

**English Graduate
Guidelines
2012-2013**

PhD in English

**Oklahoma State University
Stillwater, Oklahoma**

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Graduate Studies Committee

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

Area A: Literature Edward Jones	744-7690	107B	edward.jones@okstate.edu
Area B: TESL/Linguistics, Composition & Rhetoric Professional Writing An Cheng	744-9470	302B	an.cheng@okstate.edu
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The Graduate Director is a nonvoting member.

The Graduate Faculty

See the English Department online faculty directory for office and telephone information: english.okstate.edu/faculty/

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Toni Graham, MFA toni.graham@okstate.edu San Francisco State University	Creative Writing: Fiction

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Gene Halleck, PhD gene.halleck@okstate.edu Pennsylvania State University	TESL, Linguistics
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Edward Jones, PhD edward.jones@okstate.edu Ohio University	Renaissance British Literature
Lisa Lewis, PhD lisa.lewis@okstate.edu University of Houston	Creative Writing: Poetry
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Robert Mayer, PhD robert.mayer@okstate.edu Northwestern University	18th Century British Literature, Screen Studies
Jeff Menne, PhD jeff.menne@okstate.edu Vanderbilt University	Screen Studies- American Cinema
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Romanticism, Literary Theory

Assistantships

The English Department employs a large number of graduate teaching assistants each year. Assistantships are thus available to most students who qualify for them and apply early. Depending on their levels of experience and areas of emphasis, teaching assistants may tutor in the Writing Center or teach their own sections of freshman composition, composition for international students, technical writing, creative writing, or literature.

Teaching Methodology Courses: All teaching assistants, regardless of experience, must take an appropriate pedagogy course or courses during their first year of teaching at OSU. Depending on the area of emphasis and teaching assignment, they may take:

- *ENGL 5213: Composition Theory and Pedagogy*
- *ENGL 5223: Professional Writing Theory and Pedagogy*
- *ENGL 5243: Teaching English as a Second Language*

First-year Teachers: Teaching assistants who have not previously taught English typically spend the first year of their assistantships as tutors in the Writing Center. During this year, they also take an appropriate pedagogy course (see above) and observe experienced teachers.

Course Load: Each fall and spring semester a teaching assistant teaches six credit hours (two 3-hour courses) or works twenty hours per week in the Writing Center. A few assistantships are available for students who assist with editing the *Cimarron Review* or with the International Teaching Assistant (ITA) program. Customarily, teaching assistants take no more than six to seven hours of graduate course work per semester. Some assistantships are available in the summer, during which a teaching assistant teaches three hours and takes three hours of course work.

Tuition Waivers: All students with assistantships pay in-state tuition rates; that is, the University waives the non-resident portion of their tuition. The University will also pay the remaining resident tuition for six hours of qualifying courses each fall and spring semester. In addition, teaching assistants also receive a monthly stipend during the academic year and single-person health insurance. Students are responsible for resident tuition for courses taken in excess of this limit and for all fees.

Time Limits: A teaching assistant not on strict academic probation is eligible for financial support under the following conditions. MA students receive three years of support. PhD students receive four years of support with an option for a fifth year of support. Support is contingent upon satisfactory progress toward the degree. If exceptional circumstances exist, MA and PhD students in the final

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year of financial support may petition the Head of the English Department for an additional year's support. Such cases will be judged on an individual basis and in light of Departmental policies and staffing needs.

Non-native Speakers of English: To be eligible for a teaching assistantship, students whose native language is not English must submit passing scores for the Speaking Skills section of the TOEFL iBT (26 or higher), or the Versant test (68 or higher) for their application to be considered. They must also attend the International Teaching Assistant (ITA) orientation, which is administered on campus before the beginning of each semester.

To Apply: Prospective students who wish to apply for assistantships should submit a Teaching Assistant application form with an attached résumé to the English Graduate Office. Offers of assistantships are mailed to students a week or two after offers of admission. Students who have already begun their graduate program at OSU should submit an application form to the English Graduate Office no later than March 1 for the following fall semester, or by October 15 for the spring semester. Most assistantships are awarded to recipients who apply by October 15.

