

OKLAHOMA STATE UNIVERSITY

ENGLISH  
GRADUATE  
GUIDELINES

2019-2020

308 MORRILL

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## Graduate Program Personnel

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## Graduate Studies Committee

The Graduate Studies Committee consists of a representative from each of three areas:

### **Area A: Literature**

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### **Area B: TESL/Linguistics, Rhetoric and Writing Studies**

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The Graduate Director is a non-voting member.

## The Graduate Faculty

See the English Department online faculty directory for office and telephone information:

<http://english.okstate.edu/faculty/faculty-profiles>

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# PhD in ENGLISH

## PhD in English

The English Department grants one doctoral degree, the PhD in English. Students may, however, emphasize in their courses, their exams, and their dissertations a variety of areas: all periods of Anglophone Literatures, Native American Literature and Language, Creative Writing, Critical Theory, Screen Studies, Rhetoric and Professional Writing, Composition and Rhetoric, Linguistics, Applied Linguistics/TESOL (Teaching English to Speakers of Other Languages). They may also choose an interdisciplinary emphasis. In consultation with their advisory committees, students devise an individualized curriculum that reflects their own intellectual interests and professional goals.

The PhD degree consists of 60 credit hours beyond the Master's degree. Fifteen to twenty of these hours are devoted to the dissertation. In addition to these hours, students must demonstrate reading knowledge of two languages other than English or mastery of one language; successfully complete PhD Qualifying Assessments in two areas; and pass an oral defense of the dissertation. A description of the degree requirements and regulations appears on the following pages.

### Forms to File in 308 Morrill for the PhD in English

- ❖ **Departmental Advisory Committee Form:** by the end of the first year of doctoral study
- ❖ **Plan of Study:** before completing the third semester of full-time enrollment (summer sessions excluded). This is filed online at the Graduate College website: <http://gradcollege.okstate.edu/planofstudy>.
- ❖ **PhD New Student Review Form:** before completing third semester of enrollment students must meet with advisory committee to review their progress and discuss any concerns from faculty or the student.
- ❖ **PhD Reading Lists for PhD Qualifying Exams:** filed *NO LATER* than the last day of pre-finals week in which the student registers for 30<sup>th</sup> hour of graduate credit. (this applies to *both* exam areas)
- ❖ **Notice of Intent to take Qualifying Exams** (when applicable): by the end of the second week of classes in the semester in which exams will be taken
- ❖ **Notice of Intent to Defend Qualifying Exam:** must be turned in by the Friday prior to the exam
- ❖ **Result of Defense of Qualifying Exam Form:** immediately following defense.
- ❖ **Qualifying Paper Topic Proposal Form** (when applicable): preferably in the semester *before* the defense, but at the latest by the end of the second week of the semester in which the paper is to be defended
- ❖ **Notice of Intent to Defend a Qualifying Paper** (when applicable): no fewer than three weeks before the defense date.
- ❖ **Result of a Qualifying Paper Defense Form:** immediately following defense of qualifying paper.
- ❖ **Dissertation Prospectus:** no later than the beginning of the first semester of thesis hours
- ❖ **Notice of Intent to defend a Dissertation:** by the end of the first two weeks of the semester in which the defense will take place
- ❖ **Results of Final Defense Form:** *immediately* following defense

## Summary Checklist

**By the end of the second full semester of enrollment, you must have:**

- ❖ taken the appropriate **ENGL 5013**: Introduction to Graduate Studies or, for Screen Studies students, **ENGL 5363**: Critical Approaches to Screen Studies: Theory and History

**By the end of the second full semester of enrollment, you are encouraged to have:**

- ❖ chosen an advisor in your major area of study
- ❖ chosen your advisory committee

**Before taking PhD Qualifying Examinations (Creative Writing, Literature, Critical Theory, and Screen Studies), you must have:**

- ❖ submitted to the English Graduate Office reading lists for two exam areas approved and signed by the student and all members of each subject area
- ❖ enrolled in your last semester of course work
- ❖ fulfilled the language requirement
- ❖ maintained a GPA of 3.5 or above on all graduate course work beyond the master's degree
- ❖ filed an approved plan of study with the Graduate College
- ❖ submitted a dissertation prospectus form to the English Graduate Office
- ❖ submitted an Intent to Take Qualifying Examinations form to the English Graduate Office no later than the end of the second week of classes

**Before defending PhD Qualifying Papers (Rhetoric and Professional Writing, Linguistics, Applied Linguistics/TESOL, and Digital Studies), you must have:**

- ❖ fulfilled the language requirement
- ❖ maintained a GPA of 3.5 or above on all graduate course work beyond the master's degree
- ❖ filed an approved plan of study with the Graduate College
- ❖ submitted to the English Graduate Office a Proposal of Topic for a Qualifying Paper form, approved and signed by all members of the advisory committee, *no later* than the second week of the semester in which the paper is to be defended.
- ❖ submitted an Intent to Defend a Qualifying Paper form to the English Graduate Office no fewer than three weeks before the defense date.

