

***GUIDE TO GRADUATE STUDIES***  
***English Literature***

***For student who matriculated in 2011 and thereafter***  
(Updated January 2015)



**Department Internet Address:**  
**<http://englishcomplit.unc.edu/>**

**CoLEAGS Homepage: <http://www.unc.edu/coleagshome/>**

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## Description of the Graduate Program in English

The graduate program in English is a six-year course of study leading to the PhD degree. We offer no separate M.A. program. We welcome applicants with B.A.s and/or M.A.s to the PhD only program. Students who enter the program with an M.A. degree may transfer in up to 9 hours of graduate course work.

Doctoral students specialize in a particular field grounded in extensive coverage of British, American, and Anglophone literature. During the first two years of the PhD program, students advance general knowledge of that literature while defining their scholarly interests. By the end of their second year, they begin intensive work in their special fields of interest, which may include a historical period, a genre, composition studies, or literary theory and criticism. By the end of the third year, they complete the greater part of course work. They ordinarily take written and oral examinations in their major and minor fields in their seventh semester. Students present a dissertation prospectus the semester following their PhD exams, and devote their fifth and sixth years to writing the dissertation.

### Majors and Minors

For the PhD, many students choose a major in one of seven literary periods or in African-American Literature, Southern Literature, Critical Theory and Cultural Studies, or Rhetoric, Composition, and Literacy, and a minor in one of these specified areas of specialization:

- I. The English Language
- II. English Literature from the Beginning to 1485
- III. English Literature from 1485 to 1660 (including Milton)
- IV. English Literature from 1660 to 1789
- V. English Literature from 1789 to 1900
- VI. American Literature to 1900
- VII. American Literature from 1900 to the Present
- VIII. British Literature from 1900 to the Present
- IX. Critical Theory and Cultural Studies
- X. Rhetoric, Composition, and Literacy
- XI. African-American Literature
- XII. Southern Literature
- XIII. Poetry and Poetics
- XIV. Film
- XV. Multiethnic literature

Students may also elect to create an alternative major or minor, organized by a different chronology, geography, or category than the areas described above.

### **Alternative Major:**

With the support of three faculty mentors, students may petition the Director of Graduate Studies (DGS) to allow an **alternative major**. They should submit this form when they declare their intention to take the PhD exams (see PhD Examinations). In order to petition for an alternative major, students should fill out the Alternative Major/Minor form (found on the department website: <http://englishcomplit.unc.edu/english/graduate/forms>) and include:

- A description of the alternative major/minor field (between 300-600 words), justifying its necessity in terms of your projected teaching and research. How might it further your future dissertation work? In what ways will it prepare you for the job market?
- Descriptions of all courses taken or expected to be taken that emphasize this field. You should also indicate how you will satisfy the required two seminars in the major field.
- A reading list for the major/minor, which you have compiled through consultation with appropriate faculty.
- The signatures of three faculty members.

### **Alternative Minor:**

With the support of two faculty mentors, students may petition the DGS to allow an **alternative minor** within the English department. No petition is needed for minors in the novel or drama. They should submit this form when they declare their intention to take the PhD exams (see PhD Examinations). In order to petition for an alternative minor, students should fill out the Alternative Major/Minor form (found on the department website: <http://englishcomplit.unc.edu/english/graduate/forms>) and include:

- A description of the alternative major/minor field (between 300-600 words), justifying its necessity in terms of your projected teaching and research. How might it further your future dissertation work? In what ways will it prepare you for the job market?
- A reading list for the major/minor, which you have compiled through consultation with appropriate faculty.
- The signatures of two faculty members.

For many minors, such as American Studies, Renaissance Studies, or Women's Studies, established programs outside the department have their own set of requirements.

If a student elects to pursue a minor in an area of study outside of English in a program that does not set its own minor requirements, students can still minor in that area if they take at least fifteen credit hours of approved work (listed outside of or cross-listed with English) and are tested in this minor via the standard three-hour written PhD examination followed by an oral examination in conjunction with the Major. Two members of the faculty representing the outside minor must serve on the student's written and oral examination committee.

## A Year By Year Description of the Doctoral Program’s Course of Study

<p>First Year “Exploratory”</p>	<ul style="list-style-type: none"> <li>*During the first year, students will devote their course work to the exploration of various areas of study. Students will be encouraged to take courses outside their proposed major.</li> <li>*For students who are not teaching, the recommended load is 3 courses a semester.</li> <li>*Students who are teaching (who enter with an MA) can transfer up to 9 hours. Teaching students typically take no more than two courses per year (including the Intro to Grad Study and English 606)</li> <li>*Most students will take English 606 in preparation for teaching.</li> <li>*In the month of February, students will submit a tentative “course of study plan” that reflects on their emerging interests. (See description below)</li> <li>*Students will meet with the DGS to discuss their progress once a semester.</li> <li>*Students will take an “Introduction to Graduate Study” Course</li> </ul>
<p>Second Year “Beginning to Focus”</p>	<ul style="list-style-type: none"> <li>*Students will begin to focus on an area of interest, taking courses (4 courses) in that field or allied fields.</li> <li>*Students will submit a course of study plan and meet with the DGS to discuss their progress, usually in the Spring semester. Students will be encouraged to visit with particular faculty in their fields of interest for further advising.</li> <li>*In their second semester they may identify a potential major and minor and speak to the faculty about serving on their exam committee.</li> <li>*In the summer after their second year, students will begin to compile their exam reading lists</li> <li>*Students should fulfill their first foreign language requirement by the end of their second year.</li> </ul>
<p>Third Year “Learning One’s Field”</p>	<ul style="list-style-type: none"> <li>*Students will register in the fall semester to take their examinations in their fourth year.</li> <li>*Students will submit a “course of study plan” that reflects on their emerging interests.</li> <li>*Students will continue to take courses (4 courses) in their field or allied fields as they study for their exams.</li> <li>*Students will identify their potential dissertation advisor—this should happen at the beginning of the third year at the latest.</li> <li>*In the second semester of their third year, students will meet once a month for the “Third Year Colloquium”: these meetings will give students the opportunity to share their work and discuss the current issues in their particular fields.</li> </ul>

