who consider relocating to a different institution should inform their advisees in a timely fashion. If the faculty member will remain in the advising role after a move, clear arrangements should be established with both institutions to insure the advisor's continued accessibility. (2020 Report of the MLA Task Force on Ethical Conduct in Graduate Education, p.6).

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

In extraordinary circumstances and with the permission of the Director of Graduate Studies, a student not transferring graduate school credit from another university 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 Coordinator 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 Studies and Directed Readings**

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.

A *Directed Reading* 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 exams and dissertation research and cannot be used to fulfill distribution requirements. The reading list should represent the field that

the student is trying to master. The supervisor will be responsible only for ensuring that the student has completed the reading. Grades will be recorded as satisfactory/unsatisfactory.

### Foreign Language Requirement

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

1. 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.
2. Fluency can be demonstrated by satisfactorily completing one upper-division or graduate-level literature course.
3. 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 before taking exams.

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 Ph.D. 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 Ph.D. 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 allow faculty and students in a given field to discuss their own and others’ recent research. Particular emphasis will be placed on allowing students beyond coursework to workshop their latest research. Students writing dissertations are expected to present their work at least once in an area seminar. Students still in coursework are strongly recommended to participate in all sessions of the area seminar.

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.

### **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 1 and 2 are qualified for advanced graduate study; and 2) to make sure that students are steadily progressing through examinations and dissertation writing at an acceptable pace.

Among the considerations involved in determining whether a student is making “normal progress” are the following: both oral and written performance in coursework; timely completion of coursework requirements, timely progress through the sequence of examinations; and timely progress in completing the dissertation.

### **Annual Review**

At the end of each academic year, the Director of Graduate Studies will ask the faculty to file a brief report on each of the graduate students they have taught that year. Faculty working with students at the exam or dissertation stage will also be asked to report on the students’ progress, and ABD students will report their professional activities, conference participation, publications, and progress on the dissertation annually. Faculty supervising students in a service position will also be asked to report.

Special scrutiny will be given to students manifesting deficiencies—that is, students who earn grades below the norm (one or more grades of B+ usually signal academic underperformance)—and to other students who are not making satisfactory progress toward their degree. Any student who is not meeting ordinary deadlines or whose progress is unsatisfactory will be given special attention. Dissertating students’ steady completion of chapters will be given particular scrutiny.

At the conclusion of the spring semester, after grades are filed, the Graduate Studies Committee will convene a meeting of the entire graduate faculty, including the Director of Writing and Rhetoric, to review and discuss the performance of every graduate student in the program.

Where discussion from the annual review suggests substantial problems, the Graduate Studies Committee will further review the student’s record to decide whether the case warrants additional support for the student, a probationary period, or termination from the program. The Committee may seek additional materials, including reports from faculty who have taught the student and a sample of the student’s writing.

The Graduate Studies Committee’s findings during review can potentially impact a student’s financial aid for the following year, and could result in a student’s termination from the program.

### **Qualifying Review**

Students at the end of their coursework will be subject to a qualifying review to determine their fitness for pursuing exams and dissertation. This will happen during the all-faculty graduate student review meeting at the end of the academic year.

Students in year 2 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 M.A. exam the following fall semester as an exit credential.

The Director of Graduate Studies will communicate in writing the results of the qualifying review for every second-year student.

### **Fifth-Year Dissertation Review**

Students and their committees will convene for a 60-minute meeting in the fall of the student's fifth year, before fall break. Committees should receive all work the student has completed so far at least three weeks before such a meeting. Students should have work that represents more than one chapter.

This meeting is a chance for the committee to give feedback to the student on the material. It is common for dissertation topics to evolve, and this is also a chance for the student to articulate that evolution. The meeting will allow all committee members to share in an understanding of the direction the research is taking and to offer input.

The Graduate Program Coordinator can assist in finding a room, although it will be the dissertator's responsibility to poll members for a suitable time. The graduate program enthusiastically recommends that all dissertators take the initiative to convene such a meeting, but recognizes there may be cases in which such meetings simply do not serve the needs of the student.

### **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.

### **QUALIFYING EXAMS**

Students will be considered ABD after completing a field exam in the fifth semester, and an exam in their sixth semester that joins a specialized, dissertation-focused oral exam with a dissertation-prospectus defense.