**Before you are eligible to graduate, you must have:**

- ❖ successfully completed two Qualifying Assessments
- ❖ completed and filed the Admission to Candidacy form and completed at least 10 hours of dissertation (6000) after admission to candidacy and/or filed for candidacy at least six months prior to graduation
- ❖ filed a Graduation Clearance form (and a revised plan of study, if applicable)
- ❖ filed an Application to Graduate for the semester in which you are graduating (if your graduation is delayed you will need to file a Diploma Application Extension form located on the Registrar's website: <http://registrar.okstate.edu/Forms>)
- ❖ passed your oral defense (Final Examination) and turned in the signed Results of Final Defense form to the English Graduate Office
- ❖ submitted the final copy of the thesis/dissertation in accordance with the format guidelines at: <http://gradcollege.okstate.edu/student/thesis/default.html>

## Application and Admission

Admission to the PhD program in English requires a Master's degree from an accredited institution. Students with baccalaureate degrees who wish to pursue a PhD must submit evidence of an MA degree, or be admitted first to the MA program. Students may be admitted to a Plan of Study of 60 hours beyond the BA degree in certain exceptional circumstances with the support of the relevant programs and contingent on approval by the Graduate Studies Committee. Other qualifications appear below. Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.

All students will apply on the Graduate College Website: <https://app.it.okstate.edu/gradcollege/>. All of the required documents will be uploaded to the electronic application.

## Admission Qualifications and Application Materials

- ❖ **GPA** Applicants should have maintained a GPA of 3.5 on a 4.0 scale in all graduate work.
- ❖ **Master's degree** Applicants should have a Master's degree in a field related to their intended area of emphasis. Transcripts must be submitted
- ❖ **Recommendations** Applicants must submit at least three letters of recommendation that discuss the student's potential for success in graduate school.
- ❖ **Statement of Purpose** Applicants must submit a written statement of approximately 250 words that identifies a proposed area of study, reasons for undertaking graduate study in this area, relevant work experience, and future career plans.
- ❖ **Writing Sample** Applicants must a writing sample: For students in Creative Writing, a short fiction or creative nonfiction manuscript (about 25 pages), ten poems, or an appropriate excerpt of a longer genre; for students in all other areas, a 10- to 20-page document written in a graduate course in an appropriate area of study.

*The GRE is not required, but students who have taken the test are encouraged to submit their scores as part of their application.*

### English Language Proficiency (non-native speakers)

**Please Note:** English Department admission requirements are *HIGHER* than Graduate College admission requirements

Applicants who are not native speakers of English must submit current scores from one of the following:

- ❖ TOEFL iBT minimum score of 100, with minimum reading and writing subskill scores of 26
- ❖ TOEFL (paper based) minimum score of 600
- ❖ IELTS minimum score of 7.0, with minimum reading and writing band scores of 7.0

*Please see the English Department website for current score requirements.*

Students are admitted in particular areas of specialization. If a student wishes to move from one area of specialization to another (such as from Literature to Rhetoric and Writing Studies), the student must submit an application to and receive approval for that change from the Admissions Committee. The application must include a new statement of purpose and a new writing sample, which will be considered along with the rest of the student's graduate file. If the Admissions Committee does not grant the request, the student will have the option of continuing in the area of specialization into which he or she was admitted.

**Applicants with an MA in English or an MA in English with TESL Option from OSU:** Students who have either a general MA in English or an MA in English with an option in TESL from OSU and who wish to pursue a PhD in English at OSU must request that the English Graduate Office submit an admissions dossier to the Admissions Committee. The dossier will include copies of the MA Qualifying Examination or the MA/TESL exam (the questions, student responses, and readers' reports), and all end-of-semester evaluations by faculty who have taught the applicants in graduate courses.

**Students with an MFA or MA with Professional Writing Option from OSU:** Students with either an MFA or MA with Professional Writing Option from OSU must follow the doctoral admissions procedure described for students whose prior degrees have been awarded by other institutions.

*Admission to the MA program at OSU does not guarantee subsequent admission to the PhD program.*

## **Graduate College Rules and Regulations**

There are many rules and regulations affecting graduate enrollment, tenure, examinations, theses, and dissertations that are made by the Graduate Faculty of Oklahoma State University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all English Department, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are considering, or participating in, graduate studies in English at Oklahoma State University. Copies are available online at <http://www.okstate.edu/registrar>.

## **PhD New Student Review**

Doctoral students will meet with faculty in their programs by the end of their third semester to discuss their progress. A brief summary of the discussion will be submitted to the English Graduate Office for deposit in the student's file.

**Review Meeting:** Prior to completing the third semester of graduate study, students must schedule a review meeting with their departmental advisory committee. During that meeting, the committee will first review the student's progress. The meeting will be an opportunity to discuss with the student any concerns about the student's progress to date, as well as to develop plans for how those concerns should be addressed going forward. A brief summary of the discussion should be documented on the PhD New Student Review Form, which should be signed and submitted to the Graduate Office. For this meeting, students need to have the following sets of documents ready:

1. End of semester evaluations for the first year of study, which ***the student should request*** the Graduate Office provide to their advisory committee at least two weeks before the scheduled meeting.
2. Program-specific review documents, as listed below.

In cases where the departmental advisory committee does not find a student's progress satisfactory, a second meeting may be scheduled for late in the following semester to determine whether the student has addressed the concerns adequately. In cases where the committee's concerns about a student's performance result in the creation of a mandatory remediation plan, that plan, signed by the advisory committee and the student, will be filed with the Graduate Office. The advisory committee and the Graduate Studies Committee will review the remediation plan at least once per academic year to verify compliance.

**Creative Writing:** students must type answers to the following questions and submit them to their advisory committee at least two weeks in advance of the review meeting.

