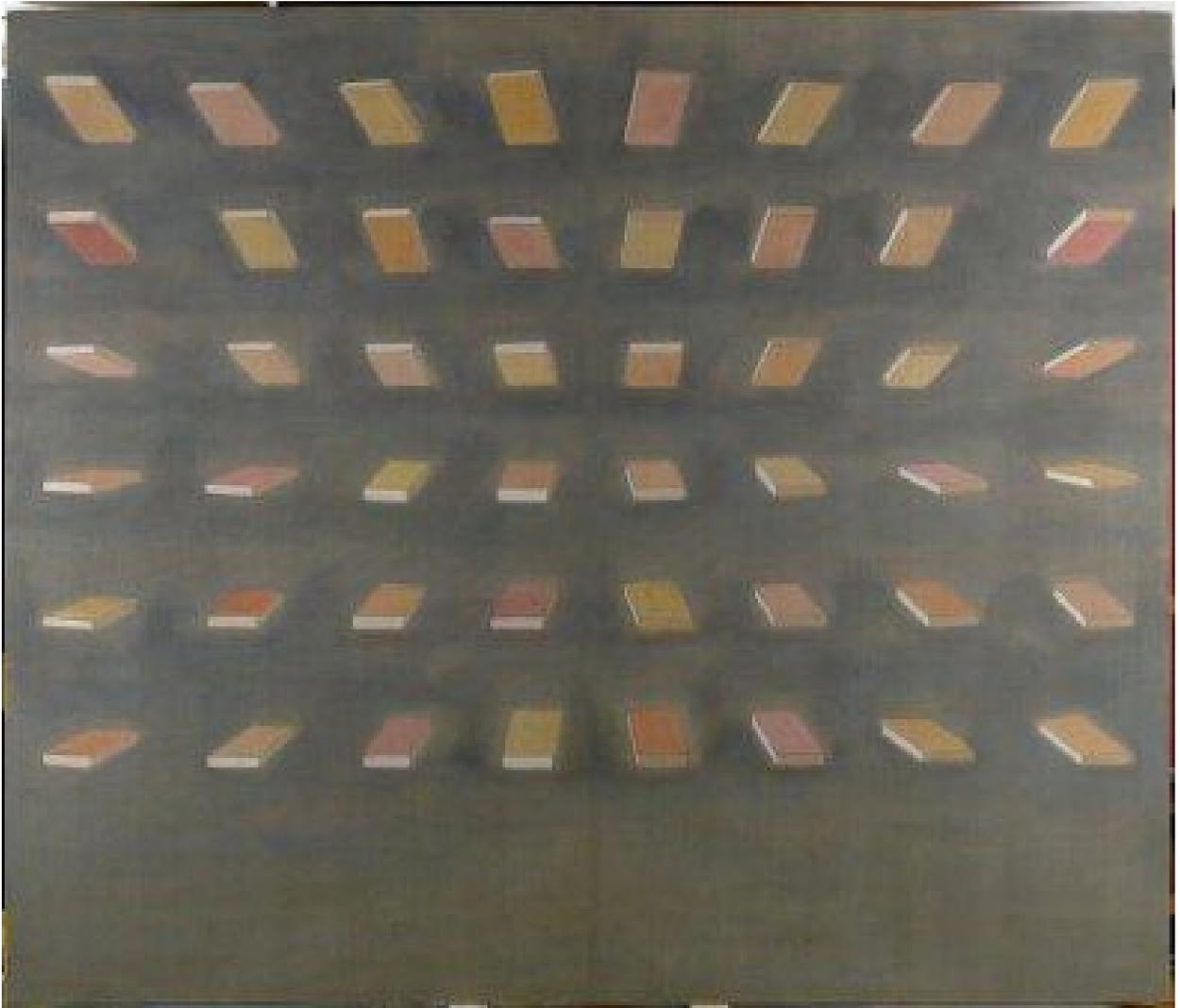




Graduate Student Policy Handbook 2018-2019



Untitled. Hanan Shlonsky (2009), tempera on linen

Graduate Student Handbook 2018-2019

new policies and information appear in **green** throughout the Handbook

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GENERAL INFORMATION

Introduction

Founded in 1947, the graduate program in English at the University of Denver is one of the oldest in the country and unlike any other. From the start, our program has emphasized the role that intellectual curiosity plays in literary creation, and has aimed to bring together creative and critical thinking to the benefit of both. Throughout six decades, these core values have remained constant, earning the program its reputation as a serious literary community, a place where writing, reading, discussion, and scholarship are treated as equally important aspects of literary creation.

Of course, intellectual curiosity never stands still, and our graduate program's emphasis on creative and critical investigation has informed timely shifts in focus over the years. When originally founded by Alan Swallow (later publisher of the University of Denver Press) the program was traditional in its tastes. The early faculty—including Swallow, National Book Award-winning novelist John Williams, and prolific writer/translator Burton Raffel—had deep roots in new criticism, and applied the intellectual tools they had acquired from such figures as Robert Penn Warren and Yvor Winters to the establishment of a serious literary environment on the edge of the plains. There was, at that time, a particular interest in the inter-mountain West and the experience of Western living, a kind of regionalism that was not 'provincial' but which envisioned the West as an emerging center for humanist inquiry on an international scale.

Thus internationalism was already in the air in the 1960s when the Arts and Humanities Division received a \$5,000,000 grant from the Ford Foundation to develop the University of Denver as an international center for the humanities, a project in which the English Department played a key role. In 1966, renowned South African writer Eskia Mphahlele arrived to study, then to teach. The addition of Mphahlele, along with other international scholars, brought a new kind of attention to the English Department's creative writing program and consequently attracted a new kind of student. Many significant African writers (most notably alumnus Njabulo Ndebele, novelist and former Vice-Chancellor of the University of Cape Town) helped open the program to new influences from the world community and to new cultural and intellectual approaches to literary study.

It was also in 1966 that John Williams founded the *Denver Quarterly*. Edited by faculty and doctoral students, the *Denver Quarterly* is one of the nation's oldest and most respected literary journals, and has always maintained a broad, interdisciplinary perspective that reflects the interests and enthusiasms of our graduate program.

In the 1970s, changes in the interests of both faculty and students moved the graduate program in new directions, both scholarly and aesthetic. On the scholarly side, our program was among the first in the country to engage seriously with literary and cultural theories coming from Europe and elsewhere. On the creative side, writers in the program began to show a strong interest in formally and stylistically experimental work, cultivating a sense of artistic diversity that the program had not previously known. Those dynamic commitments to innovative and traditional possibilities for literary art, cultural critique,

and scholarly inquiry remain central to our graduate program's distinctive spirit and placement in the field.

The English Department's graduate program has become a place where literature is considered a site of possibility; where assumptions about writing are questioned and explored; where different schools and styles of writing are discovered; and where literary, critical, rhetorical, and theoretical studies are all equally welcomed and respected as contributing to the overall diversity of literary art.

Today, the graduate program produces some of the most original and accomplished writing and scholarship in the country, with an extraordinarily high percentage of creative writing doctoral students publishing books before entering the job market. Our graduate students in literary studies are likewise having great success with presenting papers at national and international conferences, and with publishing their scholarship in peer-reviewed journals and edited collections. DU's graduate program in English continues to cultivate and support a vibrant, dedicated community of scholars and writers with a steady flow of internationally acclaimed visitors: writers and translators, such as Czeslaw Milosz, Susan Bernofsky, Anne Carson, Lydia Davis, Nathan Englander, Grace Paley, Susan Howe, John Ashbery, Aleksandar Hemon, Robert Glück, George Saunders, Jorie Graham, Shelley Jackson, Etgar Keret, Steve McCaffery, Anne Waldman, Alice Notley, Peter Cole, Amiri Baraka, Michael Ondaatje; literary and cultural critics, such as Marjorie Perloff, Gerald Graff, Courtney Lehmann, Thomas Pavel, Marie-Laure Ryan, Robert Sturgis, Douglas Lanier, Claude Rawson, Jeffrey Cox, Abiola Irele; and rhetoricians and theorists, such as George Kennedy, Thomas Conley, John Gage, and James Crosswhite.