Fourth Year “Becoming an Expert”	<ul style="list-style-type: none"> <li>*Students will continue to take courses (from 2 to 4 courses)</li> <li>*Students will take their written and oral examinations</li> <li>*Students will write a prospectus and hold their prospectus meeting in the same semester or no later than the semester following their examinations.</li> </ul>
Fifth Year “Producing an Original Contribution”	<ul style="list-style-type: none"> <li>*Students will write their dissertation</li> <li>*Students will sign up for dissertation credit hours.</li> <li>*Students will be encouraged to belong to a dissertation writing group.</li> <li>*Students may wish to audit classes of interest.</li> <li>*Students should fulfill the requirements for their second language by the end of this year.</li> </ul>

**Course of Study Plan.** For every year that they are still taking courses toward the PhD, graduate students enrolled in the English Department are required to submit a course of study plan for approval to his or her advisor and/or to the DGS; it is due when you meet with the DGS in February to discuss your plan. The plan should provide a narrative account of the student’s intellectual and professional rationales for courses taken up to that point in the program as well as for those courses proposed to be taken in the coming semesters, including independent studies and other projects (including summer language study). Although not a contract, the plan does need to be reviewed and approved each year by the advisor, the GAC and the DGS. The course of study plan can be found on the department website:

<http://englishcomplit.unc.edu/english/graduate/forms>. *For an example see Appendix A.*

### **COURSE REQUIREMENTS FOR THE PhD**

--A minimum of 14 courses (42 credit hours) required (including English 606 and the Introduction to Graduate Study) with auditing and more course work encouraged.

--Can earn up to 9 hours of transfer credit for graduate work done in a degree program. However, none of the below requirements (with the exception of ENGL 606) may count towards one of your course requirements; transfer credit is purely elective credit. Please see the Transfer Credit FAQ on the department website: <http://englishcomplit.unc.edu/english/graduate/forms>. This FAQ, like all others, can be found on the department website under “Forms.”

--**3 seminars in the major field** (no more than 1 may be fulfilled with a directed reading, except in extraordinary circumstances and with the DGS’s approval)

--**1 seminar in the minor field**

--**Introduction to Graduate Study course:** This course will provide an orientation to graduate study and will be useful to students doing historical as well as theoretical work. Students will gain familiarity with research resources, faculty resources, and critical resources (mandatory for all students regardless of previous graduate training; offered every Fall)

--**English 606:** Rhetorical Theory & Practice (offered every Spring)

-- “**English Language**” requirement (depending on the student’s major and the advisor’s support, some students may substitute a theory course)

--**2 Foreign Languages** (fulfilled by course work, testing, transfer credit, or undergraduate major; these languages should be appropriate to the student’s area of study). Courses taken to fulfill this requirement do not count among the minimum 14 courses required for the PhD

--**2 courses in Allied Fields** (depending on the students’ area of interest, these courses may be historically, thematically, or methodologically related to student’s proposed “major.” The student will choose these courses in consultation with the DGS or his/her advisor and he/she will submit a written justification of the relevance of the course.

--**Third year colloquium** (led by the DGS): Third-year students meet to present their research from previously written essays or to work on research related to their anticipated dissertation topic. This will not be a regular course that requires registration, but a required monthly meeting set up in the second semester of the third year.

For more information, please read the Course Requirement FAQ:

<http://englishcomplit.unc.edu/english/graduate/forms>

## FOREIGN LANGUAGE PROFICIENCY

The English Department considers a reading knowledge of foreign languages essential to the educational and professional aims of its degree programs. PhD candidates must show proficiency in two foreign languages. (For students entering with an MA, the language used to satisfy MA requirements can count as one of the two required for the PhD.) The Department recommends Latin, French, German, Italian, or Spanish, with the choice to be made on the basis of scholarly appropriateness and in consultation with the DGS or a faculty advisor. The use of other languages to fulfill the requirement must be approved by the DGS.

### Ways to satisfy this requirement are:

- An undergraduate major in an approved language automatically satisfies the requirement.
- By passing an examination supervised by the Graduate School and administered by the foreign language departments.
- For non-Western languages, four semesters of undergraduate language classes may fulfill the requirement. Please consult with the DGS on this issue.
- By completing the second of two special reading courses for graduate students offered by the Classics, German, and Romance Languages Departments (601 and 602). (Please note: the Graduate School will not count credit earned in 601 or 602 toward the residence credit requirement).
- By completing with *at least* a grade of *B* an undergraduate literature course in a foreign language taken after the B.A. is awarded.



Students whose first language is not English may use English to fulfill the foreign language proficiency requirement.

The foreign language requirement must be satisfied by the semester in which a student intends to earn the PhD.