1. Where you have sent your pieces/poems? Include titles, dates, and venues of publications, but also list some journals where you have submitted unsuccessfully but would like to place your work. What journals do you plan to send to in the future?
2. What presses and/or contests are you considering for book publication? If you have a book publication in your genre already, list it here.
3. At this early date, what are your plans for your dissertation? What pieces/poems you've written so far do you see fitting into your dissertation?
4. Which writers/poets that you've read have been most inspirational/helpful to you so far, and in what ways? List the main writers/poets you intend to read in the near future.
5. What ideas/concepts inform your writing that you don't yet know much about but would like to research further?

**TESOL & Linguistics:** students must provide two documents to their advisory committee at least two weeks in advance of the review meeting:

1. A research plan and professional assessment
2. A course paper or project

In the research plan and professional assessment (500 to 1,000 words) you should describe, as specifically as possible, the problem or issue you are interested in studying, how you plan to study it, and why a better understanding of such a problem or issue matters. You should also describe the skills and knowledge you bring to this problem, identify the areas in which your skills require further development, and outline a plan for strengthening these areas. Finally, provide a brief statement of your professional and career goals.

For the course paper or project, students should submit what they feel is their strongest writing sample from the courses they have taken thus far. Your submittal should be roughly the length of a seminar paper, and should demonstrate your ability to: (a) pose a question in the field of linguistics or applied linguistics within some framework of current research; (b) collect, organize, and analyze empirical evidence that bears upon that question; and (c) present your work in a way that successfully communicates your research to other linguists or TESOL professionals. Either a theoretical or descriptive study would be appropriate; a literature review is also acceptable as long as it poses and answers a question.

**Rhetoric and Writing Studies:** students must submit what they feel is their strongest writing sample from the coursework they have taken (something around the length of a seminar paper) and a self-assessment and reflection to their advisory committee at least two weeks in advance of the review meeting. The self-assessment and reflection (cover letter, maximum of 2-pages single spaced) should detail what they have done in their first year, as well as what their aims and goals are moving forward. This should be a space for students to reflect on their intellectual/scholarly growth as well as their career aims and pursuits. This should also include discussion of accomplishments to the point, areas they want to develop/improve upon, and their projected intellectual development as PhD students.

**Literature** students must submit a portfolio of coursework (seminar papers or other culminating assignments) to their advisory committee at least two weeks in advance of the review meeting. The advisory committee may request additional writing (for example, plans regarding the language requirement, qualifying exams, or dissertation) from the student. The evaluations and portfolio will also be reviewed by one Literature faculty member who is not a member of the student's advisory committee, either the Director of Graduate Studies, the Literature representative on the Graduate Studies Committee, or the Literature Program Director; that faculty member will notify the advisory committee of any concerns they have regarding the student's performance prior to the Plan of Study meeting so that those concerns may also be addressed.

**Screen Studies** students must submit to their advisory committee at least two weeks in advance of their meeting: a portfolio consisting of a professional self-assessment and two writing samples from their coursework. The professional self-assessment (1-2 pages single-spaced) should offer a reflection on their performance in the first year of study, identify research area(s) for comprehensive exams and a prospective dissertation topic, and indicate professional goals. Follow-up on any areas of concern can be addressed at the Plan of Study meeting.

## Advisor and Advisory Committee

PhD students select an advisor and advisory committees that assist them in developing their plans of study and guide them in writing their dissertations.

**Advisor:** Students are encouraged to choose an advisor by the end of their first semester of course work, but if this is not possible, students should select an advisor by the end of their first year of graduate study. An advisor of a PhD student should be a member of the graduate faculty of the English Department from the subject matter area in which the student plans to write the dissertation.

**Advisory Committee:** The doctoral advisory committee will normally consist of the student's major advisor as committee chair, two or three additional members of the English Department's graduate faculty, and one member of the graduate faculty from outside the English Department. The committee, therefore, consists of three or four members from the English Department and one from outside the Department. At least three of the members should have been chosen by the time of the planning meeting.

**Changes:** To change an advisor or advisory committee, a student must complete the Committee Change form, located here: <https://gradcollege.okstate.edu/planofstudy>. This is an online form. When changing the advisory committee resubmit the Plan of Study as well so it may be approved by the new member or members.

## Plan of Study

After completing the PhD New Student Review, the student and full advisory committee will meet to discuss the student's preparation, professional goals, and plans for graduate study. The student and committee should agree upon:

- ❖ A plan of study
- ❖ Fulfillment of the language requirement
- ❖ Tentative plans for the PhD Qualifying Assessments
- ❖ Tentative plans for the dissertation

A plan of study is a listing of course work the student intends to take for completion of the degree and an estimated time schedule. The student must develop the plan with his/her advisor and advisory committee. The Graduate College requires PhD students to file a plan of study with the Graduate College before completing the third semester of full-time enrollment (summer sessions excluded).

Students may download a plan of study form from the Graduate College website: <https://gradcollege.okstate.edu/planofstudy>. The student should have a planning meeting with their committee before submitting the form to the Graduate College.



**Submitting the Plan of Study:** The student will submit the final copy of the plan online. The advisory committee and the Graduate Director will review the plan and sign electronically.

**Changes:** Changes to the plan of study can be made with the approval of the advisory committee. A revised plan should be submitted to the Graduate College at the beginning of the intended semester of graduation. Students make revisions online.