The doctoral program in English at the University of Denver resembles a pure philosophy PhD. Our students do a good deal of hard critical reading and research, and some of them write and publish traditional literary works. But we also prepare our graduate students as writers, just as a philosophy program prepares philosophers to think and apply historical knowledge to contemporary problems. Our graduate program offers a robust, diversified experience that builds creative and scholarly accomplishments for today's changing world.

As of 2017, the Department officially changed its name to the Department of English and Literary Arts in recognition of its increasing interarts and multidisciplinary focus.

Programs of Study

The Department offers the Ph.D. in English with concentrations in creative writing and literary studies, as well as the MA in literary studies.

Our major areas for dissertation research include creative writing; modern and contemporary British literature; American literature; American multicultural literature; Anglophone literatures; genre studies; and literary theory. We also offer coursework in cultural studies, ethnic literatures, and gender studies.

Ours is a small and intimate Department of twenty-one faculty members, all of whom publish widely and seek to translate their learning into shared experiences by working closely with students in and out of the classroom.

Because of our relatively small faculty, the Department has the flexibility to allow students to tailor their degrees to their specific talents and interests. We do so with a distinctive curriculum that offers not only typical graduate seminars but also writing workshops, individually designed tutorials, and colloquia devoted to teaching and professional development. Such a curriculum encourages students to cross genre boundaries in their writing, to relate theory to practice, and to work creatively with scholarly projects.

Contacts and Resources

The Director of Graduate Studies (DGS) for 2018-2019 is Professor Adam Rovner <adam.rovner@du.edu>.

Besides the Departmental website, <http://www.du.edu/english/>, other University of Denver sites that also present information about our graduate studies program include:

- Office of Graduate Studies: English Graduate Studies
- <http://www.du.edu/learn/graduates/degreeprograms/bulletins/english/degreequirements.html>
- University Writing Program <http://www.du.edu/writing/>

The Office of Graduate Studies (OGS) publishes detailed administrative guidelines and policy documents with which students and faculty should be familiar:

- <http://www.du.edu/learn/graduates/studentresources.html>

Graduate students may also find these additional DU sites helpful:

- English Graduate Studies [forms and resources]:
<http://portfolio.du.edu/egs>

All forms are available online at the above address
All forms must be submitted electronically to the DGS for digital signature except
where noted that Dr. Maik Nwosu should sign
Forms submitted in hard copy will be returned to student mailboxes unsigned.

- Graduate Student Government <http://www.du.edu/gsg/index.html>
- Graduate Health Care
<http://www.du.edu/duhealth/general/insurance/graduate-health-options.html>
- Transportation Center <http://www.du.edu/transcenter/>
- University of Denver Bookstore <http://du.bkstr.com>
- Office of Financial Aid <http://www.du.edu/apply/gradfinaid/index.html>
- Office of the Registrar <http://www.du.edu/registrar/>
- Penrose Library <http://library.du.edu/>
- Pioneer Web <https://pioneerweb.du.edu>
- Directory Search <http://www.du.edu/Directory/servlet/DirectoryServlet>

- Campus Maps <http://www.du.edu/utilities/maps/index.html>

ADMISSION REQUIREMENTS

Program Requirements and Deadlines

Program	Degrees Offered	Number of Credits	Full Time/Part Time	Tests Required – Min. Score
Literary Studies	M.A.	45 hours	FT/PT	Satisfactory scores on the Graduate Record Exam (GRE) in the General Exam TOEFL—88/570 (iBT/pBT)

Additional Requirements:

A Bachelor of Arts degree (B.A.) showing satisfactory preparation, grades, and potential for advanced study. An academic essay, statement of intent, three letters of recommendation from college instructors, official transcripts, **and curriculum vitae**. International applicants must submit TOEFL scores in addition to GRE scores.

Areas of Concentration:

Literary Studies

Application Deadline:

February 15

Program	Degrees Offered	Number of Credits	Full Time/Part Time	Tests Required—Min. Score
Creative Writing, Ph.D. Literary Studies,		90 hours	FT/PT	Satisfactory scores on the Graduate Record Exam (GRE) in the General Exam TOEFL—88/570 (iBT/pBT)

Additional Requirements:

A Master of Arts degree (M.A.) or Master of Fine Arts (M.F.A.) showing satisfactory preparation, grades, and potential for advanced study, **sample of academic/critical writing is required for those applying to the literary studies track (and encouraged for all applicants), a sample of creative writing is required for those applying to that track**, statement of intent, official transcripts, three letters of recommendation from college instructors, **and curriculum vitae**.

Applicants for the creative writing program must also submit representative samples of creative work. International applicants must submit TOEFL scores in addition to GRE scores.

Areas of Concentration:

Creative Writing / Literary Studies

Application Deadline:

Dec 15

APPLICATION PROCESS

Online Application

Submit an online application by accessing PioneerWeb. Click *Apply for Admission*, log in, and select your degree, college, major and concentration (if applicable). A printable confirmation page will appear after your application has been submitted successfully. You can check your application status by logging back into the application.

Application Fees

There is a \$65 nonrefundable application fee that covers the cost of processing application materials. The application fee can be paid online with a credit card at the time of application submission, which is the preferred method, or by selecting *Mail Payment* when submitting the application, in which case a bank draft or personal check drawn from a U.S. bank must be submitted to the address listed below. After an application has been submitted, credit card payment is not available. Applications will not be considered for admission until this fee is paid. No waivers or deferrals are allowed, with the exception of McNair and CORE scholars. A letter of scholar verification must be included with application materials.

Transcripts

Applicants are required to submit one official transcript from each post-secondary institution they have attended or are presently attending where two quarter hours (or one semester hour) or more were completed. This includes transcripts for credit earned as transfer work or study abroad and college credit earned in high school.

An official transcript must include the original signature of the registrar and/or the seal of the issuing institution, and it must be enclosed in an envelope with the stamp or signature of the registrar across the sealed flap. Transcripts received in unsealed envelopes will not be accepted. Proof of a bachelor's and/ or master's degree (if applicable) is required from a regionally accredited college or university.

Applications will not be forwarded to the Department for review until all official transcripts have been received. The University of Denver is not responsible for obtaining an applicant's transcripts.

All submitted credentials become property of the University of Denver and cannot be copied or returned to the applicant or any person(s).

Graduate Record Exam (GRE)

Applicants must request that Educational Testing Services forward results to the University of Denver, Office of Graduate Studies. The institution code for the University of Denver is 4842. A departmental code is not required. For information concerning GRE registration, please visit www.gre.org or contact:

Graduate Record Examination
Educational Testing Service
P.O. Box 6000
Princeton, NJ 08541-6000
Tel: 609-771-7670

Applicants should take the GRE well in advance of their intended application date. Please allow at least 14 business days for your general test scores and six weeks for your subject test scores to be received. If you take the exam under a name other than the name used on your application, please notify the Office of Graduate Studies. Several departments

and schools will not process applications until scores have been received. GRE scores older than five years from the date of the application may not be acceptable for admission.

Essay

All applicants should submit an academic essay **or creative writing sample (a sample of academic or critical writing is encouraged for creative writing applicants)**. Please upload and submit the essay with your online application.

Letters of recommendation

Three letters of recommendation that speak to the applicant's scholarly and/or creative work are required. Please upload and submit the essay with your online application.

Mailing Address

Mail official transcripts and any supplemental admission materials not submitted with the online application to:

University of Denver
Office of Graduate Studies
Mary Reed Building, Room 5
2199 S. University Blvd.
Denver, CO 80208-4802

International Applicants

For complete international applicant information, please visit the Office of Graduate Studies' International Student Application Information. International applicants are strongly encouraged to submit a complete admission packet at least eight weeks prior to the program's application deadline.

OVERVIEW OF FINANCIAL MATTERS

All masters students are admitted with a tuition discount known as "Dean's Hours." The MA in Literary Studies requires 45 credit hours, but students need to maintain 8 hours/quarter for full-time status (to be eligible for loan deferment, insurance and other DU full-time benefits, like gym membership and RTD Pass)

For the 45 hours, students are required to take 32 classroom hours in English grad courses (most are 4 credits), so total of 8 grad English classes

The additional 13 hours required for degree can be taken as: additional courses in English, courses outside the Department (any DU graduate course, excluding University College), tutorials, or independent research up to 13 hrs.)