Guidelines for the 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 British and American literature, Native American literature and language, creative writing, critical theory, screen studies, rhetoric and professional writing, composition and rhetoric, linguistics, and teaching English as a second language (TESL). 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 take the First-year PhD Exam; 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

Notice of Intent to take the First Year PhD Exam: by the last day of the last week of classes (pre-finals) in the **first** semester of full-time enrollment.

Departmental Advisory Committee Form: by the end of the first year of doctoral study

Plan of Study: before enrolling in the 28th hour of graduate study

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

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

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Notice of Intent to Defend a Qualifying Paper (when applicable): no fewer than three weeks before the defense date.

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 three 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 should have

- chosen an adviser in your major area of study
- chosen your advisory committee
- met with your committee and discussed your plan of study
- filed your plan of study
- taken the appropriate *ENGL 5013: Introduction to Graduate Studies* or, for Screen Studies students, *ENGL 5363: Critical Approaches to Screen Studies: Theory and History*
- taken the First-year PhD Exam

Before taking PhD Qualifying Examinations, 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 (in your 30th hour of course work)
- 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, 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 and English Graduate Office
- 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 with the Graduate College and completed at least 10 hours of dissertation (6000) after admission to candidacy
- filed a Graduation Clearance form (and a revised plan of study, if applicable)
- filed a Diploma Application
- submitted the defense copy (Final Draft) of your dissertation by the Graduate College deadline
- 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. Other qualifications appear below. *Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.*

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.
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 or GRE Scores	Applicants must submit one of the following: <ul style="list-style-type: none">• <u>Writing Sample</u>: For students in Creative Writing, a short fiction manuscript (about 25 pages), seven to ten poems, or an appropriate excerpt of a longer genre. For students in all other areas, a 10- to 20-page document recently written in a graduate seminar in an appropriate area of study.• GRE General and Subject Area Scores.
English Language Proficiency (non-native speakers)	Applicants who are not native speakers of English must submit current scores from one of the following: <ul style="list-style-type: none">• TOEFL iBT• TOEFL and TWE• IELTS 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 Professional Writing); 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. Since this application will be an internal English Department matter, students will not pay an application fee. 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.

If a student wishes to move from one degree program into another degree program, the student must submit a new application through the Graduate College.

Provisional Admission: PhD students are admitted provisionally and must take the First-year PhD Exam during the semester following their first semester of full-time enrollment. Students who do not take the First-year PhD Exam during the semester following their first semester of full-time enrollment become ineligible for a doctoral degree from the OSU English Department.

Applicants with an English MA 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. If the Admissions Committee decides to admit such students to the PhD program, they are admitted fully and do not have to take the First-year PhD Exam.

Students who have an MA in English with an option in Technical Writing or Professional Writing from OSU and who wish to pursue a PhD in English at OSU must, for admission purposes, follow the procedures for students with MA degrees from 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 thinking about, or participating in, graduate studies in English at Oklahoma State University. Copies are available free to all incoming graduate students at the Graduate College, 202 Whitehurst, or online at:
<http://www.okstate.edu/registrar>.

First-year PhD Exam

The First-year PhD Exam is a five-hour exam that is administered on a single day. It is given as necessary each September and February, on the sixth Saturday of the semester. Students must submit to the English Graduate Office a signed Notice of Intent to take this exam, including an election of the fields in which they will test, by the last day of the last week of classes (pre-finals) in their **first** semester of full-time enrollment. Students take the exam in the following semester on the Stillwater campus. Each new PhD student takes this exam once and only once.

Exam Format: The exam contains three questions in each area for which a Notice of Intent has been filed. Students must respond to a total of **three** questions in **two** areas. *Failure to respond fully to three questions will be considered a failure of the entire exam.*

The thirteen possible exam areas include the following.

- British Literature: Old English to 1660 (including Milton)
- British Literature: 1660 to 1900
- American Literature: Colonial to 1900
- Literature in English post 1900
- Critical Theory
- Screen History
- Screen Theory
- Practical Poetics and Fictional Rhetoric
- Composition and Rhetoric
- Professional Writing
- General Linguistics
- Sociolinguistics
- Teaching English as a Second Language

Preparation. All exam questions are drawn from fifteen-question lists for each of the thirteen subject areas. Students may obtain copies of these lists from the English Department website. In preparing for the exam, students should consult with faculty members in the appropriate areas about test-taking strategies and readers' expectations.