## COURSE WORK EVALUATION

**Grades:** The grading system in graduate courses is as follows: *H* for work that is clearly excellent, *P* for work that is entirely satisfactory, *L* for work that is marginal but passing, and *F* for work that is failing. Plus and minus grades are recorded by the Department but not by the Graduate School.

If a student earns 3 or more “P”s or one “L” in the first year, the GAC may meet to evaluate the student’s record. Students who receive 2 incompletes in the first year will also be evaluated. The GAC and the faculty who have taught this student will meet to discuss his or her progress and determine whether they should continue in the program.

A doctoral student who receives a single grade of *F* or nine or more semester hours of *L* is ineligible to continue in the Graduate School.

**Incompletes:** Students will be allowed to take only one “Incomplete” per semester. While the Graduate School policy states that students have a full calendar year to finish incomplete work, the department stipulates that faculty will accept work for an incomplete **no later than 2 weeks before the exam period** in the semester that the Incomplete work is due. Temporary grades of *Incomplete (IN)* or *Excused Absence from final exam (AB)* must be removed by the deadline or the course grade becomes *F*. *IN* and *AB* grades **must be removed** before a student can graduate or request a Leave of Absence.

**Early Assessment (Third Year):** Every spring, the GAC and the faculty who have taught or worked with the current third year students will meet to evaluate the students’ progress. These meetings will take place following the third year student’s 1) participation in the colloquium and 2) selection of an advisor. The advisor will act as the student’s advocate in this process.

## PhD EXAMINATIONS

Candidates for the PhD must pass three examinations administered by the Department: a written examination in the major and minor, an oral examination in the major and minor, and an oral defense of the completed dissertation.

### **PhD Written Exam:**

The written examination in the major and minor consists of three hours of writing on the minor and six hours on the major. Each student will take an individualized exam, composed by a five-member committee (three in the major, two in the minor), one of whom the student has designated as his or her anticipated Dissertation Advisor.

Ideally students will take their written examinations in their seventh semester in the graduate program. A student should submit a formal request to take his or her exams to the Graduate Program one year before he or she plans to take them (typically in the fifth semester).

The major written exams are scheduled for the first Monday of October and the minor written exams are scheduled for the second Tuesday of October. If, for some reason, a student takes exams in the spring semester, the exam dates are the first Monday of February for the major and the second Tuesday of February for the minor.

Please download the Request to Take Qualifying Exam form from the department website: <http://englishcomplit.unc.edu/english/graduate/forms>. *Refer to Appendix B* in this handbook to see this form.

In the fourth semester, before submitting the exam request form, students should approach faculty members to ascertain their willingness to serve (see the PhD Committee FAQ: <http://englishcomplit.unc.edu/english/graduate/forms>). The student will then work with that potential committee to prepare major and minor reading lists for his or her examinations. Students are welcome to look at exam reading lists from past exams, which should be available on the SITES website and/or through students who have already taken their exams. Often reading lists have a component geared towards anticipated dissertation work. While the individual lists do not entirely constitute the exam, they give the student a focus of study during the year preceding the exam and provide a focus for discussion between the student and committee.

Once the exam request form has been submitted, the DGS will formally invite the selected faculty to serve. While the DGS will make an effort to ensure that the committee meets the student's requests, the final choice of the committee will be determined by the DGS. For the purposes of coordinating the exam process, the DGS will also designate a faculty member to act as Chair of the examining committee. The chair will be responsible for gathering exam questions at the appropriate time for the written exams and helping to coordinate the paperwork and process of the orals examination. The Chair should not be confused with the Dissertation Advisor (see the PhD Committee FAQ: <http://englishcomplit.unc.edu/english/graduate/forms>).

The entire examination committee and the student will meet as a group **a year** before the scheduled exam (typically in the fifth semester, after the student has submitted the exam request form). In this meeting, the committee will come to a consensus on the final reading list, and the student will have the opportunity to ask questions about the examination format. Students can obtain the pre-exam meeting form from the department website: <http://englishcomplit.unc.edu/english/graduate/forms>. *You can view this form in Appendix C*. It is the responsibility of the student and the Dissertation advisor to arrange this meeting and any other meetings needed prior to the exams.

A one-page rationale should accompany the lists, and both lists should not exceed 200 titles; ideally students will aim for 150-175 works, though we recognize that shorter pieces (poems,

essays) may need to be adjusted and estimated toward this final number—please consult with your dissertation director and committee members for guidance in this area.

The examinations are graded as Pass with Distinction (*H*), Pass (*P*), or Fail (*F*); pluses or minuses, while sometimes awarded, make no difference in the student's official grade. Students taking the examination for the first time shall fail if they do not receive a grade of *P* or *H* on both the major and the minor portions of the examination. Such failure will be reported to the Graduate School on the appropriate form as failure of the examination. Failing students shall be required to retake only the part or parts on which they received an *F*, however. As a rule, they will not be allowed to substitute a major or minor different from the one they have failed. Graduate School regulations require that at least three months elapse before a second taking of an examination. On retaking, students must pass all remaining parts of the examination with a grade of *P* or *H* or they will be judged to have failed the examination for the second time.

**Student Responsibilities in Preparing to Re-Take Examinations:** A student who has failed an examination is responsible for making an appointment with the faculty member named in the letter from the DGS within a month of receiving the letter or by the end of the semester, whichever is earlier. After this meeting, the student is urged to consult other members of the examining committee.

The student should bring to the meeting a list of course work in the area of the failed examination and a brief description of the way in which he or she had prepared for the examination, including his or her focused reading lists as well as the comprehensive list for the field(s).