That final 3 hours needed to maintain full-time status would be covered with the Continuous Enrollment (CE) fee in the final quarter. Students are not eligible for CE when taking courses, so it's advised for students to finish their classes by winter

quarter of their second year and then register for independent research and CE in the final spring quarter.

All doctoral students are admitted with “full funding.” Full funding in this context refers to a tuition waiver and GTA stipend, as indicated in your admission letters. Also included in the offer of admission are: (1) health insurance and DU Health & Counseling Center fees; (2) Coors Fitness Center membership. Doctoral students should refer to their admission letters to review their official offer. GTAs receive their first payment 1 October each academic year.

All doctoral students should register for 10 credits per quarter during years 1-3. If students must register for variable credits, they *must* discuss this with the Director of Graduate Studies and inform Mr. Joel Lewis, assistant to the chair, prior to the start of classes each academic year. Students who do not follow this protocol may be subject to heavy fines levied by the Bursar’s Office and over which the Department exercises absolutely no control.

All incoming doctoral students have paid a \$250 deposit to DU to confirm their place in the PhD program. This deposit will be refunded in the Fall quarter (following registration). Some DU fees are subtracting from this \$250 amount. These fees include: (1) technology fee [\$4/credit hour; max \$48/quarter for 2017-18]; (2) graduate student activity fee [\$10/quarter for 2017-18]; (3) subsidized RTD College Pass [\$43/quarter]. Students are thus charged approximately \$85-\$101 per quarter depending on the number of credits registered for. These fees are automatically deducted from the initial deposit. For all subsequent quarters, students will receive a bill electronically from the Bursar.

DEGREE REQUIREMENTS

M.A. in English – Literary Studies

- 45 hours of course credit (total) needed to graduate, up to 13 hours of which may be taken in graduate tutorials (ENGL 4100) or independent research (ENGL 4995) or cognate courses outside the English Department.
- A minimum of 32 classroom hours (eight graduate-level courses) is required.
- All coursework for the M.A. should be taken at the University of Denver, but, in rare exceptions, a maximum of 10 credit hours taken elsewhere may count for the requirements if approved by the Director of Graduate Studies.

While students have no specific course requirements beyond the 32-hour minimum within the English Department and the 13 hours of graduate tutorials or cognate courses, they are advised to work closely with an advisor to determine a balance between coverage and focus.

Ph.D. in English — Creative Writing

- 90 hours of course credit (total) needed to graduate.
- 48 hours of foundational coursework must be in formal 4.0 credit English Department classes, excluding ENGL 4100, ENGL 5995, and non-ENGL courses (cognates). The First-Year GTA Professional Development Sequence (see below) contributes to these 48 hours.
- Five courses (20 hours) distributed over three periods of literary study: before 1700; 1700–1900; and after 1900. Students must take at least one course in one period and at least two courses in the other two periods. In trans-historical courses, the approved emphasis for a student’s work in the class may determine the appropriate time period designation toward satisfying this program requirement.
- Beyond the required periods of literary study, Creative Writing students must take three 4.0 credit workshops. Students are required to take the Fall Quarter workshop in the genre in which they applied to the program. Thereafter, students may fulfill their workshop requirements in the genre(s) of their choice (12 credits total). **Students are strongly encouraged to take a workshop in a genre in which they were not admitted.**
- After completing 60 credits, including the 48 hours of foundational coursework, by the end of year two, Ph.D. students take comprehensive examinations during Fall Quarter of their third year of study.
- For the remaining credits (beyond the foundational 48) needed to graduate, doctoral students may take a combination of regular 4.0 classes or tutorials or cognates or independent research hours. However, these limitations also apply: eight hours maximum for cognates, 10 hours maximum for tutorials (ENGL 4100), and 32 hours maximum for independent research (ENGL 5995).
- No single course may satisfy more than one requirement.

Ph.D. in English — Literary Studies

- 90 hours of course credit (total) needed to graduate.
- 48 hours of foundational coursework must be in formal 4.0 credit English Department classes, excluding ENGL 4100, ENGL 5995, and non-ENGL courses (cognates). The First-Year GTA Professional Development Sequence (see below) contributes to these 48 hours.
- Five courses (20 hours) distributed over three periods of literary study: before 1700; 1700–1900; and after 1900. Students must take at least one course in one period and at least two courses in the other two periods. In trans-historical courses, the approved emphasis for a student’s work in the class may determine the appropriate time period designation toward satisfying this program requirement.
- No single course may satisfy more than one requirement.
- After completing 60 credits, including the 48 hours of foundational coursework, by the end of year two, Ph.D. students take comprehensive examinations during Fall Quarter of their third year of study.
- For the remaining credits (beyond the foundational 48) needed to graduate, doctoral students may take a combination of regular 4.0 classes or tutorials or cognates or independent research hours. However, these limitations also apply: eight hours maximum for cognates, 10 hours maximum for tutorials (ENGL 4100), and 32 hours maximum for independent research (ENGL 5995).

3000-level classes & Excluded Courses

Within the Department of English and Literary Arts, graduate students may only take ENGL 3800 (Bibliography & Research methods) and ENGL 3982 (Writers in the Schools). Registration for any other ENGL 3000 level class must be made by special petition to be approved by the Graduate Committee. Students may take up to two cognates (courses in any other department) on the 3000 level.

Graduate student funding does not cover courses taken on the undergraduate level, and students may not take undergraduate courses in any department for graduate credit. Graduate students may not take University College graduate courses for graduate credit.

Students admitted to the MA or to the PhD track in Literary Studies may not register for fiction (ENGL 4011) or poetry (ENGL 4001) workshops without the written approval of the instructor for these classes.

LANGUAGE / TOOL REQUIREMENT

Doctoral students (not MA students) must complete the language/tool requirement.

Because the University of Denver currently has no available means of supporting graduate students who wish to use their tuition waivers to improve their language skills at beginning or intermediate levels, the Department has broadened the definition of the mandatory University Tool Requirement. The Department adheres to the following definition of the "Tool Requirement" from the Bulletin for Graduate Studies in English published by the Office of Graduate Studies: "Each candidate must demonstrate proficiency in the required tools for research and advanced study. Tool requirements are determined by the candidate's advisor and committee, and may include one or more languages, statistical methods, laboratory or other research skills. Consult the college, school or department for required details." Given the recent changes and current options, as noted above, this is now the Department's default policy.

Students will be able to fulfill their Language / Tool Requirement in any of the following ways below.

This list is not exhaustive; other means of fulfilling the Tool Requirement may exist. We offer the following list as a point of reference for students, not as a limitation:

1. Taking a 3000-level undergraduate course (4.0 credits) in the Dept. of Languages and Literatures
2. Successfully passing an intermediate reading test in the Department of Languages and Literatures
3. Successful completion of ENGL 3800, the Bibliography and Research Methods class (4.0 credits) in the English Department.
4. Selection and successful completion of a graduate-level cognate course (4.0 credits) in another department that will augment specific skills. This course must be approved by the Graduate Committee.
5. Successful completion of graduate courses in Old English (4.0 credits) followed by Beowulf (4.0 credits); 8.0 credits total.

6. Successful completion of a graduate-level translation class (4.0 credits). Students must secure approval of the instructor.
7. Successful completion of Writers in the Schools (ENGL 3982).

After completing one of the above options, students should electronically submit to the Director of Graduate Studies a Tool Requirement Form for his/her signature.

TRANSFER OF CREDITS

Transfer of Credit requests for new students should be submitted (using the Transfer of Credit form) within the student's first term of attendance in the Department's graduate program. Please be sure to include a photocopy (front and back) of the official transcript that will be used to verify the credit transfer. Also be sure to obtain all required signatures.

Allowances

M.A. students: 10 transfer credits maximum from a master's program in English.

Ph.D. students: 15 transfer credits maximum from a doctoral program in English.

FIRST YEAR GTA PROFESSIONAL DEVELOPMENT SEQUENCE

Doctoral students typically work in the University Writing Program's Writing Center their first year. Work in the Writing Center constitutes the first year GTAship. First year GTAs will be required to submit materials for review to the Director of the Writing Center, Dr. Juli Parrish, who will assess incoming doctoral student suitability. Writing Center GTAs have the opportunity to apply for research project funding administered by the University Writing Program.