**Ten-Year Rule:** A final plan of study may not include any course more than ten years old at the time of actual graduation.

## Checklist for Submitting a Plan of Study

- ❖ Minimum of 60 hours beyond the master's degree
- ❖ At least 31 hours of course work at the 5000/6000 level, not including dissertation hours
- ❖ All courses (including 4000-level) must be taken for graduate credit
- ❖ Maximum of 30 transfer hours, with no more than 9 credit hours from a non-doctoral granting department
- ❖ Minimum of 15 hours and a maximum of 20 hours of dissertation, with no more than 9 dissertation hours in a single semester
- ❖ No course work may be used to complete requirements for another degree
- ❖ The plan of study will be signed by the advisor, committee members, and the Graduate Director electronically
- ❖ DO NOT INCLUDE MORE THAN 20 HOURS OF DISSERTATION

## Course Requirements

The PhD program consists of 60 hours of credit beyond the 30 hours that satisfy the requirements for the MA. Of these 60 hours, a maximum of 20 hours are devoted to the dissertation. The following requirements govern PhD course work.

**Introduction to Graduate Studies:** All students must complete this course or its equivalent by the end of their second semester in the doctoral program. **Students in Literature and Creative Writing** take one section of ENGL 5013: Introduction to Graduate Studies; **students in Linguistics, Applied Linguistics/TESOL, or Rhetoric and Professional Writing** take a different section. **Screen Studies students** take ENGL 5363: Critical Approaches to Screen Studies. Students who believe that they have already taken a course equivalent to ENGL 5013 or ENGL 5363 may petition the Graduate Director to have that requirement waived. The student's petition should include a letter asking for the waiver and containing reasons for the request, a copy of the syllabus from the previous course, and any papers or assignments done for that course. The Graduate Director will then pass the request to those professors teaching ENGL 5013 or ENGL 5363 for an evaluation and written recommendation. Upon receiving the recommendation, the Graduate Director will affirm or deny the petition and notify the student and the student's advisor. Each case will be judged on its own merits, regardless of whether the same course number at the same institution has been recommended as an equivalent course before.

**Methods Course for Teaching Assistants:** Teaching assistants must take an appropriate pedagogy course or courses in their first semester of teaching at Oklahoma State University. These hours may be counted as part of the total hours of course work.

**Residency Rule:** The University requires that doctoral students be in residence for a minimum of one year of the last two years of course work, and that a minimum of 30 semester credits be taken in residence at Oklahoma State University (i.e., 30 semester hours of credit approved by the Board of Regents for resident credit). Students may do research for the degree in absentia by writing a letter asking approval from the advisor and Dean of the Graduate College (a copy of the letter is given to the Department's Graduate Director).

**Required Hours at 5000/6000 Level:** Doctoral students must complete at least 31 course hours at the 5000/6000 level. This total may not include dissertation hours.

**4000-Level Courses:** Only those 4000-level courses marked by an asterisk in the OSU University Catalog are available for graduate credit. All graduate course work should include a research paper or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such a paper or project to supplement the assigned work. Because 4000-level courses are designed primarily for undergraduates, the English Department strongly suggests that all graduate courses be at the 5000/6000 level.

**Transfer Hours:** A student's advisory committee will determine the number of transfer credit allowed (a maximum of 30 hours from another doctoral-granting department, a maximum of 9 hours from a non-doctoral granting department). Hours used toward another degree are not transferable.

**Independent Study:** Independent study courses may be occasionally arranged with an instructor when no regular graduate course on the desired topic is available during the student's expected tenure. Each of the two course numbers (ENGL 5210 and 6210) may be used for up to six credit hours per semester, and no more than nine hours total per course number. All students requesting an Independent Study course must hold a meeting with their advisory committee and receive approval by all Departmental members of the committee. Special forms must be used by those who wish to enroll in such courses. Available on the forms page of the English Graduate website: <http://english.okstate.edu/graduate-program/graduate-forms> this form should be submitted no later than the end of the first week of graduate enrollment prior to the semester in which the Independent Study course is taken. A PhD student who has completed the 29th graduate credit hour in a degree program but who does not have an approved plan of study on file in the Graduate College may not arrange an Independent Study course.

**The Graduate Studies Committee will evaluate applications for Independent Study in accordance with the following criteria and procedure:**

1. Has the student's advisory committee approved the course?
2. Has the student taken regularly offered courses related to the subject?
3. Is the Independent Study unlikely to have a negative impact on enrollment in concurrent or immediately subsequent course offerings?
4. Does the Independent Study fill a gap in the student's curriculum? Or is the specific course content unlikely to be offered during the student's expected tenure?
5. Are the text materials clearly listed?
6. Is the work appropriate for the number of credit hours requested?
7. Is the list of assignments and percentages awarded to each clearly explained?
8. Is the schedule of conferences sufficiently specific?

If all eight questions may be answered affirmatively, the Graduate Director will email a notice of acceptance to the proposed instructor, who will then inform the student.

If one or more questions cannot be answered affirmatively, the Graduate Director will contact the proposed instructor in an effort to clarify and/or resolve the problem(s). If no resolution can be reached, the Graduate Director will inform the proposed instructor of the denial and the reason(s) for the denial in writing. The proposed instructor will then inform the student.

**End-of-Semester Evaluations:** All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses. These evaluations are kept on file in the English Graduate Office and are available for students to read.