After the conference, the student is encouraged to make up a revised study plan, incorporating suggestions from the faculty member. This plan may be presented to the faculty member for review at the student's initiative.

The student should keep the DGS informed of the progress being made in preparing for the retake so that a second examination can be scheduled in a timely manner. Graduate School regulations require that at least three months elapse before the second taking of an examination.

A student who fails an examination for the second time becomes ineligible for further graduate work. Upon request from the DGS, The Graduate School may grant a student a third and final opportunity to take the examination. No student may continue in a program or take an examination a third time without approval by the Administrative Board of the Graduate School.

**Oral Exam in the Major and Minor:** After passing both the major and minor written examinations, students will take, within the same semester, a two-hour oral examination on the major and minor. It is the student's responsibility to consult his or her committee members to find a mutually convenient time to hold the oral examinations. The Graduate Student Services

Specialist can be consulted on securing a location for this scheduled oral exam, but traditionally students have used Gaskin Library (5<sup>th</sup> floor of Greenlaw Hall) for this purpose.

Graduate School regulations stipulate that students must have fulfilled, or will have fulfilled by the end of the semester in which the oral doctoral examination is to be taken, all of the required course work. The minimum residence credit requirement for the doctorate should also be satisfied at this time. The student's appointed committee will examine in both the written and oral portions. The oral examination will use the student's written examinations as a point of departure but may cover any aspect of the major or minor. A majority of the five committee members must judge the candidate's performance acceptable for a passing grade.

The oral examination includes a twenty-minute area of questioning on a well-defined research subject designated by the student and his or her presumed dissertation director as the general topic of the dissertation. This research area would necessarily be a subset of either the major or the minor. Possible areas of study might be: nineteenth-century travel literature, slave narratives, medieval saints' lives, etc. This area would be reflected in the student's focused reading list. The student might begin this section of the oral exam with a brief presentation of issues he or she explored while working through the focused reading list. Please see the Comprehensive Exam FAQ for further clarification of the above: <http://englishcomplit.unc.edu/english/graduate/forms>.

## DISSERTATION

**Dissertation Prospectus:** Within one academic semester after having passed the PhD oral exam, a doctoral student, in consultation with an advisor, should provide a written prospectus (including a copy for the DGS) that demonstrates (1) knowledge of scholarship in the area, (2) an awareness of the scope of the subject, and (3) a provisional approach to the problem.

The names of the members of a dissertation committee must be submitted by the DGS to the Graduate School for approval. This committee is usually set up in consultation between the dissertation advisor and the candidate. The PhD examination committee and the dissertation committee need not be the same, although some overlap of membership is probable and desirable. At least 3 members of the committee must be on the tenured or tenure-track faculty of the UNC-CH English Department—see the PhD Committee FAQ. The prospectus scheduling form is available on our website: <http://englishcomplit.unc.edu/english/graduate/forms>

The prospectus should be between 20-30 pages (double spaced) and should contain the following subsections:

- +Introduction with argument/intellectual questions clearly laid out
- +Methodology
- +Literature review
- +Chapter breakdown
- +Bibliography

The Committee meets to examine the prospectus, and its members are available for consultation throughout the writing of the dissertation and will constitute the committee for the oral defense of the completed dissertation. *All five members of the committee must be present at the meeting.*

Once the committee and the date of the prospectus have been determined, the student should notify the Administrative Assistant in Graduate Studies so the appropriate memos and forms can be prepared. *Please also review the Graduation Checklist – Appendix F.*

**Dissertation Progress** The Department expects the completed dissertation to make a significant contribution to its field and to prove that its writer has mastered the research methods of the discipline. A student is expected to consult with members of his or her dissertation committee at frequent intervals and is *required* to submit a progress report to each member at least once a year, around May 1. Additionally, the student will be required to turn in a Dissertation Progress Report a year after the prospectus defense. This report guarantees that students will meet all members of their committee to check in on their progress. *See Appendix E.*

**Dissertation Defense:** Early in the semester in which students expect to defend their dissertations, they **must** file applications for graduation. At this time they **must** also reserve a date for the defense after consulting committee members. Please use the form available on the website: <http://englishcomplit.unc.edu/english/graduate/forms>  
This form can be viewed in Appendix D.

The final oral defense of the dissertation may take place only after all members of the committee have had adequate opportunity to review the draft of the dissertation that the student and the dissertation director are prepared to submit for final typing. The dissertation advisor is responsible to members of the committee for ensuring that the draft is in a form appropriate for their evaluation. The draft of the dissertation must be submitted to members of the committee one month prior to the scheduled defense.

The final oral is in the strict sense a defense of the dissertation, but the student may also be asked questions relating the dissertation to its field. Interested students and faculty are invited to attend and participate, if they choose, in the questioning. At the time of the defense but no later, the committee may require alterations in the dissertation. The dissertation advisor will be responsible for ensuring that the required alterations have been made, but may delegate that responsibility to the committee members who proposed the requirement. When the requirement has been met, the Doctoral Exam Report Form must be submitted to the DGS office (this is an original form that has the original signatures of your advisor, chair, and committee members).

**Dissertation Submission** The dissertation, in final printed form designed to meet the standards defined in *A Guide to the Preparation of Theses and Dissertations*, (<http://gradschool.unc.edu/documents/paperguide.pdf>) is registered with the Graduate School. If you are submitting your dissertation electronically, follow these guidelines: <http://gradschool.unc.edu/etdguide/>. Deadlines for submitting a dissertation to the Graduate School and registering for graduation are inflexible and are given in the "Calendar of Events" in the *Graduate Bulletin* and the *Summer School Bulletin*. A graduation checklist is available in the Graduate Studies Office.