All ENGL/GTAs are required to register for 8-12 credits of classes each quarter. Students typically register for 10 credits/quarter. Students seeking an uneven allocation of credits over the course of the academic year (e.g., 8 in Fall, 10 in Winter, 12 in Spring) must do so before the first week of classes begins each new academic year. No exceptions will be permitted.

During Fall Quarter 2018, all first-year Writing Center GTAs will take ENGL 4830-1, *Teaching and Writing Literature* (2.0 credits).

During Winter Quarter 2019, all first-year ENGL GTAs and Writing Center GTAs will register for The Critical Imagination (ENGL 4702; 2.0 credits).

All of the above first-year GTA credits will count toward the required 48 hours of foundational ENGL coursework within the total 90 hours of credits needed to graduate.

SECOND AND THIRD YEAR GTA PROFESSIONAL DEVELOPMENT SEQUENCE

Doctoral students may return to work in the Writing Center for one or more quarters in their second and third years at the discretion of the Director of the Writing Center, who consults with the Director of Graduate Studies and the Departmental Chair about these decisions. Second and third year GTAs may also teach their own classes and/or fulfill

necessary administrative roles for the Department. The placement of GTAs is determined by Departmental need and is based on Divisional and University policy. The Chair of the Department and the Director of Graduate Studies consult with one another about GTA placement and take into account graduate student preferences, which are formally solicited in the Winter Quarter.

PROFESSIONAL DEVELOPMENT SEQUENCE OVERVIEW

This document offers a general outline of possible teaching, mentoring, and administrative assignments, fellowships and other appointments. These options may change quarterly and/or annually depending upon programmatic needs, funding, and availabilities.

Year One

Fall Quarter:

- 1) Writing Center consultant positions (only for Writing Center GTAs) or administrative assignments
- 2) ENGL 4830-1: Teaching and Writing Literature (required for Writing Center GTAs)

Winter Quarter:

- 1) Writing Center tutoring (Writing Center GTAs only) or administrative assignments, or mentorship with ENGL Faculty
- 2) The Critical Imagination (required class for all first-year PhD students)

Spring Quarter:

- 1) Writing Center tutoring (Writing Center GTAs only) or administrative assignments, or mentorship with English faculty

NOTE: To retain the GTAship award in year one students must be in residence at the University of Denver

Year Two

- 1) In any given quarter: Course assignment as teacher-of-record, Writing Center tutoring (Writing Center GTAs only), or administrative assignments, or mentorship with English faculty
- 2) ENGL 4000: Graduate Colloquium (Winter Quarter, 2.0 credits, required for all PhD students)

NOTE: To retain the GTAship award in year two students must be in residence at the University of Denver

Year Three

- 1) In any given quarter: Course assignment as teacher-of-record, Writing Center tutoring (Writing Center GTAs only), or administrative assignments, or mentorship with English faculty

NOTE: To retain the GTAs award in year three students must be in residence at the University of Denver

Appointments and Stipends

Graduate Teaching Assistant: \$17,500 (benefited)

Possible Teaching Options Include:

Introduction to Creative Writing (ENGL 1000)

Art of Fiction (ENGL 1006)

Art of Poetry (ENGL 1007)

The International Short Fiction (ENGL 1200)

Administrative Options (among other possibilities)

Administrative assignments require 12 hours per week each quarter (120 hours total).

Administrative assignments include:

- Assistant to the Director of Graduate Studies
- Assistant to the Director of Creative Writing/ Event Planning Assistant
- Assistant to the Director of Undergraduate Studies
- *Denver Quarterly* (DQ) Assistant
- Website Manager assisting Departmental Webmaster
- Word and Image Archive Assistant

Teaching Expectations

GTAs are required to adhere to AHSS Faculty Policies as defined below

Teaching is a core responsibility of faculty members, who bring expertise, experience, and efforts of many kinds to bear in developing the knowledge, skills, and creativity of our students.. The duties listed below cannot begin to account for the high-level, sophisticated engagement of faculty in teaching; they reflect basic expectations relative to current policies.

1. Teach assigned courses.
2. Select and order course materials and books in a timely manner. Faculty should make every effort to ensure that materials are available to students on the first day of class.
3. Develop syllabi, course schedule, readings, and other basic materials required for the course before the first scheduled class meeting, including a list of student learning outcomes. All courses should be set up with a digital form of delivery in place (ex: Canvas) so that course material can be delivered in the case of emergency closures, etc. Performance-based and studio courses will require additional planning.
4. Conduct and appear on-time for **all** scheduled class meetings.
 - a. Cancellation of single class meeting: Faculty, who must, for serious personal or professional reasons, cancel a class meeting are responsible for ensuring an alternate and timely delivery of course materials to enrolled students.
 - b. Notification of single class cancellation: Faculty who cancel class meetings on short notice must notify enrolled students via e-mail of the canceled class meeting.

GTA's are also **required** to notify **(i)** the DGS, **(ii)** Department Chair, and **(iii)** the departmental Assistant to the Chair (Mr. Joel Lewis). A cancellation notice will be placed on the classroom door for enrolled students by the department. Failure to adhere to this policy may result in disciplinary action.

c. Serious absenteeism may result in disciplinary action.

5. Maintain regular office hours at reasonable times on campus, offer appointments for students who have serious impediments to coming to office hours, and stay in contact with enrolled students.

6. Use appropriate measures of student performance and provide timely feedback to students.

7. Hold final exam during stated final exam time or, in the case of classes that conclude with final papers, have them due during the course's designated exam time.

8. Complete assessment of courses (e.g., course/instructor evaluation) according to the policies and procedures in place, as well as the assessment of course-level student learning outcomes that may also contribute to program-level assessment (e.g., your unit's program assessment or University (e.g., Common Curriculum or DU Student Learning Outcomes).

9. Submit course grades by stated University deadlines

Year Four & Beyond

The Department's Graduate Program cannot guarantee funding for doctoral students beyond year three of the standard GTA package. Students should plan ahead for year four and beyond by seeking out such things as loans, local teaching jobs, fellowships, grants, publishing and/or other fields of employment.

If students have completed all required credits for their degree but are still writing their dissertations, they typically register for "Continuous Enrollment." Information on this status may be found here:

<http://www.du.edu/financialaid/graduate/continuousenrollment.html>

The following award funding for fourth year studies are granted on a competitive basis:

- AHSS Divisional Dissertation Fellowships (two awards): \$18,000 each, non-benefited
- Evan Frankel Dissertation Fellowship (one award): \$18,000, non-benefited
- Editorial Fellowship with the *Denver Quarterly* (one award): \$18,000, non-benefited
- Fairfield Fellowship (one award): \$18,000, non-benefited (awarded biannually beginning in 2017)
- **Clemens Fellowship (one or two awards): \$18,000, non-benefited (awarded as of 2018)**

Students who have worked satisfactorily as consultants in the Writing Program for at least one academic year are favored by the Writing Program directors for adjunct teaching in the 4th year, if they do not receive 4th year award funding.

For more information about that application process, please contact Dr. Juli Parrish <http://www.du.edu/writing/>.

In addition, a limited number of quarterly teaching positions at DU may be available through The Women's College, University College and/or other DU programs. These opportunities depend upon funding and programmatic needs. For more information, contact Prof. Maik Nwosu < Maik.Nwosu@du.edu > Chair, Department of English and Literary Arts.

SCHOLARSHIPS AND FINANCIAL AID

Teaching Fellowships

Teaching fellowships are three-year awards to entering doctoral students. These fellowships include a stipend and full tuition waiver. Other nomination awards include the Doctoral Fellowship, a grant to an exceptional Ph.D. candidate; the Doctoral Fellowship for Inclusive Excellence; the Graduate Studies Dissertation Fellowship; and the Evan Frankel Dissertation Fellowship, a stipend for a fourth-year doctoral student to work full time on completion of the dissertation.

All applicants looking to receive federal financial aid must file a FAFSA online at www.fafsa.gov by March 1. All teaching assistantships and fellowships require full-time attendance. Also, all assistantships and fellowships require that students remain in good standing and meet all major requirements on schedule.