**Grade of "Incomplete":** The following regulations apply to students who receive what at OSU is termed the "composite incomplete" grade ("IB," "IC," "ID," or "IF") for any of their course work within the English Department:

- ❖ Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the "remarks" dropdown of the electronic grade sheet.
- ❖ Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.
- ❖ Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the *University Catalog* for a full explanation of University policy governing incomplete grades.

**The Interdisciplinary Emphasis:** Students who choose to study in a second discipline may do so according to the following guidelines.

- ❖ Approximately one-third (up to 13 hours) of the course work may be taken outside the English Department.
- ❖ Extra-departmental courses may be taken from departments that offer graduate study, preferably the PhD.
- ❖ The other discipline pursued by a student must be related to and used in the dissertation, and a faculty member from the related department(s) must be on the advisory committee.
- ❖ Students may not use another discipline as a Qualifying Exam area, but may submit a Qualifying Paper in another discipline as a Qualifying Assessment in that area.

## Creative Writing Curriculum

Creative Writing students may take up to 21 hours of workshop and 15 to 20 dissertation hours. The workshop hours must include 3 hours of Craft and Forms in the genre they have chosen for their dissertation. The remaining hours must consist of other appropriate and required course offerings. Coursework that supports a student's development in existing strengths or in areas that complement the primary direction of a student's work is preferable since the remaining coursework generally assists students in preparing for their second qualifying area.

Occasionally, a student may show interest and talent in two genres. Such students may submit 10 poems or 20 manuscript pages of prose in the second genre—not the same one they used to apply to the program—to the faculty in that area as well as their faculty advisor, in order to be considered for eligibility to take both their qualifying exams in Creative Writing areas. Application should be made prior to completion of 15 hours of workshop so that the remaining hours may be taken in the second genre if necessary. Students who successfully apply to take their qualifying exams in two genres may use 3 of their workshop hours toward a second Craft and Forms class in the second genre. However, all dissertations in Creative Writing must be devoted to a single genre.

## Literature Curriculum

To provide literature students the opportunity to focus on a specific area of literature or theory, and to ensure the breadth of knowledge that makes such specialization meaningful, the following distribution of courses is suggested, in addition to other degree requirements:

- ❖ nine hours in a primary area, leading toward the PhD Qualifying Examination and the dissertation
- ❖ nine hours in a second area, usually leading toward a PhD Qualifying Assessment and related to the dissertation
- ❖ nine hours distributed among literature and theory courses not necessarily related to the PhD Qualifying Examination or the dissertation
- ❖ nine hours in different programs within the English Department--such as Creative Writing, Film, Rhetoric and Professional Writing, Composition, Linguistics, Applied Linguistics/TESOL, - or outside the department - such as History, Philosophy, or Sociology

## Linguistics Curriculum

In addition to other requirements, students focusing on Linguistics must take nine hours as a core on which to build further study:

- ❖ ENGL 5143 (Descriptive Linguistics)
- ❖ ENGL 5133 (Phonetics and Phonology)
- ❖ ENGL 5153 (Syntax).  
*Students focusing on Applied Linguistics/TESOL must take:*
- ❖ **ENGL 5143** (Descriptive Linguistics)
- ❖ and additional courses as required by their advisory committee.  
*Students who have demonstrated equivalent work at the MA level need not duplicate it.*

## Language Requirement

In order to fulfill the language requirement for the PhD, students must demonstrate either mastery of one language or reading knowledge of two languages other than English by passing a translation test, taking course work, or submitting the departmental form on which the student's committee affirms that the language is the student's primary language. Students who elect a translation test may choose from among the following languages: French, German, Greek, Italian, Latin, Old English, Russian, and Spanish. ***Students must fulfill the language requirement before completing the PhD Qualifying Assessments.***

**Petition for Alternative Method of Demonstrating Proficiency:** Students may petition the Graduate Studies for approval to fulfill the language requirement with demonstrable proficiency in a language other than English that they have gained through study and/or residence in an area where the language is spoken. This petition is completed by means of a departmental form and must have the support of the student's advisory committee.

**Substitution of Computer Language:**

Students may use one computer language to fulfill one reading knowledge requirement if their research indicates its value and if their advisory committee approves. Competence in the computer knowledge must be confirmed in writing by a faculty member with relevant expertise (as determined by the student's advisory committee). In exceptional cases, the student may apply for mastery, or reading knowledge of two computer languages, in the form of a Petition for Alternative Method of Demonstrating Proficiency.

**Mastery may be demonstrated in any of the following ways:**

- ❖ Mastery may be demonstrated by passing a translation test. The test shall consist of a total of three 250-300 word passages in one of the languages listed above, two from scholarly articles and one from a primary literature text. For Latin, Greek, or Old English, the test will consist of three primary literature texts. With access to a dictionary, students must translate any two of the passages. The test for mastery must be completed within one and a half hours.
- ❖ Mastery may be demonstrated by taking six credit hours of upper-division undergraduate course work (two courses) in which the instruction and readings are primarily in a language other than English or by taking six credit hours (two courses) of graduate language reading course work. Students must receive grades of "B" or better in all the specified courses to fulfill the requirement. Coursework may be completed after enrolling in the OSU English Department Graduate Program, or it may have been completed no more than five years prior to matriculation.