University Microfilms International publishes *Dissertation Abstracts International*, which includes a copy of every UNC doctoral student's dissertation abstract. University Microfilms International will not publish doctoral abstracts that exceed 350 words. A longer abstract may be included in the body of the dissertation, provided a shorter version is submitted for University Microfilms International.

All students writing dissertations are required to have a Prospectus on file in the Graduate Studies Office. After the student has defended the dissertation, a copy of the abstract should be submitted to the Graduate Studies Office to be included in the student's permanent file.

## REGISTRATION

**Graduate Courses:** Descriptions of courses are available on our departmental website here: <http://englishcomplit.unc.edu/english/courses>. Since it takes time to determine the graduate curriculum from year to year, you may wish to consult with the DGS to find out what may tentatively be on the agenda for the next semester.

### Registration

UNC registration is done by Web registration. Students receive a registration notice by mail from the Registrar's Office, which provides dates and instructions on when and how to register. All of this information is also posted on the web at the registrar's web site. All graduate students are *strongly* urged to register during the early registration period set by the University.

Each student taking an exam or holding a University fellowship of any sort, teaching fellowship, or research assistantship, must be fully registered in order to hold that award. Unless the award requires presence at another campus or at a research center, this registration must be as a student "in residence."

Full-time registration can be achieved in one of the following ways: 1) Registering for 9 or more hours. 2) Registering for 3 hours of ENGL 994 with or without credit hours for other courses. 3) When teaching, registering for 6 credit hours of course work **and completing a Waiver of Hours Form** (<http://www.gradschool.unc.edu/pdf/waiverhr.pdf>). The Graduate School requires that a student register for at least 3 hours in the Fall and Spring semesters.

**Keeping Full time status:** In order to maintain eligibility for teaching assistantships and tuition remission, students must be *considered* full time. You can achieve this in three different ways:

- (1) Take 9 hours of course credit (three 3 credit classes per semester).
- (2) Take 3 credits only of dissertation hours (994). Only 3 credits are needed to be full time of 994.
- (3) Take 2 classes (ones that are worth 3 credit hours each) and fill out a waiver of hours form while teaching (<http://www.gradschool.unc.edu/pdf/waiverhr.pdf>). Form is also available at our website: <http://englishcomplit.unc.edu/english/graduate/forms> -- it is critical that you submit this form to the DGS office on or before the first day of classes. According to the graduate school

website, “All waiver of hours requests must arrive in The Graduate School by the close of the normal add period (generally five days after classes begin) for final review and processing before the semester's census date. No waiver of hours requests will be retroactively approved.”

If students do not maintain full time status they will not be eligible for tuition remission, and there are other severe consequences such as ineligibility for assistantships, revocation of fellowships, and negative impact to a student's financial aid. Please see the Full Time Registration FAQ: <http://englishcomplit.unc.edu/english/graduate/forms>

Occasionally students do not register for classes during a given semester. **Any time students do not register, they must apply for readmission.**

Auditing of courses is permitted but discouraged. A student who wishes to audit a course should do so only with the professor's consent. Seminars may not be audited. Students will log-in through MyUNC portal ([my.unc.edu](http://my.unc.edu)). You will be able to get into the Registration System using your ONYEN/PASSWORD starting on the date and time of your registration appointment. After this time, the Registration System under ConnectCarolina will operate on a 24/7 schedule.

#### **Registering for Dissertation/Directed Readings:**

Dissertation = 994                      Directed Readings = 990

Unless you need residency credits, you need only register for 3 credits in these classes. You may register for dissertation hours for multiple semesters. You may register for dissertation hours even before you are writing your dissertation if you are in need of more hours to attain full-time status.

It is important to register under the appropriate instructor's section number when registering for any of these three classes. Please contact the Graduate Studies Office's administrative assistant to obtain your faculty advisor's number for registration

**Dropping Classes:** Students who are receiving tuition remission/in-state tuition awards are responsible for dropping any unwanted classes by the last day to drop a course for financial credit. This is usually two weeks after the first day of classes. See the Registrar's calendar to find the deadline for each semester: <http://cacrao.unc.edu/calendars/index.php> **Remember: Students who drop after this date are responsible for paying for the dropped classes.**

#### **INTER-INSTITUTIONAL REGISTRATION**

Students registered for at least three credit hours on this campus may take graduate courses at North Carolina State University, UNC-Charlotte, UNC-Greensboro, North Carolina Central University, and Duke University. Students must fill out the Inter-Institutional Approval form ([http://regweb.unc.edu/resources/inter\\_institutional.pdf](http://regweb.unc.edu/resources/inter_institutional.pdf)), get it approved by the DGS and turn in the form to the registrar's office (105 Hanes Hall). Tuition will be charged as if the registration

were for a course offered on this campus. For more information on Inter-Institutional Registration please go to <http://handbook.unc.edu/registration.html>

**Time Limit:** The Graduate School requires that the PhD be earned within eight calendar years.

**Residence Credit:** A minimum residence credit of four full semesters which must be spent in continuous registration on this campus is required of all PhD students. Two of these semesters must comprise contiguous registration of at least six hours each; the remaining two may be earned over a longer period of time, and during noncontiguous semesters, if so desired. All must be earned through UNC-CH registration—transfer credits cannot be applied. Residence credit earned on work for a master’s degree at UNC-CH is applicable as residence credit for a doctoral degree. The residence credit requirement should be completed before the doctoral written and oral examinations are taken. (Please see <http://handbook.unc.edu/residencecredit.html> for more information).