Tuition Credit Waivers (Dean's Scholarship Hours for MA Students)

The Department annually receives from the Division a limited number of tuition credit waivers for the graduate program that are designated as Dean's Scholarship Hours. These tuition credit waivers (Dean's Scholarship Hours) function separately from the GTA packages offered to doctoral students. Tuition credit waivers may not be translated into monetary funding. They may only be used to cover tuition for course registration. They may not be used to cover the cost of continuous enrollment or for any other fees or incidental charges related to registration and billing. Once awarded, tuition credit waivers must be used during the current Quarter (Fall, Winter, Spring) as they will not roll over from one academic year to the next.

Tuition credit waivers may only be awarded when students have outstanding unmet financial need due to registration (credit hour) charges. Tuition credit waivers will be awarded quarterly, depending upon availability and individual student need. These awards will be made to graduate students according to the following priorities:

- First-Year MA Students
- Second-Year MA Students

First- and second-year MA students respectively receive a guaranteed minimum of 12 and 10.5 tuition credit waivers per year. Those waivers are awarded quarterly, depending upon registration choices and tuition charges. If more tuition credit waivers become available during the academic year, they will be offered first to these MA students and – in exceptional circumstances – to third-year MA or non-GTA doctoral students.

Funding for Conferences, Presentations & Readings

Opportunities for funding to assist with the cost of travel to present at conferences or to give invited readings may be sought via three sources:

- Graduate Students of the Four Faculties (GSFF), <http://portfolio.du.edu/gsff>
- Graduate Student Government (GSG), <http://www.du.edu/gsg/index.html>
- The Department's Feldman Fund. Funding from this resource is made available once annually, usually toward the end of the academic year in either May or June.
- For more information, contact the Director of Graduate Studies.

Fourth Year Award Funding

The Department awards funding to fourth year students on a competitive basis.

To apply, eligible third-year doctoral students in the Department must submit the following materials in one hard copy AND **digitally scanned as one long .pdf file** by 1 March 2019:

- 1) a one-page cover letter
- 2) the successfully defended dissertation prospectus
- 3) a timeline for the dissertation's completion
- 4) a current curriculum vita
- 5) one writing sample produced during the applicant's first three years in the Department's graduate program that pertains to the dissertation
- 6) one current, unofficial DU transcript

Scanned materials should be sent to the Director of Graduate Studies who will upload the material to a secure site for review by Departmental faculty. One hard copy of application materials should also be placed in a manila envelope with the applicant's name clearly printed on the front. These materials may be placed in the Director of Graduate Studies' box or may be given to Mr. Joel Lewis.

- Applicants are responsible for scanning, printing out, and clearly organizing their own application materials.
- Applicants need not indicate which award they are applying for. All eligible applicants will be considered for all awards.
- No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for these awards. However, an applicant may submit a different project for consideration.
- An archive of successful applications for fourth year award funding may be found on the EGS Portfolio Website.

The AHSS Divisional Dissertation Fellowships

The AHSS Divisional Dissertation Fellowships provide assistance to two of the Department's fourth-year doctoral students to work on the completion of their dissertations.

Department Faculty will select each year's AHSS Divisional Dissertation Fellowship recipients from applications submitted by third-year doctoral students. The fellowship selection committee will consist of all available departmental faculty members. The English Department will submit two nominees and their application materials to the Dean of AHSS for final review. All candidates for the PhD in English who will have successfully completed three years of study in the Department's graduate program by the end of Spring Quarter are eligible to apply for these fellowships. The selection process and awards will be based on the merits of the application materials and take into account the quality of the students' work over the first three years of doctoral study as well as the possibilities of the award serving to promote an applicant's dissertation progress. No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for this award. However, an applicant may submit a different project for consideration.

In 2010, the Division of Arts, Humanities and Social Sciences installed the AHSS Divisional Dissertation Fellowships to award \$18,000 (gross) annually to two recipients from the Department's doctoral program. The tenure of these fellowships is for one year each. Fellowship support is not renewable. These fellowships include neither health benefits nor tuition credit waivers. The AHSS Fellows may not hold other jobs at DU during the tenure of these awards. The fellowships will be awarded each year in time for the AHSS Fellows to begin tenure of the awards on July 1 of the same year.

Payment will be made quarterly in fall, winter, and spring. Recipients will be designated AHSS Divisional Dissertation Fellows.

At the completion of the yearly tenure of the AHSS Divisional Dissertation Fellowships, the Department Chair and the Director of Graduate Studies will report to the English Department and to the Dean of Arts, Humanities & Social Sciences on the fellows' progress toward the completion of their dissertations. The following outcomes will be assessed annually:

- number and quality of applicants
- effectiveness of the fellowships in promoting dissertation progress and completion
- success of AHSS Dissertation Fellows in obtaining professional employment after completing the English PhD.

The fellowship recipients and their dissertation directors will be expected to report, by June 1, on the dissertations' progress to the Department Chair and the Director of Graduate Studies. The AHSS Fellows will also be expected, during Spring Quarter, to give public presentations on their dissertations.

The Evan Frankel Dissertation Fellowship

The Evan Frankel Dissertation Fellowship in the Department provides assistance to one fourth-year doctoral student each year to work on the completion of the dissertation. The purpose of the Fund is to provide fellowship support to fourth-year doctoral students who are working on their dissertations in the Department at the University of Denver.

Department Faculty shall select each year's fellowship recipient from applications submitted by third-year doctoral students. The fellowship selection committee shall consist of all available Departmental faculty members. All candidates for the PhD in English who will have successfully completed three years of study in the department's graduate program by the end of Spring Quarter are eligible to apply for this fellowship. The selection process and award shall be based on the merits of the application materials and take into account the quality of the student's work over the first three years of doctoral study as well as the possibilities of the award serving to promote an applicant's dissertation progress. No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for this award. However, an applicant may submit a different project for consideration.

In 1999, the Evan Frankel Foundation awarded the University of Denver a \$200,000 endowment grant for fellowship support in the Department of English and Literary Arts. The University of Denver commits to award annually one Evan Frankel Dissertation Fellowship in the minimum amount of \$11,000 for ten years. Beginning in the eleventh year, annual distributions from the fund will be determined by the University of Denver's endowment spending policy. The tenure of the fellowship is for one year. Fellowship support is not renewable. This fellowship does not include health benefits. The Frankel Fellow may **not** hold other jobs at DU during the tenure of the award. The fellowship will be awarded each year in time for the Frankel Fellow to begin tenure of the award on June 1 of the same year.

Payment to the Frankel Fellow will be made quarterly in fall, winter, and spring. Recipients shall be designated Evan Frankel Foundation Fellows.

At the completion of the yearly tenure of the Frankel Fellowship, the Department Chair and the Director of Graduate Studies will report to the Department and to the Dean of Arts, Humanities and Social Sciences on the fellow's progress toward the completion of the dissertation. The following outcomes will be assessed annually:

- number and quality of applicants
- effectiveness of the Fellowship in promoting dissertation progress and completion
- success of Frankel Fellows in obtaining professional employment after completing the English PhD
- financial report on the endowment and for each fellowship award

Both the recipient and the Fellow's dissertation director will be expected to report, by June 1, on the dissertation's progress to the Department Chair and the Director of Graduate Studies. The Frankel Fellow will also be expected, during Spring Quarter, to give a public presentation on the dissertation and to send a letter of appreciation to The Evan Frankel Foundation: c/o Nancy Wendell, Executive Director, Andrew Sabin Family Foundation, PO Box 5026, East Hampton, NY, 11937.

Denver Quarterly Editorial Fellowship

The *Denver Quarterly* Editorial Fellowship will be awarded annually to one doctoral student from the Department's graduate program. To be eligible, the recipient must meet these criteria at the time of appointment to this fellowship:

- all 90 hours of coursework completed
- dissertation proposal and prospectus approved
- continuous enrollment status

This Fellow is nominated by the Editor of the *Denver Quarterly* and ratified or rejected by the Department faculty.

Time Commitment: 15 hours per week for 12 months, July 1 through June 30. Hours are flexible.

Stipend: \$18,000 per year; non-benefited.

For more information, please contact *Denver Quarterly* Editor Prof. Laird Hunt <http://www.du.edu/denverquarterly/>

Fairfield Fellowship

Established in 2009 through a bequest by William G. Fairfield and Marcia S. Fairfield. The Fairfield Fellowship Fund in Creative Writing supports a graduate student in a Creative Writing track. Recipients shall be designated as Fairfield Fellows.