**Reading Knowledge may be demonstrated in any of the following ways:**

- ❖ Reading knowledge may be demonstrated by passing a translation test in one of the language listed above. The test shall consist of a total of three 250- 300-word passages in the language, two from scholarly articles and one from a primary literature text. For Latin, Greek, or Old English, the test will consist of three primary literature texts. With access to a dictionary, students must translate any two of the passages. The test for reading knowledge must be completed within three hours.
- ❖ Reading knowledge may be demonstrated by taking one three-credit- hour upper-division undergraduate course in which the instruction and readings are primarily in a language other than English or by taking one three-credit-hour graduate language reading course.
- ❖ Students must receive a grade of "B" or better in the specified course to fulfill the requirement. Coursework may be completed after enrolling in the OSU English Department Graduate Program, or it may have been completed no more than five years prior to matriculation
- ❖ A student who holds a Master's degree from another university may fulfill the reading knowledge requirement by providing written proof that he or she has satisfactorily completed a language requirement for the Master's degree at the awarding institution. This documentation should be in the form of either (a) a specific posting of the language requirement having been met on the student's transcript or, (b) a letter or certificate from an appropriate official at the institution that awarded the degree.

**Scheduling the Translation Test:** Translation tests are arranged by the English Graduate Office. They are offered three times a year, at the beginning of the fall, spring, and summer terms. Fall and spring tests typically are held the third Wednesday of the semester. Summer tests are held the Wednesday after the last day of the spring semester. Notices of Intent to take the test are due no later than two weeks prior to the test. The fee for the test is \$40. This fee must be paid by check or money order (payable to the English Department) prior to the test date. Sample tests are available electronically from the English Graduate Office.

## PhD Qualifying Assessment

**Students must complete two Qualifying Assessments.** Students qualifying in Literature, Creative Writing, Critical Theory, and Screen Studies will take an exam for each subject area according to the procedures described in "PhD Qualifying Exam," below. Students qualifying in Composition and Rhetoric, Professional Writing, Linguistics, Applied Linguistics/TESOL, will write, present, and defend a qualifying paper for each subject area according to the procedures described in "PhD Qualifying Paper," below.

***Students must pass a total of two qualifying examinations, two qualifying papers, or one qualifying examination and one qualifying paper to complete the PhD qualification assessment requirement. Exams may be taken no earlier than the last semester of course work. Papers may be defended as soon as a student has fulfilled the language requirement.***

**Assessment Areas:** The subject areas for the PhD Qualifying Assessment are:

- ❖ Literary Studies (maybe taken as two areas)
- ❖ Screen Studies (maybe taken as two areas)
- ❖ Critical Theory
- ❖ Practical Poetics, and Fictional Rhetoric, and Theory and Methods of Creative Nonfiction (maybe taken as two areas pending approval from second subject area and advisor)
- ❖ Composition and Rhetoric
- ❖ Professional Writing
- ❖ Digital Studies
- ❖ General Linguistics
- ❖ Language Variation and Change
- ❖ Applied Linguistics/TESOL

**Retakes:** Students may attempt each PhD Qualifying Assessment only twice. Students failing any Assessment will be reassessed in only the area failed. Students may not change the subject area when taking a PhD Qualifying Exam or defending a Qualifying Paper for the second time.

**Appeals:** Normally, a second failure on any part of the PhD Qualifying Assessments will result in termination of work toward the degree. However, when course work has been of exceptionally high quality, a student may, after a second failure, petition the Graduate Studies Committee for permission to attempt the Assessment a third and final time. In order to petition, the student must have a grade point average of 3.75 or higher in graduate courses taken at OSU. In addition, the student's petition must be supported by favorable end-of-semester evaluations from at least three professors.

## PhD Qualifying Examination

PhD students undergoing a Qualifying Assessment in Literature, Creative Writing, Critical Theory, and/or Screen Studies take an examination in the area. Students must submit a Notice of Intent to Take Qualifying Examinations form to the English Graduate Office by the end of the second week of the semester in which the examination(s) is/are to be taken.

**Exam Areas:** The subject areas for the PhD Qualifying Examination are:

- ❖ Literary Studies (maybe used for both qualifying exams)
- ❖ Practical Poetics, and Fictional Rhetoric, and Theory and Methods of Creative Nonfiction (may be taken as two areas pending approval from second subject area and advisor)
- ❖ Screen Studies (maybe used for both qualifying exams)

**Prerequisites:** In order to take the PhD Qualifying Examination, students must:

- ❖ have fulfilled the language requirement
- ❖ have a grade point average of at least 3.5 on all graduate work taken at OSU beyond the Master's degree. Grades received for courses used to satisfy the language requirement are not included in computing this
- ❖ 3.5 grade point minimum; all other courses carrying graduate credit are included. The grades from transfer hours, which are included on the approved plan of study, will also be calculated in this grade point average.
- ❖ have an approved plan of study on file with the Graduate College
- ❖ submit a Notice of Intent to Take Qualifying Examinations form to the English Graduate Office by the end of the second week of the semester in which examinations are to be taken.

***Students must take the PhD Qualifying Examination before the oral defense of the dissertation and no earlier than their last semester of course work.***

**Examination Preparation and Format:** Working with their advisory committees and appropriate faculty, students will first designate the one or two areas (based in genre, a body of theory, a particular issue, and/or a historical period) in which they wish to be examined. Students will then establish exam committees, consisting of three faculty members with expertise in the exam area(s). In consultation with the members of the exam committee(s), the student will compile a reading list for each exam. These reading lists may not overlap significantly. The reading lists will reflect the need for a student's exam to be both comprehensive and specific to that student's individual research interests. The reading list(s) must be approved and signed by the student and all members of each exam committee and then must be approved by the student's advisor. *The list(s) must be filed with the English Graduate Office no later than the last day of the last week of classes (pre-finals week) of the semester in which a student registers for the 30th hour of graduate credit.* The faculty assumes students will spend appropriate time preparing for these exams and submit their approved lists well in advance of the semester in which they will take their exams.