## CONTACT INFORMATION

It is the responsibility of every graduate student to have on file in the Graduate Studies Office a current address and phone number.

**Students MUST have a current UNC-CH e-mail address in the Graduate Studies Office at all times.** To keep up to date about deadlines and procedures, students must check their e-mail announcements from the Graduate Studies Office whether or not they are in residence. If you fail to notify the Graduate program of a change in your email address, you may miss critical notices about deadlines, funding opportunities, and job openings.

All Graduate Students are assigned mailboxes in the mailroom located in the Bain Staff room (GL 219). Students are urged to check their boxes at least once a week. Departmental notices and other important information are placed in these boxes. Students who cannot locate their mailboxes should notify the departmental mailroom supervisor.

## FINANCIAL AID

For enrolled students, financial aid from the Department is limited to Research Assistantships, Teaching Fellowships, limited travel support, and competitive dissertation fellowships.

**Research Assistantships:** Any available Research Assistantships are awarded by the department Chair, in consultation with the graduate program, on the basis of merit and Departmental needs. All students in good standing are automatically considered. The award calls for approximately ten hours of work per week in specific research functions.

**Teaching Fellowships:** Students who hold an MA are eligible to apply for Teaching Fellowships (TF). TF applications are available from the Writing Program Office and should be submitted by February 1. In evaluating an application the following criteria are considered:



- 1) Academic excellence.
- 2) Teaching excellence or potential.
- 3) Professional responsibility.
- 4) Timely progress toward the degree.
- 5) Completion of English 606 or its equivalent.

For a copy of the Department's "Policies and Procedures for Appointing Teaching Fellows," please stop by the Writing Program Office (GL 202).

**Travel Support:** The Department sometimes has money to support travel to conferences (when students are presenting papers) or to research facilities. Students should contact the DGS about the availability of travel funds. Travel application forms are available on our website:

<http://englishcomplit.unc.edu/english/graduate/forms>

The Graduate School also sometimes provides one-time travel support. Students should check with the Fellowship Office at the Graduate School for more information or their web site:

[http://gradschool.unc.edu/fellowships\\_and\\_funding/index.html](http://gradschool.unc.edu/fellowships_and_funding/index.html) .

**Dissertation Fellowships:** The department offers a limited number of competitive dissertation fellowships with the aim of releasing students from teaching to concentrate on their writing during a semester or a summer. Applications will be invited in the Fall and Spring for the following term. The principal criterion considered is the quality of the project description, with some consideration given to the excellence of the applicant's overall academic record and timely progress toward the degree.

Other forms of financial aid, including work study and student loans, are handled by the Student Aid Office in Pettigrew Hall (919-962-8396).

## **GRADUATE STUDENT LIFE**

**Advising:** For initial advising during Orientation each new graduate student is assigned an advisor for registration and other academic matters

Once the student has determined a dissertation topic, the dissertation director becomes the student's academic advisor, responsible for registration and other academic matters. The student is responsible for notifying the Graduate Studies Office of any change of advisor. In addition, students are encouraged to take any questions about degree requirements and the program to the DGS. All students will be required to meet with the DGS to discuss their course of study plans during the time they are in coursework and are encouraged to meet with the DGS for advice at any time during their time in the graduate program.

### **Graduate Student Parental Leave Policy (From the Graduate School Handbook)**

The UNC-Chapel Hill Graduate Student Parental Leave Policy is designed to assist a full-time graduate student who is the primary child-care provider immediately following the birth or adoption of a child. See *The Graduate School Handbook*: <http://handbook.unc.edu/medical.html>

This policy will ensure the student's full-time, registered status and will facilitate their return to full participation in class work and, where applicable, research and teaching in a seamless manner. All matriculated, full-time graduate students are eligible to apply for this leave. A Parental leave application form (available here <http://gradschool.unc.edu/forms/>) must be completed and submitted to the Graduate School at least eight weeks prior to the anticipated birth or adoption of the child.

### **Extension of the Time Limit:**

When circumstances warrant, The Graduate School may grant, upon recommendation of the student's home department, an extension of the degree time limit. The student initiates the process by filling out a form (available here: <http://gradschool.unc.edu/forms/>) and submitting it to the DGS. Support from one's advisor is helpful when these extensions are being considered. If the Director approves the leave, it will then forward it to The Graduate School. Not all extensions are granted.

The same procedure should also be followed if a student requests an extension of time to remove an incomplete grade.

### **Leave of Absence:**

A graduate student, within the time limit of their program (8 years to complete PhD), may request a leave of absence from graduate study for a definite, stated time (up to one year) during which the student does not plan to make academic progress (the following is taken from the Graduate School website):

“Students should be aware that while on leave, they cannot be considered enrolled students and therefore will not have access to campus services and benefits afforded to enrolled students, including eligibility for holding student employment positions (e.g., TA or RA) or student health insurance, among other services.” (<http://handbook.unc.edu/phd.html#leave>)

In advance of (or near the beginning of) the desired leave period, the graduate student should submit a Request for Leave of Absence Form (found at <http://gradschool.unc.edu/forms/>) to the DGS. Once approved by the DGS, it will be forwarded to the Graduate School for final approval. Readmission to the Graduate School following an authorized leave of absence is a formality, but students must still complete a form. Ordinarily, a leave of absence may not be renewed. A leave of absence between degrees is not allowed.