Department faculty shall select each year's fellowship recipient from applications submitted by third-year doctoral students. The fellowship selection committee shall consist of all available Departmental faculty members who will make a recommendation to the Director of Creative Writing for ratification. All candidates for the PhD in English who will have successfully completed three years of study in the department's graduate program by the end of Spring Quarter are eligible to apply for this fellowship. The selection process and award shall be based on the merits of the application materials and take into account the quality of the student's work over the first three years of doctoral study as well as the possibilities of the award serving to promote an applicant's dissertation progress. **Fairfield Fellows may not hold other jobs at DU during the tenure of their award.** No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for this award. However, an applicant may submit a different project for consideration.

Stipend: \$18,000 per year, non-benefited.

Clemens Fellowship

Re-established in 2018, the Clemens Fellowship recipient(s) shall be selected by the Dean of AHSS or his or her delegate, in consultation with the Chair of the Department of English and Literary Arts. Recipients shall be selected on the basis of academic merit and/or demonstrated financial need, with a preference given to Hispanic students (especially immigrant students from Mexico), or students who strongly identify with,

have a demonstrated experience with or commitment to serving or working with this or other racial minorities. Recipients shall be designated as Clemens Fellows.

Department faculty shall select each year's Clemens Fellow(s) from applications submitted by third-year doctoral students. The fellowship selection committee shall consist of all available Departmental faculty members who will make a recommendation to the Dean of AHSS for ratification. All candidates for the PhD in English who will have successfully completed three years of study in the Department's graduate program by the end of Spring Quarter are eligible to apply for this fellowship. The selection process and award shall be based on the merits of the application materials and take into account the quality of the student's work over the first three years of doctoral study as well as the possibilities of the award serving to promote an applicant's dissertation progress. Clemens Fellows may not hold other jobs at DU during the tenure of their award. No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for this award. However, an applicant may submit a different project for consideration.

Stipend: \$18,000 per year, non-benefited.

POLICY ON GOOD STANDING

All graduate assistantships and fellowships awarded by the Department and/or by the AHSS Division require that students remain in good standing and satisfy all program requirements. Failure to comply with this general principle may prompt a review of the student's performance by the graduate committee and may be the cause for dismissal from the Department's graduate program.

- No student may carry more than one incomplete and remain in good standing.
- A final grade of "C" in any course will prompt a review of the student's performance by the Graduate Committee and may be the cause for dismissal from the Department's graduate program.
- All graduate students are expected to carry a GPA of "B+" or higher. If a student's overall GPA falls below that level, the Graduate Committee may review the student's performance.
- All decisions on a student's status will be made by the Graduate Committee in consultation with the Director of Graduate Studies and the Department Chair.

TUTORIALS

Tutorials (ENGL 4100) are 2.0 credit, graded classes for students currently enrolled in the graduate studies program of the Department. Tutorials may be designed either by faculty in consultation with students or proposed by students in consultation with faculty. A maximum of 10 credit hours of tutorials will be permitted within an individual student's distribution of credits toward the total requirement of 90 hours for the doctoral program.

Students must register for tutorials by completing the Tutorial Proposal & Registration form. This form requires the signatures of the faculty instructor and DGS before submission to the Registrar.

Students may not take more than two tutorials per quarter except by petition for exception from the Graduate Committee.

Tutorials may not be used to substitute for other program requirements that call for regular 4.0-credit, ENGL graduate courses. Registration is limited to three students maximum per tutorial.

M.A. students may take up to a maximum of 6 credit hours of English Department tutorials and/or cognate courses offered by other graduate programs at DU.

The English Department's tutorial system replaces the Department's Independent Study courses, which have been discontinued except by special exception. Do **not** register for Independent Study unless you have completed an exception form and it has been approved by the DGS. Failure to do so may result in Independent Study courses not counting towards your graduation.

Exceptions to these policies must be approved by the Director of Graduate Studies. Students must complete and submit a Tutorial Proposal Form to the Director of Graduate Studies before registering.

INDEPENDENT RESEARCH ("Research Hours")

MA and PhD students may register for Independent Research hours: ENGL 4995 for MA students and ENGL 5995 for PhD students. Students are encouraged to use these hours for their thesis or dissertation research and development. ENGL 4995/5995 Independent Research hours may not be used to substitute for other program requirements that call for regular 4.0-credit, ENGL graduate courses.

Note: The Office of Graduate Studies *Independent Research Form* also includes options for registering for Independent Study and/or Directed Reading hours because that form is used by several other graduate programs at DU. **Please use the form to register **ONLY** for Independent Research.** See boxed item under previous heading ("Tutorials") for more on this policy.

COMPREHENSIVE EXAMINATIONS

General Guidelines & Procedures

At the beginning of the third year of study all eligible students will take a written comprehensive exam covering three (out of four) **fields of study**:

- 1) an author or major figure
- 2) a genre
- 3) a period
- 4) either a second period or a special topic

The three choices of fields of study must be approved by examiners and the Director of Graduate Studies.

Within that general format, students may (in consultation with their examiners) design one or more of their exams to address specific goals. For example, students may propose an exam that studies the work of a minor literary figure placed within a larger context of literary work (a movement or school, etc.) or with regard to a theoretical or methodological perspective. Students may likewise propose an exam that investigates other art forms (or cultural forms) or other fields of knowledge (theory, philosophy, history, etc.): film studies, for example, or the films of a particular director, could be placed within a larger context of literary work (a movement or school, etc.) or with regard to a theoretical or methodological perspective.

Students will prepare, in consultation with their examiners, a reading list for each exam field. Reading lists should be designed to achieve a balance between coverage and focus, including historical scope, while also addressing specific aspects of each field. Reading lists should represent a diversity of primary and secondary works, including literary and/or cultural documents, works in criticism and theory, and/or other materials as determined through consultations between students and examiners. Any overlap among lists should be minimized.

The Reading Lists for the Ph.D. Comprehensive Examinations form must be signed by both examiners and then submitted with the pertinent reading lists to the Director of Graduate Studies by Monday April 29, 2019. Students who do not follow these procedures will not be allowed to take the exams. Comprehensive examinations take place during Fall Quarter only prior to the first week of classes.

Only tenure-line, Department Faculty may serve on these exam committees except by special petition. Faculty may each serve on no more than two exam committees per student. Two faculty members serve as examiners for each field of study. Each examiner submits to the Director of Graduate Studies one question per field.

During the examination, students receive two different questions for each of their fields of study and choose **one** question per exam field to answer. Thus students answer three questions in total, one per field, by writing three essays. Each essay should be no more than 5000 words in length (exclusive of the works cited pages and any other paratextual apparatus). Essays should be formatted according to the following standards: MLA citations; typed/printed & double-spaced; Times font, 12-point; 1" margins.

Examiners are looking for well-argued, well-supported, well-organized original essays that cogently handle the questions and stay on topic. **Students must consult and refer to both primary and secondary texts.** All references should be listed in a bibliography for each essay, and all quotations should be properly acknowledged.

Each exam will be read and evaluated by the designated two examiners for each field. Examiners will not consult with each other to arrive at a grade. All exams will be graded as either “Pass” or “Fail.” Faculty examiners are not required to provide any feedback or commentary on the exams to students, though they may agree to do so. Results will be submitted confidentially first to the Director of Graduate Studies, then to individual examinees, then to examiners. All three exams will be graded equally.

If an exam receives a split-vote (one pass, one fail), then the essay will be evaluated by the Graduate Committee. If the majority vote on the committee is for a pass, then the essay will be given a final mark as a passing exam. If the majority vote on the committee is for a fail, then the essay will be given a final mark as a failing exam. An exam that receives a failing mark after that original split-vote and subsequent committee evaluation procedure will then result in the following option: the student may choose either a written or an oral re-take exam. In both of those cases, the student will respond to the unanswered question for the field examination that needs to be completed.

If the student chooses the written essay option, dates will be set and the exam process will be as before (i.e. the same number of days to complete the exam, the same two designated examiners for the field). If the student chooses the oral exam option, a date will be set for the examination and the faculty in attendance will include the two designated examiners, the Director of Graduate Studies, and possibly other members of the Graduate Committee. Both the written re-take and the oral re-take will be graded as either pass or fail.

If an exam receives a double failure, the student in question may submit to the Graduate Committee a petition to schedule a new written examination (with new questions) to be conducted by the same two examiners for that field. Those petitions should be submitted before the beginning of the fifth week of Fall Quarter.