Both exams require three faculty members and can include four faculty members. The committees do not have to be identical. The committee convened for the qualifying exam needs to consist of faculty members most familiar with the list on which the student is being examined. The committee convened for the defense of the prospectus will be considered the dissertation committee.

#### Exam Part I: Field Exam

Students will take one field exam that will test them on 50 works chosen from a set area list, plus 20 works chosen in close collaboration with their supervisor and committee. The exam will take place before Thanksgiving of their third year and include two written components (three hours each) and an oral component (90 minutes).

This exam will not provide the student with exhaustive coverage of a field. It is expected that students will work continuously throughout their time in the program to achieve the most exhaustive coverage of their field possible. Instead, the exam is designed to allow students to demonstrate competence in the field. In the exam, a student will be expected to demonstrate a strong command of the texts and an ability to make connections among them.

While primary works will comprise the overwhelming majority of the texts on the set lists, areas will be given autonomy to decide the mix of primary and secondary works most necessary to the given field. Areas will be free (but are not required) to compose set lists in excess of 50 works, from which students might choose 50 works. The set lists for every area will be available from the Graduate Program Coordinator. All students are encouraged to obtain those lists at the very beginning of their time in the program.

Students may nominate up to five texts to substitute from the set list. These substitutions are subject to approval by the exam chair. Students wishing to substitute texts must submit a list and brief rationale to the Graduate Studies office for final approval when they submit their supplementary lists.

Students who feel their area of interest spans two fields have the option, with the permission of their committee, of creating one list from two areas' set lists.

Students' 20-work addition to the list should be made with a view toward mastery of the field. With their advisors they will determine whether that means an additional list of primary texts from within the field; a list of primary texts from outside the field that will contextualize their own field within a much larger body of literature; a list of secondary texts that will make them proficient in some of the more prominent readings of texts in the field; a list of theoretical texts that will help them articulate their own approaches to the field; or some combination of these.

In extraordinary cases endorsed by a willing committee, students have the option of taking one additional qualifying exam in their fourth semester, whose field will not overlap with the qualifying exam in their fifth semester. Their reading for the exam will count as an independent reading course. Because lists will be set and available to students from the time they first enroll in the program, students will be expected to complete this exam by Thanksgiving of their third year. Any student not passing the exam will be given one chance to pass the exam by the end of January.

### Exam Part II: Prospectus List Exam and Defense

After passing their qualifying exam, students will be expected to compose both their prospectus and an additional list of 30 works central to their dissertation project but not already covered by their field exams.

The prospectus should be a 10-20-page rationale for and outline of the dissertation. The evolving list of 30 works should be central to helping the student as they devise this statement concerning their dissertation project. The list itself should be stabilized no less than two weeks before the prospectus list exam and defense. The 90-minute defense of the prospectus will also be an oral exam of the student's knowledge of the 30-work list. This exam will probe the student for their understanding of

the primary and secondary material relevant to their project and assess their ability to formulate an original piece of scholarship.

This second part of the exam must be passed by the end of the student's sixth semester. Students are advised to have a fully composed first draft of both prospectus and list to their advisor midway through their sixth semester. The prospectus must be submitted to the department offices by first Friday of March and defended by the second Friday of April.

### **Written Examination Protocol**

All written examinations will be taken either in an approved space. The University Honor Code applies to all students taking examinations. Students will be supplied with a computer on which to take the exam. Students are not to consult books or notes during the exam. Students may take their exam lists into the written exam for consultation. Students are to pick up their exams from the Graduate Program Coordinator 15 minutes before the beginning of exams and turn them in within 15 minutes of the exam's scheduled end.

### **Scheduling Exams**

Written exams can be taken no more than three weeks and no less than one week before the oral exam. Students are responsible for consulting with their committee for times the committee members will be available for an oral exam, so that they can appropriately time their written exams.

### **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 appear 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 either part of 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.

### **Admission to Ph.D. Candidacy**

To be considered for admission to Ph.D. candidacy in the English Department, a 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 over 3.3;
- complete the foreign language requirement;
- pass the qualifying 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 second part of their exams, successfully defending their prospectus), he or she must see the department Graduate Program Coordinator 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 Paul Cunningham to obtain the appropriate form. To receive a degree in any particular semester, you must qualify and apply for admission to candidacy for that by the date specified on the Graduate School calendar.