Evaluation: Each question will be evaluated by three readers from the specific subject area covered by that section of the exam. Student anonymity will be maintained. If a student answers two questions in a single area, the readers in that area will evaluate each question separately. All readers evaluate exam questions individually before meeting as a committee to discuss student performances and provide a rating of "Pass" or "Fail" for each question.

Notification of Results: The Graduate Director will notify students of the results of the First-year PhD Exam no later than four weeks after the exam has been taken. The English Graduate Office will mail the exam results to the student's home address and send a copy to the student's adviser.

Retakes: There will be no retakes for this exam.

Full Admission: In any semester in which a student takes the First-year PhD Exam, the Graduate Studies Committee will meet to review the results of that student's exam along with course grades to date and end-of-semester faculty evaluations. The Committee will decide on the basis of these materials whether to grant that student full admission to the PhD program. Although the Graduate Studies Committee will evaluate a student's entire dossier, a rating of "Fail" on any question on the First-year PhD Exam will be a strongly negative indicator, which will have to be countered by highly positive course grades and end-of-semester evaluations in order for the student to be granted full admission to the PhD program. Any student who fails all three questions on the First-year PhD Exam will not be granted full admission to the PhD program. The Graduate Director will notify students of this decision by mail with a copy to the student's adviser.

Adviser and Advisory Committee

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

Adviser: Students should choose an adviser by the end of their first semester of course work, but if this is not possible, students should select an adviser by the end of their first year of graduate study. An adviser of a PhD student must 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 adviser 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 in the student's second full semester of enrollment (see below).

Changes: To change an adviser or advisory committee, a student must complete a Committee Change Request form, to be signed by all committee members and the Graduate Director, and submitted to the Graduate College.

Plan of Study

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 27th hour of graduate credit.

Students may download a plan of study form and instructions from the English Graduate Forms web page or the Graduate College downloads page. The student should consult with the advisor to complete a draft version of the form.

Planning Meeting: Prior to enrolling in the 28th hour of graduate study, students should schedule a meeting with their advisory committee. During that meeting, the student and advisory committee will 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

Submitting the Plan of Study: The student will finalize the typed version of the plan, obtain signatures from all members of the advisory committee, and file the signed form with the English Graduate Office. The Graduate Director will review and sign the form, and file the completed form with the Graduate College. *The signed plan must be filed with the Graduate College before the student will be allowed to enroll in the 28th hour of graduate study.*

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 on a copy of the approved plan stamped by the Graduate College. Specific instructions are included with the downloaded plan of study file.

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
- No more than 9 hours may be taken as a special student
- 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 must be signed by the adviser, committee members, and the Graduate Director

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 TESL, Linguistics, 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 adviser. 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 adviser 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 from the English Graduate Office, these forms 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 28th 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 send a written 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.

Creative Writing Curriculum

Creative writing students may take nine to fifteen hours of workshop or directed study in creative writing and fifteen to twenty hours for the dissertation. The remaining hours must consist of other appropriate and required course offerings.

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 the PhD Qualifying Examination 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, or TESL--or outside the department--such as history, philosophy, or sociology

Linguistics Curriculum

In addition to other requirements, linguistics students are advised to take nine hours as a core on which to build further study. These courses include ENGL 5143 (Descriptive Linguistics), ENGL 5133 (Phonetics and Phonology), and

ENGL 5153 (Syntax). Students who focus on applied linguistics normally include ENGL 5123 (Approaches to Language Acquisition) in their course work, and those who focus on Sociocultural Approaches normally include ENGL 5173 (Sociolinguistics). Students who have equivalent work in these areas at the undergraduate or 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 either passing a translation test or taking course work. Students may choose from among the following languages: French, German, Greek, Italian, Latin, Old English, Russian, and Spanish. It is important that students complete their language requirements early in their course of study so that they may use international scholarship in their research. Students must fulfill the language requirement before completing the PhD Qualifying Assessments.