2018 Schedule

The timeframe for completing comprehensive exams has been set by the Graduate Committee as a minimum one week.

The schedule for 2018 is as follows:

Wednesday 29 August: 12:00-2:00 PM: exam questions distributed to students

Friday 7 September 2:00 PM: exams due from students

Friday 14 September 2:00 PM: exam results due from faculty

Monday 17 September 5:00 PM: exam results distributed to students

Instructions for Students

Please read the following carefully before beginning your essays:

- Your e-mail attachment file includes questions in your three exam fields. Please check the question sheets carefully to make sure these are the exam fields you have chosen. If you discover an error, please immediately contact Prof. Adam Rovner <Adam.Rovner@du.edu> and Mr. Joel Lewis <joel.lewis@du.edu>.

- Answer only three questions in total, choosing one from each of your three fields of study. Formulate a response that is closely focused on the question. Stay on topic.
- At the top of the first page of your exam essay include the question you have chosen to answer. (For convenience, you may copy & paste that question from your electronic copy of your exam questions).
- Write no more than 5000 words for each answer. Your essay should be formatted according to MLA guidelines. Essays should be done in Times New Roman, 12-point, with 1" margins; typed/printed and double-spaced.
- Examiners are looking for well-argued, well-supported, well-organized original essays that cogently handle the question and stay on topic. **Students must consult and refer to both primary and secondary texts.** All texts consulted should be listed in a bibliography for each essay and all quotations properly acknowledged. Neither the bibliography nor the exam question will be counted toward the required 5000-word length for your essay.
- You may not consult with examiners or other students. If you have any questions, contact the DGS.
- Once you have completed your essays, print three copies of your answer for each exam field and staple the essays for each exam field together as individual works with the completed **exam cover sheet** [available on the EGS Portfolio site] on top of each one of the three copies. You will thus be submitting a total of three hard copies of each exam essay, and each set of copies will have an exam cover sheet.
- Place all of your essays together in the envelope that Joel will provide when you submit your work in-person. Return your exams to Joel Lewis by 2.00 pm on Friday, September 7. No exams will be accepted after that time. *All students must submit hard copies of all exams to Joel, as noted above.*
- Each exam will be read by the designated two examiners who will return their results (marked Pass/Fail only) to the DGS via email. All three exams will be evaluated equally. If there is a split-vote or double-failure on any of the field exams, the Graduate Committee will determine the outcome.
- Examiners will not consult with each other to arrive at a grade. When all the results are returned, the Director of Graduate Studies will inform students of their results by 5:00 pm on Monday, September 18.

Graduate Comprehensive Examinations Completion Form

After having passed all three examinations, each student should submit a copy of the Graduate Comprehensive Examinations Completion Form to the Director of Graduate Studies. One dated and signed copy will be placed in the student's file.

M.A. THESIS GUIDELINES AND POLICIES

To fulfill part of the non-course requirements for the MA in English, each candidate must submit a thesis. The thesis should be a minimum of 18,000 words (approx. 60 pages) in length and should take the form of either a single scholarly/critical essay or two 30-page scholarly/critical essays. Specific aspects concerning the form and content of the thesis should be determined by the MA candidate in consultation with the thesis committee.

Students must complete the MA Thesis Proposal approval form once their committee has accepted the proposed topic.

The thesis committee usually consists of two tenure-line faculty from the Department: a director (i.e. first-reader) and one other professor. Both Departmental professors may be of any rank and may be either tenured or untenured. The Office of Graduate Studies requires a third DU professor to serve as an “outside chair” for the thesis defense. The outside chair must be a tenured DU faculty member from a different department (that is, any department *other than* English). The outside-chair is thus not required or expected to have a specialization in the thesis field. Any exceptions to these policies about faculty membership on the thesis committee must be approved by the Vice Provost for Graduate Studies and Research. MA candidates wishing to petition for such exceptions must complete and submit a “Committee Member Form,” which may be found either via the Forms link in this handbook or on the OGS “Student Policies and Forms” webpage.

When the thesis is completed, the work must be defended by the candidate. As a general policy, the Department does not schedule thesis defenses during the months of May, June, July, August, and December. Exceptions to that default scheduling policy may be determined by MA candidates and their committees. Candidates should set their defense dates as early as possible during a given quarter.

For more information about OGS policies and guidelines—including deadlines, graduation applications, and oral examination (defense) scheduling forms—please visit the “Graduation and Program Resources” webpage.

DISSERTATION PROPOSAL

By the end of the first quarter of the third year in the doctoral program, students should submit a dissertation proposal (250 words maximum). The proposal should be a brief description of the project and must be approved and signed by at least two dissertation committee members and the Director of Graduate Studies. Students must complete the dissertation proposal and submit the form to the Director of Graduate Studies before a dissertation prospectus meeting may be scheduled. One copy of the approved and signed form will be placed in the student’s file.

The proposal should identify the project’s area of research and/or creative work and also define, if possible, the dissertation’s topic and specific goals. If any special resources (e.g. travel, new technology, language study) will be needed, those should be noted.

DISSERTATION PROSPECTUS

Before the end of the second quarter of the third year in the doctoral program, students should complete a Dissertation Prospectus meeting and submit the approved and signed prospectus and prospectus form to the Director of Graduate Studies. The prospectus should be approximately 2,500-3,000 words in length and should be presented to the committee well in advance of the meeting. The prospectus should, if possible, offer a complete plan for the dissertation, addressing in detail the project’s topic and context,

field placement (including any concerns with literary genre and/or theory), research question and methodology, line of argument and/or artistic goals. The prospectus should also include a working bibliography. The prospectus meeting will consist of a discussion based on the written dissertation prospectus.

One copy of the approved and signed prospectus and form will be placed in the student's file.

DISSERTATION GUIDELINES AND POLICIES

To fulfill part of the non-course requirements for the PhD in English, each doctoral candidate must submit a dissertation of publishable quality that makes a significant contribution to the candidate's field(s) of specialization. The dissertation may take the form of either an extended scholarly/critical work (usually between 150 and 250 pages) or a body of creative work (usually between 150 and 250 pages) that also includes a scholarly/critical apparatus that places the creative dissertation within a context of research and professional development. The specific aspects of each dissertation's form and content—this includes the scholarly/critical apparatus—should be determined by the doctoral candidate in consultation with the dissertation committee. **No work already published or accepted for publication *in toto* (or in large part) may be presented for the dissertation requirement of the PhD in English. Students should consult with their committee to determine the extent previously published work (or work accepted for publication) may play in fulfilling the dissertation requirement.**

Students admitted to the Literary Studies track shall write a scholarly/critical dissertation. Students admitted to a Creative Writing track (fiction or poetry) shall write a creative dissertation. Deviations from this policy require a petition of exception to the Graduate Committee. Literary Studies students *may* include a creative apparatus as part of their dissertation without petitioning. Creative Writing students *must* include a scholarly/critical apparatus as part of their dissertation.

Each dissertation committee usually consists of three tenure-line faculty from the Department: a director (i.e. first-reader) and two other professors. Those three Departmental professors may be of any rank and may be either tenured or untenured. The Office of Graduate Studies requires a fourth DU professor to serve as an "outside chair" for the dissertation defense. The outside chair must be a tenured DU faculty member from a different department (that is, any department *other than* English). The outside chair is thus not required or expected to have a specialization in the dissertation field. Any exceptions to these policies about faculty membership on the dissertation committee must be approved by the Vice Provost for Graduate Studies and Research. Doctoral candidates wishing to petition for such exceptions must complete and submit a "Committee Member Form," which may be found either via the Forms link in this handbook or on the OGS "Student Policies and Forms" webpage.

When the dissertation is completed, the work must be defended by the candidate. As a general policy, the Department does not schedule dissertation defenses during the months of May, June, July, August, and December. Exceptions to that default scheduling

policy may be determined by doctoral candidates and their committees. Candidates should set their defense dates as early as possible during a given quarter.

For more information about OGS policies and guidelines—including deadlines, graduation applications, and oral examination (defense) scheduling forms—please visit the “Graduation and Program Resources” webpage.