If time to degree is not a concern, students may simply not register for a semester and complete an Application for Readmission form (found at <http://gradschool.unc.edu/forms/>) before the due date of the semester they wish to return.

### **Deadlines for readmission are:**

July 1 (Fall Semester),  
December 1 (Spring Semester),  
April 1 (First Summer Session), and  
June 1 (Second Summer Session).

### **Elective Masters available for Students who choose to leave the Program early:**

The Graduate School requires a minimum of 30 credit hours of graduate course credit, 24 of which must be taken in residence. Master's students are required to complete a minimum program residence credit of two full semesters either by full-time registration or by part-time registration over several semesters. The student will also fulfill the foreign language requirement. To receive an M.A., students must take 3 hours of "thesis option" hours, revise a paper with the aid of an advisor, and defend the thesis in an hour oral examination.

### **Job Placement**

Doctoral students finishing dissertations and seeking academic jobs will be advised by the Department's Placement Officer. He or she will call a meeting of job seekers early in the Fall semester and will explain the procedures. ***Do not miss this meeting.*** The Placement Officer also holds useful workshops on professional issues throughout the year; all students at whatever stage in their programs are encouraged to attend these. Students should begin to learn as much as they can about the professional requirements of a career in English as soon as possible.

### **Study Carrels**

Graduate students are eligible for study carrels located in the book stacks of Davis Library. Students may obtain applications for carrels at the Circulation Desk of Davis. These applications should be filled out and signed by the student's advisor or the DGS. In order to receive priority consideration for a carrel request, the applications should be returned by the deadline.

### **Comparative Literature and English Association of Graduate Students (CoLEAGS)**

Every graduate student in the English Department (and Comparative Literature) is automatically a member of the CoLEAGS. Please visit their website here: <http://www.unc.edu/coleagshome/> Officers of CoLEAGS are elected each spring and serve as unofficial advisors to the DGS on matters concerning graduate student life.

### **ADDITIONAL SOURCES OF INFORMATION**

Information in this guide should be supplemented by two publications available from the Graduate School, the *Graduate School Handbook* and *The University of North Carolina Record: The Graduate School*, which describe University regulations, degree schedules, and courses. *The Graduate School Handbook* is available on-line: <http://gradschool.unc.edu/policies/> Students with questions about the program should consult the departmental web page and the Graduate Studies Office.

#### Resources on the Web:

For conferences, calls for papers, list-servs, mailing lists, journals, primary texts, etc, check out the following websites (they are organized by areas of specialty):

"Voice of the Shuttle"

<http://vos.ucsb.edu/>

For Conferences, also see listings in the PMLA

The English Department at the University of Pennsylvania hosts a call for papers website:  
<http://call-for-papers.sas.upenn.edu/>

Lots of journals are available online at the UNC library site (under subject “English”):  
<http://eresources.lib.unc.edu/ejournal/>

**ENGLISH DEPARTMENT FACULTY/STAFF**

**Chair**

**Beverly Taylor**  
209 Greenlaw

**Associate Chair**

**Dan Anderson**  
401 Greenlaw

**DGS**

**Jennifer Ho**  
205 Greenlaw

**Director of Graduate Admissions**

**Florence Dore**  
430 Greenlaw

**Graduate Student Services Specialist**

**Sharon Brinson**  
207 Greenlaw

**Directors of PhD Job Placement**

**Megan Matchinske**  
534 Greenlaw

**Matthew Taylor**

532 Greenlaw

**Director of the Writing Program**

**Jordynn Jack**  
201 Greenlaw

**Assistant to the Writing Program**

**Karen Sardi**  
202 Greenlaw

**Director of Undergraduate Studies**

**Tom Reinart**  
211 Greenlaw

**Administrative Assistant**

**Tara Cowan**  
Undergraduate Studies 210 Greenlaw

**Department Manager**

**Mark Richardson**  
208 Greenlaw

## Appendix A: Course of Study Plan

### Course of Study Plan

**Name:**

**Email:**

**Year in program (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>):**

**Intended Research Area(s):**

**Intended Dissertation Advisor(s):**

**Instructions:** Please complete and hand in this form to the DGS during your meeting. Please cover the following areas and limit your total word count to between 600-800 words. The purpose of this form is to give the DGS office a sense of your progress towards completion of your PhD in these first years of your course work.

1. Research Interests
2. Course Work
3. Other Relevant Academic and/or Professional Activities

Appendix B: Request to Take the PhD Written Examination

REQUEST TO TAKE THE PH.D. WRITTEN EXAMINATIONS

Name: \_\_\_\_\_ PID: \_\_\_\_\_

You plan on taking your exam in: Fall \_\_\_\_\_ or Spring \_\_\_\_\_ (Circle One)

Major Field: \_\_\_\_\_

Minor Field: \_\_\_\_\_

Anticipated Dissertation Director: \_\_\_\_\_

*(Please be sure to talk to the faculty member you want to serve as Director before returning this form to the Graduate Studies Office.)*

If you have requests or suggestions regarding the composition of your committee, please note them below. By faculty legislation, however, the Director of Graduate Studies determines the membership of the Ph.D. Examination Committee. Before requesting your committee, you should probably discuss your committee options and needs with the Director of Graduate Studies. Please feel free to contact the DGS prior to the request deadline regarding your committee membership. Please also review the PhD Committee FAQ – found on the department website under “Forms.”