Students who plan to attain the joint Ph.D./M.F.A. 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 two degrees.

### **THE DISSERTATION**

The purpose of the dissertation is to demonstrate the student's ability make 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.
2. 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.

3. In consultation with his or her dissertation director, the student will select two or three 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.

4. In exceptional cases, it is permissible to select two co-directors for the dissertation, with the approval of both directors and the DGS. If the student chooses two co-directors, two additional readers are still required for the reading committee.

5. In exceptional cases, students may add a reader from outside the department with the approval of their advisor and the DGS. In very exceptional cases, a student might add a reader from outside the university, provided that there is a coherent rationale for doing so and that the student has the approval of both their advisor and the DGS. Students are strongly cautioned that the department has no disciplinary or reward mechanism to make readers from outside the department perform conscientious work as a reader of a dissertation. Students are always advised to have at least three English department faculty members on their dissertation committee.

6. The Department of English considers normal progress toward degree to involve the production of one dissertation chapter per semester, while also acknowledging that the first chapter of the dissertation usually takes the longest.

7. 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/resources-for-current-students/dt/#Formatting-Check>

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

8. 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 "[Academic Year: Deadlines](#)". Students must submit the text of the dissertation to the Director of Graduate Studies and to all of their readers in sufficient time (usually a month to six weeks in advance) that it may be read before the date specified for dissertation defenses in the Graduate School calendar.

9. 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 (i.e., hard copy or electronic) that those readers request. Unless the readers specifically assent to a shorter timeline, the student must provide a copy to readers four to six weeks in advance of the exam. If the student would like feedback on the dissertation from a reader before the dissertation defense, they must provide the dissertation to the reader four weeks before they would like such feedback.

### **Dissertation Defense**

1. The dissertation defense must be a 90-minute 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.

### **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 30 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 six 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 coursework 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 may 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 18 hours of graduate courses in English at Notre Dame. Students who wish to take an undergraduate class should consult with Paul Cunningham 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 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, 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 the Graduate Program Coordinator 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. 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 department has final say over the exact date.

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 the list to the student 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 90-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 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/resources-for-current-students/dt/#Formatting-Check>.

## 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, 20 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. A joint M.F.A./Ph.D. is available only to those who enter the Ph.D. with an M.A.
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 workshop, 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 graduate poetry or prose workshops 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. Students are not allowed to simultaneously take both the poetry and prose 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, and 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-hour) 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**

No foreign language is required for the M.F.A. degree.



### **Admission to Candidacy**

1. See the regulations 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 Creative Writing Program Coordinator (Paul Cunningham) 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. 4-5 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 and/or failure to participate in the graduate writing workshops at a level that can reasonably be expected of all students (e.g., not producing enough quality work, participating 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 tenth 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 (which would be the responsibility of the University Office of Institutional Equity) 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.

### **III. 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 a 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 Director of Graduate Studies 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 Ph.D. student may opt to take coursework outside of the English Department that will allow them to complete an interdisciplinary minor.

### Graduate Minor in Gender Studies

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

### Graduate Minor in Peace Studies

Graduate students pursuing a terminal master's or doctoral degree at the University of Notre Dame have the opportunity to complete a Graduate Minor in Peace Studies. The graduate minor gives students access to classes taught by core faculty members at the Kroc Institute for International Peace Studies, who are among the premier scholars in the field. For doctoral students, combining concentrated coursework in peace studies with their primary discipline can enhance their scholarship and expand their professional options. See <https://kroc.nd.edu/ph-d/graduate-minor-in-peace-studies/> for details.

### Graduate Minor in Irish Studies

The Graduate Minor in Irish Studies is a six-course program that provides Notre Dame doctoral students with recognition on their diploma of a credential in Irish Studies. See <https://irishstudies.nd.edu/students/graduate-program/the-irish-studies-graduate-minor/> for details.

### Graduate Minor in Screen Cultures

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

### *Graduate Minor in History and Philosophy of Science*

The HPS graduate minor is open to all M.A. and Ph.D. students at the University of Notre Dame, and certifies competence in the area of History and Philosophy of Science. The total requirement for the minor is 11 credit hours. These may be completed at any time during the student's graduate program. See <https://reilly.nd.edu/graduate-programs/history-philosophy-of-science/> for details.