ELECTRONIC THESIS AND DISSERTATION

The primary avenue for submitting the students’ work is electronically through ProQuest/UMI. Because ProQuest is widely known and respected as the main searchable database for scholarly work, the University of Denver strongly encourages students to submit their dissertations/theses to ProQuest. This provides the University of Denver and the author an opportunity to showcase and promote scholarly work. The electronic submission process eliminates the need to print these documents for final submission and allows students to pay online via credit card.

Policy

As of spring term 2008, all theses and dissertations must be submitted electronically to ProQuest (UMI) unless an exemption is granted using the “opt out” procedure. ProQuest provides access to graduate works for thousands of libraries around the world.

Note: If the Dissertation/Thesis Chair and the student believe that submitting the work to ProQuest will create serious ethical, publishing or other issues, please request an exception to this process by submitting a memo to the Associate Provost for Graduate Studies that explains the concerns. Please see “opt out” procedure at the end of this section.

Procedure

The electronic submission instructions can be found at <http://www.du.edu/grad/gradinfo/graduation.html>. Faculty should review the instructions before advising students about the submission arrangements of their thesis/dissertation.

Criteria for a Master’s Thesis or Doctoral Dissertation

- Requires an outside chair and oral examination (defense). The Master’s committee is comprised of a minimum of two and a maximum of five voting members. The Ph.D. oral exam committee is comprised of a minimum of three and a maximum of seven voting members.
- The scheduling of the oral exam and formatting of the thesis/dissertation must be coordinated through the Office of Graduate Studies in accordance with the university schedule of deadlines and graduate policy.
- All copyright issues must be cleared before the thesis or dissertation is submitted. The student is responsible for obtaining proper permissions for all material used

within the work. Evidence of copyright permission may be required with the student's submission to ProQuest (UMI). For additional information about copyright permission and the copyright process go to http://www.proquest.com/products_umi/dissertations/UMI_CopyrightGuide

- Electronic submission of “publishable” quality scholarly work.

Note: Master's papers that do not meet these criteria will not be called a Thesis and the paper title will not be listed on the student's transcript.

Embargos and Restrictions on Accessing Theses and Dissertations

Students should be advised that a thesis or dissertation may be considered to be “previously published” by some publishers if it is put into a searchable digital/electronic repository (eg. ProQuest). However, it should be noted that the student, not ProQuest (UMI) retains the copyright.

Students should discuss their future thesis/dissertation publication goals with their advisor. Students planning to publish from their thesis or dissertation should consider requesting an embargo of their work. During an “embargo,” ProQuest will completely restrict access to the document for a specified time period. The thesis or dissertation will be held in the ProQuest repository with *no access* until the embargo expires.

Reasons for Embargo

- The student is interested in pursuing the option of an academic or commercial press in acquiring the rights to publish the dissertation or thesis as a book.
- The student is interested in submitting work from the thesis/dissertation to a peer-reviewed journal.
- There are patentable rights in the work in which disclosure may be detrimental to the rights or interests of the author.
- There is an ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc. for a time-limited period.
- If a student believes that he/she will need to restrict access for a limited time period they can request a 6 month, 1 year, or 2 year embargo. When an embargo expires, the thesis or dissertation will be automatically made available electronically by ProQuest.

Renewing an Embargo

An embargo can be easily extended by the student by contacting ProQuest directly, at 1-800-521-0600 x7020 or via email at disspub@proquest.com. There is no limit on how many times an embargo can be extended.

Penrose Library

ProQuest makes the thesis/dissertation available electronically to the DU Penrose Library. The level of access to the student's work through Penrose depends upon embargo choices as described below. If the student does not embargo the work, the Library will make the

work available through the library's online catalog, with links to both ProQuest and the library's digital repository.

When an embargo is in place because:

- The student is interested in pursuing the option of an academic or commercial press in acquiring the rights to publish the dissertation or thesis as a book.
- The student is interested in submitting work from the thesis/dissertation to a peer-reviewed journal.

Penrose Library will make the work available only to the DU Community and through Inter-Library Loan in a PDF format. The work will not be made available outside the DU Community over the internet.

When an embargo is in place because:

- There are patentable rights in the work or other issues in which disclosure may be detrimental to the rights or interests of the author.
- There is an ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc. for a time limited period.

Penrose Library will completely restrict access to the work until such time that they are notified by ProQuest that the embargo has been released. At that time, the work will be made available through the Library's online catalog, with links to ProQuest and the library's digital repository.

Opt Out Procedure

In some instances a student may wish to use only Penrose Library as the repository of his/her work. In such cases the student will submit his/her work digitally to Penrose and it will be made available only to the DU Community and through Inter-Library Loan in a PDF format.

In rare cases where the work includes proprietary information such as company data and records or confidential information that should never be made public, such as client records/interviews or some other serious condition that justifies such an action it may be appropriate for a student to *permanently suppress* his/her work. In such cases the student will submit his/her work electronically to Penrose Library. The work will be retained by the library and listed in catalog system, but will not be accessible without permission from the author.

In either of these cases a student and his/her thesis/dissertation chair (advisor) will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted.

Ordering a Bound Copy

In instances where students would like to receive a hard bound copy of their thesis/dissertation, DU has maintained the relationship with the Denver Bookbinding Company. Students may submit up to six printed copies of the complete document (in separate boxes) for binding to the Office of Graduate Studies. The cost to the student is \$15 per

copy. (Additional charges apply for documents over 2 inches thick.) After the documents have been bound, they will be returned to the student’s department for the student to pick up.

FORMS CHECKLIST

Listed forms and other important documents are available either via this link

<http://portfolio.du.edu/egs#>

or on the Office of Graduate Studies website

<http://www.du.edu/learn/graduates/studentresources.html>

These forms are listed below for your quick reference. This is not a comprehensive accounting of forms, submission dates, or their requirements. All forms except “Doctoral Advancement to Final Candidacy” should be submitted to the DGS. Submit the “Doctoral Advancement to Final Candidacy” form to the Chair, Dr. Maik Nwosu. Please refer specific questions to the DGS.

Name of Form	When to Submit
First-Year Graduate Experience (Faculty Advisor Request)	When you have selected an advisor; the DGS is the default advisor if you have not selected another faculty member
Graduate Course Substitution or Waiver Approval Form	As needed
Tutorial Proposal & Registration Form	As needed; necessary before registering for 4100
Reading Lists for the Ph.D. Comprehensive Examinations	Spring Quarter Year 2; next eligibility deadline April 2019
Comprehensive Exam Cover Sheet	When you hand in your exams; just before Fall Quarter Year 3 (7 Sept 2018)
Graduate Comprehensive Examinations Completion	After you successfully pass your comprehensive exams; early in Fall Quarter Year 3
MA thesis proposal approval	For MA students who have set a thesis committee, usually by end of Winter Quarter Year 2
Dissertation Proposal	For PhD students; usually by end of Fall Quarter Year 3
Dissertation Prospectus	For PhD students; usually by end of Winter Quarter Year 3
Coursework Plans	Ongoing—all graduate students are responsible for monitoring their own

	progress; please consult with the DGS or your faculty advisor
Tool Requirement completion form	When you have completed the “tool requirement”; see page 9
Transfer Credit Request	As needed, but within first five weeks of starting graduate study at DU
Continuous Enrollment Approval Form	As needed once you have completed all necessary degree credit hours but still need to be enrolled while writing your thesis/dissertation
Application for Independent Research	As needed, necessary before registering for 4995/5995
MA Advancement to Candidacy	For MA students: when you have completed all degree coursework requirements; at least one quarter prior to graduation
Doctoral Advancement to Preliminary Candidacy	For PhD students: when you have completed all degree coursework requirements and are working on your dissertation
Doctoral Advancement to Final Candidacy	For PhD students: when you have completed your dissertation; at least one quarter prior to graduation; **submit this to Dr. Maik Nwosu**
Thesis/Dissertation Oral Defense Committee	For MA/PhD students: when you have agreed upon a thesis or dissertation committee
Schedule of Oral Defense	For MA/PhD students: when you have worked with your committee and they are satisfied you may proceed to the oral defense

LINKS

Department of English and Literary Arts Faculty
<http://www.du.edu/ahss/english/faculty-staff/index.html>
 Department of English and Literary Arts Graduate Courses
<http://www.du.edu/ahss/english/graduate/index.html>
[click “current course” on right hand navigation bar]