List Requested Committee:

Major (3 faculty members):

Minor (2 faculty members):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Note: If a requested committee member is not a tenure stream faculty member at UNC Chapel Hill, whether inside or outside the department, or if a requested committee member is at an institution outside of UNC, whether tenure stream or not, submit the requested member’s CV with this form.

ALL STUDENTS PLANNING TO TAKE EXAMS:

- \*All course requirements must be completed by the end of the semester in which students take the Ph.D. exam.
- \*We also urge that all foreign languages be completed.
- \*You should not have any IN’s or AB’s when you take your exams. If you are petitioning for an alternative major or alternative minor, submit your petition along with this form. For more information about alternative majors and/or minors, please refer to our webpage: <http://english.unc.edu/graduate/index.html>.

## Appendix C: Pre-Exam Meeting Form

PhD Candidate: \_\_\_\_\_

\*\*\*Chair: \_\_\_\_\_

\*\*\*Please check with the DGS office – this role is assigned by the DGS.

Advisor: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Scheduled Meeting:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

**I. Reading List:** Devote the first half of the meeting to negotiating the reading list with your committee members; they will sign off on the final list in the meeting. The approved and final reading list, along with this form, needs to be submitted to the DGS office by email attachment no later than one week after this meeting.

### II. Written Examination:

1) What will the format of the exam be (long essays? short answer?)? Take notes on the projected format:

2) Will there be identifications on the exam? Y\_\_ N\_\_

3) Am I allowed to refer to my reading list during the exam? Y\_\_ N\_\_

[Note: No outside texts, notes, or Internet searches are allowed during the written examination]

### III. Oral Examination:

1) May I decide when to discuss my dissertation topic (before or after the examination proper)? Y\_\_ N\_\_

2) May I refer to notes in my discussion of my dissertation topic? Y\_\_ N\_\_

3) May I jot down notes during the oral examination? Y\_\_ N\_\_

4) Will there be identifications at the orals? Y\_\_ N\_\_

### IV. Committee Expectations:

1) Discuss committee expectations for ideal answers to the different kinds of questions (ID, essays, short answer, etc.) for the written exam. Take notes on these expectations.

2) What kinds of questions do the committee members typically ask in orals?

3) Discuss committee expectations for a successful oral examination. What are the pedagogical goals of the examination? What kind of knowledge or skills should I demonstrate? Take notes on these expectations.

Candidate: This form is not a contract but a prompt sheet for generating discussion.

Please submit copies of this completed form together with copies of your approved reading list to all the members of your committee and to the DGS office no later than one week after this meeting. You should re-circulate this information and your list to your committee next year before the written examinations are composed.



## Appendix D: Dissertation Defense Request

### Dissertation Defense Request

Once your defense is scheduled, please give the following information to the Graduate Studies Office. Print this form, complete it, and turn it in to the Graduate Student Services Specialist in Greenlaw 207. You are also responsible for securing a room for your defense—please see the department receptionist for available rooms (Gaskin Library or 2<sup>nd</sup> floor conference room).

Student \_\_\_\_\_

E-mail \_\_\_\_\_

PID \_\_\_\_\_

Date of Defense \_\_\_\_\_ Time \_\_\_\_\_

#### COMMITTEE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Advisor/Director

\_\_\_\_\_ Chair

If there are committee members from another department or university, please include their e-mail address and what department or university they are in.

**Appendix E: Dissertation Progress Report**

Dissertation Progress Report  
(to be submitted to the DGS office a year after the prospectus defense)

Students: please visit with each of your committee members to have them sign off on this progress report.

Faculty: please sign this form once you have either read a chapter (or more) of the student's dissertation or you have had a recent discussion about the student's dissertation research.

Student: \_\_\_\_\_

PID: \_\_\_\_\_ Onyen/Email: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

\_\_\_\_\_

Faculty Signatures:

(Director/Advisor) \_\_\_\_\_

\_\_\_\_\_

(Chair) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appendix F: Ph.D Requirements Worksheet

PhD Worksheet/Checklist to Graduate

Name \_\_\_\_\_ Date \_\_\_\_\_

**Major** [Groups II-XII, or alternative major:] \_\_\_\_\_

**Minor** [Groups I-XI, or alternative minors] \_\_\_\_\_

**Requirements:**

- Four full semesters in residence on campus (i.e., registered for 9 or more hours--  
Residency Requirement p. 19 Graduate School Handbook)

- 9 or more semester hours = 1 full semester of residence
- 6 to 8 semester hours = ½ semester of residence
- 3 to 5 semester hours = ¼ semester of residence

**Residency Worksheet**

Semester	Hours Taken	Residence Credit	Total	Running Total

Proficiency in two foreign languages:

Language: _____	Language: _____
Semester: _____	Semester: _____

**Graduate Course Work (15 course minimum):**

Introduction to Graduate Study Course Semester: _____	Engl. 606 Rhetorical Theory & Practice for TA's Semester: _____
Seminar in Major: _____ Semester: _____	Seminar in Major: _____ Semester: _____

Seminar in Major: _____ Semester: _____	Seminar in Minor: _____ Semester: _____
Allied Field Course: _____ Semester: _____	Allied Field Course: _____ Semester: _____
English Language/Theory Course: _____ Semester: _____	Course: _____ Semester: _____
Course: _____ Semester: _____	Course: _____ Semester: _____
Course: _____ Semester: _____	Course: _____ Semester: _____
Course: _____ Semester: _____	Third Year Colloquium Semester: _____

Other:

Written Exams:	Oral exam:
Prospectus Approved:	Final Dissertation Defense:
Application to Graduate:	