Each PhD qualifying examination consists of a written and oral component. The written component will be an open-book, take home examination, given over the sixth weekend of the Fall or Spring semester. Students taking two qualifying examinations may take them in the same or in different semesters. The exams will be issued electronically to each student by 4:30 p.m. on Friday and must be submitted electronically to the Office of the Graduate Director by 9 a.m. the following Monday. Each exam should be submitted in either Chicago or MLA format and should include references.

The student and the exam committee will schedule the oral component of each examination to be completed no later than two weeks after the written component. The oral component will be scheduled for 1-2 hours, and it will be based on the same area and reading list covered by the written component. The oral component will provide an opportunity for the student and the committee to review, contextualize and supplement the written component. Students should expect to be questioned on items from their reading lists not covered in the written component of the exam.

**Evaluation:** Immediately following the oral examination, the exam committee deliberates in private and evaluates the PhD Qualifying Examination as a whole, assigning it a rating of "Pass with Distinction," "Pass," or "Fail." Students who retake the qualifying examination must retake both the written and oral components.

**Notification of Results:** The chair of the exam committee sends the PhD Qualifying Exam Results form to the English Graduate Office within five working days. The English Graduate Office will email results of the PhD Qualifying Exam to the students and their advisors.

## **PhD Qualifying Papers**

PhD students undergoing a Qualifying Assessment in Composition and Rhetoric, Professional Writing, Linguistics, Applied Linguistics/TESOL, write, present, and defend a paper of publishable quality. Those undergoing two such assessments would write, present, and defend two papers, each in a different subject area chosen from those listed below. In general, students should have taken the minimum of three courses related to each area chosen.

**Subject Areas:** The five subject areas for the PhD Qualifying Papers are:

- ❖ Composition and Rhetoric
- ❖ Digital Studies
- ❖ Professional Writing
- ❖ General Linguistics
- ❖ Language Variation and Change
- ❖ Applied Linguistics/TESOL

**Prerequisites:** In order to defend a PhD Qualifying Paper, students must:

- ❖ have fulfilled the language requirement
- ❖ have a grade point average of at least 3.5 on all graduate work taken at OSU beyond the Master's degree. Grades received for courses used to satisfy the language requirement are not included in computing this
- ❖ 3.5 grade point minimum; all other courses carrying graduate credit are included. The grades from transfer hours which are included on the approved plan of study will also be calculated in this grade point average.
- ❖ have received the approval of the proposed subject area.
- ❖ have an approved plan of study on file with the Graduate College, submit an Intent to Defend a Qualifying Paper form to the English Graduate Office three weeks before the defense

***Students must successfully defend both PhD Qualifying Papers before the oral defense of the dissertation.***



**Preparation:** Preferably in the semester before the defense, but at the latest by the end of the second week of the semester in which the paper is to be defended, the student must submit to the English Graduate Office a Proposal of Topic for a Qualifying Paper form signed by his or her advisory committee. If the Qualifying Paper is in an area outside the expertise of the members of the advisory committee, a defense committee of appropriate faculty members may be appointed. The defense committee must also sign the Proposal of Topic form.

The defense committee may ask that the student submit to the committee a proposal which may include a statement of the problem or research question, description of research methods or theoretical frame, bibliography, and other possible components suggested by the defense committee. The proposal may also include an assessment of its suitability for publication in a specific journal. The committee may also require drafts of the Qualifying Paper prior to evaluating the final defense draft.

**Presentation and Evaluation:** The student and the defense committee establish a time for an oral defense and inform the English Graduate Office of the date, time, and place on the Notice of Intent to Defend a Qualifying Paper form. The student must submit a final draft of the Qualifying Paper to the defense committee and the nonbinding Notice of Intent to the English Graduate Office no fewer than three weeks before the defense date. The English Graduate Office must be informed if the scheduled defense is cancelled or rescheduled.

The student makes a twenty to thirty minute presentation of the paper and then answers questions from the exam committee. Following the defense, the paper is evaluated as "pass with distinction," "pass," "pass pending revisions," "revise and resubmit," or "fail." Should the paper be rated as "pass pending revisions" or "revise and resubmit", the committee should specify what revisions are needed and when these revisions must be completed. A "pass pending revisions" paper would then be reassessed as a "pass" following approval by a designated committee member or members. A "revise and resubmit" paper would then be assessed as a "pass" or a "fail" by the full exam committee.

**Notification of Results:** The chair of the exam committee sends the PhD Qualifying Exam Results form to the English Graduate Office within five working days. The English Graduate Office will email results of the PhD Qualifying Exam to the students and their advisors.

## Dissertation Prospectus and Doctoral Candidacy

The candidate for the PhD degree prepares either a study embodying original research or a creative work for a maximum of 20 credit hours. Creative writing students present as their dissertations original works in poetry, prose fiction, or creative non-fiction. The dissertation should be a significant effort of publishable quality.