Petition for Alternative Language: Students may petition the Graduate Studies Committee for approval to fulfill the language requirement with languages other than those listed above. The petition must show that another language better serves the purposes of the research and dissertation proposed. This petition must have the support of the student's advisory committee. If the proposed language is the student's primary language, no translation test will be required.

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 the language, two from scholarly articles in the humanities 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 the language 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.

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

- Reading knowledge may be demonstrated by passing a translation test. The test shall consist of a total of three 250- 300-word passages in

the language, two from scholarly articles in the humanities 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 the language 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.
- 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; the language must be acceptable under the current *English Graduate Guidelines*. 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 from an appropriate official at the institution that awarded the degree.
- Students specializing in TESL, Linguistics, or Rhetoric and Professional Writing may use languages other than those specified above, if they can provide evidence of one of the following:
 - ♣ at least one year of residence and study in a country in which the language is spoken (not applicable to study in one's native language)
 - ♣ at least six credit hours of course work in the language, in which the student received a grade of "B" or better

Scheduling the Translation Test: Translation tests are arranged by the English Graduate Director. 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 \$30. This fee must be paid by check or money order (payable to the English Department) **prior to the test date**. Sample tests are available in 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, or TESL, 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.

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 (may be taken as two areas)
- Screen Studies (may be taken as two areas)
- Critical Theory
- Practical Poetics and Fictional Rhetoric
- Composition and Rhetoric
- Professional Writing
- General Linguistics
- Sociolinguistics
- Teaching English as a Second Language

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, 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 (may be used for both qualifying exams)
- Practical Poetics and Fictional Rhetoric
- Screen Studies (may be 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 and the English Graduate Office
- 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.* 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 adviser. The list(s) must be filed with the English Graduate Office by 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 thus 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 fifth or 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 exam committee informs the student of the results of the evaluation immediately after its meeting, and the chair of the committee sends the Ph.D. Qualifying Exam Results form to the English Graduate Office. The English Graduate Office will mail results of the PhD Qualifying Exam to the student’s home address and send a copy of them to the student’s adviser.

PhD Qualifying Papers

PhD students undergoing a Qualifying Assessment in Composition and Rhetoric, Professional Writing, Linguistics, and/or TESL 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
- Professional Writing
- Applied Linguistics
- Sociocultural Foundations of Language
- Teaching English as a Second Language

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 student makes a twenty-thirty minute presentation of the paper, and public comments and questions are permitted for ten to fifteen minutes. The meeting is then closed and the examination committee continues to discuss the paper with the student.

At the defense, the paper is evaluated as "pass with distinction," "pass," or "fail." Should the paper be rated as a "fail," the defense may be retaken in accordance with policies explained in the *Guidelines* general section on

Qualifying Assessments. The committee may require revisions to the paper following the defense.

Notification of Results: The defense committee informs the student of the results of the evaluation immediately after its meeting and completes a Ph.D. Qualifying Paper Results form which should be delivered to the English Graduate Office. The English Graduate Office will mail results of the defense to the student's home address and send a copy to the student's advisor.

Dissertation

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.

Dissertation Committee: Unless the student requests a change, the advisory committee serves as the Dissertation Committee. Once constituted, dissertation committees may not be changed except for serious reasons stated in writing to the Graduate Director and then approved by the Graduate College.

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). 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 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.

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 and full documentation.

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.

Final Examination: 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 three 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. All dissertation defenses are to be held no later than *four weeks* prior to the deadline for submission of the final copy to the Graduate College. *No dissertation defense may be scheduled during the summer.*

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. Students must complete at least ten credit hours after being admitted to candidacy (by filing an approved dissertation prospectus and Admission to Doctoral Candidacy form).

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 four years, with an option for a fifth year. A student who obtains an MA in English at OSU and then enters the PhD program is eligible for a total of seven 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.

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 adviser, 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 one of the following: the Graduate Studies Committee (for special requests as described within these Guidelines), the English Graduate Faculty (for exceptions to English Department policy), or the Graduate Council (for exceptions to OSU policy). Students are urged to discuss matters with their advisers 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 adviser 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.