#### **IV. 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 as Quality of Life Chair for the English Graduate Student Association, 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.

## **V. 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 year-round stipends. Students having completed their degree within five years will be eligible for a sixth-year of postdoctoral funding above the rate of the stipend they received in their fifth year. In cases where a student has completed a substantial portion of their dissertation but needs an eleventh or twelfth semester to finish their degree, they MAY qualify for funding through an application to the College of Arts and Letters, provided that the department has money to cover their stipend. Such cases are determined individually and are not subject to guarantees.

Ordinarily, all Ph.D. and M.A. students receive full tuition-remission scholarships so long as they are making normal progress to degree. Part-time study is not supported. All students must complete an application for a summer tuition scholarship in order to take classes during the summer.

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.

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); they will be contacted by the Graduate School with details.

The Graduate Studies Committee will establish an application process for all internal fellowship and teaching opportunities that are available to advanced students, as well as for the Distinguished First Chapter Award and other competitive awards throughout the year. 20xxx teaching assignments will be determined in conversation with the Director of Undergraduate Studies and are subject to curricular needs.

The Graduate Program Office announces the deadlines for internal and external competitive opportunities.

Some fellowships, awarded on a competitive basis, may allow students 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 the Graduate Program Coordinator for the appropriate form. 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 **strongly encouraged** 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. Students are encouraged to become familiar with the Graduate School's Office of Grants and Fellowships even in their first two years of coursework, in order to understand the process involved in identifying possible sources of funding and applying for grants. Students are also encouraged to consult with their advisors and other faculty members for advice on applying for outside funding.

## **VI. 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. Students who enter the program without teaching experience are encouraged to act as a TA for a faculty-led literature course in their second year instead of jumping directly into teaching their own course. Students without prior teaching experience are encouraged to be in close contact with the Director of Graduate Studies concerning this opportunity.
3. Students who enter the program with teaching experience will, in their second year, 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 their online teaching evaluations.
4. 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. Students who spent their second year in TA positions will be expected to teach one section per semester of Writing and Rhetoric in their third year.

5. Advanced students are eligible to apply to teach a 20xxx-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.

6. The Kaneb Center for Teaching Excellence 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 Writing and Rhetoric**

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 (UWP) 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 (Practicum: Teaching Writing) 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 student evaluations



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 Director of Graduate Studies

Observation reports will be based on (1) classroom visits and individual conferences with each instructor and (2) assessments of the standard University student evaluations.

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.

## **VII. 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 nine elected officers, who all serve one-year terms.

- The EGSA President is responsible for the general direction of the association, the budget, reception for incoming students, overall planning for the Graduate Research Symposium, and other administrative tasks.
- The Vice President is responsible for recruiting department graduate students to mentor incoming graduate students, organizes at least one reception in the first semester for mentor and mentees to meet, and assists the president in planning the Graduate Research Symposium.
- The Professionalization Chair organizes panels for students in coursework, on preparing for exams, and working on prospectuses.
- The M.F.A. Professionalization Chair organizes the first-year panel for incoming students or a panel on tips/tricks for writing your M.F.A. thesis; and facilitating communication and encouraging greater participation by Ph.D. students in M.F.A. events and vice versa. The role can be further defined according to the perceived needs of the M.F.A. program.
- The Treasurer works with the President to create the annual EGSA budget, assists the President with the budgeting of the annual Graduate Research Symposium, and contacts the DGS for all budget and expense requests
- The Social Committee Chair plans social events, including happy hours and the annual Halloween party.
- The Quality of Life Chair organizes events and panels centering on quality of life in the graduate program. This can include mental health, stress management, conflict resolution, and issues currently facing the graduate population. The Chair also prepares exam gift bags

and serves as liaison between the GSC and EGSA. The Chair is responsible for attending GSC meetings when appropriate and reporting any pertinent information to EGSA.

- Two elected Graduate Student Group Representatives are responsible for attending all GSG meetings and notifying EGSA members via the listserv of pertinent GSG proceedings, events, etc.

The Graduate Coordinator serves as advisor to the EGSA officers. This was voted on by the EGSA board after obtaining official SAO status in AY 2019-2020.

### **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 <https://international.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.