**Prospectus:** No later than the first semester for which students are enrolled in research hours (ENGL 6000) they should submit a 1000-to-1500 word formal prospectus for the dissertation, containing an explanation of the proposed argument of the dissertation along with an outline of the proposed chapters and a bibliography. The prospectus must be approved by the student's Dissertation Committee. Committee members must be notified in writing if an approved prospectus differs significantly from the submitted dissertation (if, for example, the topic of the dissertation changes, the authors or texts to be treated are altered, or the number or character of the chapters changes significantly). *Students must provide a copy of the approved prospectus to the English Graduate Office.*

**Admission to Candidacy:** Once students have filed an approved dissertation prospectus (see above), they are eligible for candidacy and should file the Graduate College "Admission to Doctoral Candidacy" form as soon as possible. The PhD degree requires at least ten dissertation hours or six months enrollment after the filing of this form. If a student is admitted to candidacy before the midpoint of the semester, half that semester's research hours will be considered to be candidacy hours.

**Dissertation Committee:** Unless the student requests a change, the advisory committee serves as the Dissertation Committee. If it is necessary to change the committee, a new committee form must be completed and submitted to the English Graduate Office and the Graduate College.

**Reading Procedure:** At the time that the prospectus is approved, the candidate and the committee members should agree upon the reading procedure for the dissertation. Matters to be discussed in reaching this agreement might include which chapters each member of the committee needs to see as they are completed by the candidate; whether individual committee members want to see the chapters serially or all at once; and how much time committee members will need to finish reading a chapter or the entire dissertation. ***Under no circumstances should a completed dissertation be submitted to any committee member for reading fewer than three weeks before the defense.***

**Deadlines:** Students submitting dissertations must adhere to deadlines established by the Graduate College and by the Department of English.

**Style:** The student must write the dissertation according to the guidelines in the current Graduate College Style Manual, available from the Graduate College or at: <http://gradcollege.okstate.edu/student/thesis/default.html> .

**Defense Copy (Final Draft):** The defense copy of the dissertation should contain all of the chapters in a completed form, with full documentation and in a format specified by each committee member.

**Final Copy:** If as a result of the defense, revisions to the dissertation are required, committee members will not sign the dissertation until they are satisfied with the revisions.

## **Dissertation Defense**

The dissertation defense consists of a public oral examination by the Dissertation Committee. The committee challenges the argument, credibility, and value of the work. The candidate can expect also to be questioned about the theoretical, scholarly, historical, and/or cultural backgrounds of the dissertation subject. In the case of an interdisciplinary study, the student will be questioned in the related discipline(s) as well.

**Intent to Defend Form:** Candidates will file a nonbinding Intent to Defend form with the Graduate Director within the first two weeks of the semester in which they expect to defend the dissertation. Each member of the committee will sign this form before it is filed with the English Graduate Office. If a student does not defend in a semester when the Intent to Defend form is filed, he or she should resubmit the form when he or she is prepared to defend.

**Scheduling of Defense:** ***Under no circumstances should a completed dissertation be submitted to any committee member for reading fewer than three weeks before the defense.*** The English Graduate Office must be notified no fewer than three weeks before the oral defense of the day, time, and location of the defense and the title of the dissertation. The English Graduate Office must also be informed of any changes in the scheduled defense date, time, and location. No dissertation defense may be scheduled after the summer session has begun.

## **Student Tenure**

Students must complete all requirements for the PhD degree within nine years from their first enrollment in classes after admission to the doctoral program.

## **Length of Financial Support for Teaching Associates**

A teaching associate (PhD) who has not been placed on strict academic probation and who is making satisfactory progress toward the degree is eligible for financial support for five years. A student who obtains an MA in English at OSU and then enters the PhD program is eligible for a total of eight years of support.

If exceptional circumstances warrant, a student in the final year of financial support may petition the Head of the English Department for an additional year's support. Such exceptional cases will be judged on an individual basis and in light of departmental policies and staffing needs. Under no circumstances shall a seventh year of support be granted.

## **Ineligibility for the PhD Degree**

The Graduate Director may upon proper cause declare that a student is ineligible for a degree from the English Department at Oklahoma State University. Upon determining that such cause exists, the Graduate Director will immediately notify the student's advisor, who will discuss the matter with the student and respond to the Graduate Director within fifteen working days. Should the Graduate Director still believe that proper cause exists, he or she will write a letter to the student indicating the reasons for the decision. The student may then appeal to the Graduate Studies Committee within ten working days for a hearing.

The Graduate Studies Committee will review the appeal and report its findings to the Graduate Director, who will notify the student. The student may then appeal that decision to the full Graduate Faculty of the English Department. The decision of that group shall end the Departmental appeal process.

## **Appeals and Petitions**

All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the OSU Academic Appeals Board. Students should contact the Provost's office (101 Whitehurst) for information and forms.

Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually the Graduate Studies Committee (for special requests as described within the English Graduate Guidelines) or the English Graduate Faculty (for exceptions to English Department policy). The Graduate Director will notify students by mail of the decision reached by the Graduate Studies Committee or the Graduate Faculty, with a copy to the student's advisor. For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council.

Students are urged to discuss matters with their advisors and with the Graduate Director before making a formal petition or appeal.

If the Graduate Director does not act upon the student's written request within a reasonable amount of time, the student and/or advisor may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the department and is still not able to resolve the problem, he or she may appeal to the Graduate College.